

From: [Stillwater County](#)
To: [Shupak, Dennis](#); [Dell, Gerald](#); [Davey, Maureen](#); superintendent@stillwaterroadbridge.com; [Morse, Joe](#); "Nancy L. Rohde"; "Sheriff Brophy "; [Arkell, Carol](#); [Hauge, Marissa](#); [Stillwater Commissioners](#)
Subject: Rockslide Update
Date: Thursday, July 28, 2016 2:46:34 PM
Attachments: [Shannon & Wilson.071916.pdf](#)

Shannon & Wilson has presented the County with a Phase 3 design services proposal which relates to the preparation of construction documents for a design to mitigate the rock slope instability along the Stillwater River Road. Shannon & Wilson's proposed scope of work will include design coordination, preparation of specifications and drawings and assembly of a project manual which will be utilized for the actual bid process. Shannon & Wilson will also provide project management services. Said Proposal has been approved by the rockslide team, and is on the agenda for August 2nd for the Board's approval.

Thus, the next step in the process will be to prepare the bid package as outlined in the Proposal and solicit bids via publication. Such solicitation, followed by approval of a bid (assuming a suitable one is submitted), would probably take between 6 to 8 weeks. One condition for acceptance of a bid may be the crew's ability to work through the winter months, although it's uncertain that such is even a possibility. The team is very hopeful that this can be accomplished, but does not mean to imply optimism that it can.

As for the FEMA grant, at a recent meeting of the rockslide team, it was announced that any work toward the stabilization of this rockslide, which is performed after the submission of the grant application (i.e., after June 15, 2016) will count toward the County's obligation to fund part of the project, as required by the grant. In other words, if awarded the FEMA grant, the County knows it will have an obligation to match a certain percentage of the award; however, any funds expended toward the project after June 15, 2016, will apply toward that percentage, lightening the County's financial burden significantly. The awards are announced in late 2016, and awarded in the Spring.

Again, the team thanks you for understanding that we are committed to doing what is best for all citizens of the County, with regard to the rockslide on Stillwater River Road, and we believe we have explored and continue to explore every possible scenario to come to resolution as expeditiously as is fiscally prudent and humanly feasible.

Dennis Shupak, Commissioner DShupak@stillwater.mt.gov
Gerald Dell, Commissioner GDell@stillwater.mt.gov
Maureen Davey, Commissioner MDavey@stillwater.mt.gov
Mark Schreiner, Road and Bridge Superintendent@stillwaterroadbridge.com
Joe Morse, Finance JMorse@stillwater.mt.gov
Nancy Rohde, County Attorney NRohde57@gmail.com
Cliff Brophy, Sheriff CBrophy@scsomt.org
Carol Arkell, DES Coordinator CArkell@stillwater.mt.gov

This is a "notice only" email system. Please do not reply to this email address as your email will not be viewed. Questions or concerns regarding the content of the message may be addressed to the Stillwater County Commissioners at the Stillwater County Courthouse in Columbus, Montana, at 406-322-8010.

July 19, 2016

Board of Stillwater County Commissioners
P.O. Box 795
400 E. 3rd Avenue North
Columbus, Montana 59019

Attn: Mr. Gerald Dell

**RE: PROPOSAL FOR PHASE 3 DESIGN SERVICES, STILLWATER RIVER ROAD
ROCKSLIDE, STILLWATER COUNTY, MONTANA**

In accordance with your request, Shannon & Wilson is pleased to submit our proposal for Phase 3 design services related to preparation of construction documents for a design to mitigate rock slope instability along County Route 420, about 12.5 miles west of Absarokee, Montana.

SCOPE OF WORK AND ASSUMPTIONS

Our proposed scope of work will include design coordination, preparation of specifications and drawings, assembly of a project manual, bid support, and project management. These tasks are described in more detail in the following sections.

Design Coordination

This task includes identifying and incorporating administrative items that need to be addressed in the bid documents (such as disposal area location(s) and permit requirements). We assume that coordination with agencies other than Stillwater County (U.S. Army Corps of Engineers, Montana Fish Wildlife & Parks, etc.) will not be required.

Specifications and Drawings

We will prepare design drawings and specifications necessary for construction of the project.

We anticipate that the drawings will utilize oblique and aerial photographs and topography collected during the design phase.

The specifications will consist of three parts:

- Division 0 includes the Bidding and Contracting Requirements. We anticipate these will be nearly identical to what was utilized for the Rosebud Cemetery Road Bridge Replacement Project, with appropriate project-specific modifications. Reimbursable expenses under this task include acquisition of a license to use documents and forms developed by the Engineers Joint Contract Documents Committee (EJCDC) and acquisition of the Montana Public Works Standard Specifications.
- Division 1 includes the General Requirements. We anticipate that these will be generally similar to the Rosebud Cemetery Road Bridge Replacement Project, and will include on the order of 12 to 15 sections.
- Divisions 2 through 16 are technical sections. We tentatively anticipate that this will include three sections: scaling, excavation and haul, and weep holes.

Project Manual

The project manual will incorporate the specifications, design drawings, and supporting documents. We intend to use the Project Manual from the Rosebud Cemetery Road Bridge Replacement Project that was provided to us by Stillwater County as a general template.

We will prepare a draft for review by Stillwater County, review comments via teleconference, and then issue a final document suitable for soliciting bids. We anticipate preparing up to 5 paper copies of the draft, and up to 10 paper copies of the final document, along with a secured electronic (PDF) version.

We assume that a Conformed Project Manual (including the Contractor's completed bid bond, bid form, executed agreement, etc.) will not be required.

Bid Support

Bid support includes:

- Providing the County with a list of specialty contractors (that in our opinion have the appropriate experience to complete the work) so that they can be contacted and invited to review the solicitation.
- Attending a pre-bid conference with prospective contractors at the project site. We have assumed one attendee from Shannon & Wilson.

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Attn: Mr. Gerald Dell
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- Reviewing technical questions submitted by prospective contractors as part of the bid process, and preparing an addendum with responses.
- Assisting the County with review of bids, if requested.

Project Management

This task includes general project management tasks necessary to administer the project, including documentation that Shannon & Wilson's internal QA/QC procedures have been followed.

FEE

We propose to complete this work on a time and materials basis. Our estimated fee for this scope of work is approximately \$29,945, and we will not exceed this amount without your approval. A detailed breakdown of the estimated costs is attached.

SCHEDULE

We are prepared to begin preparation of the project manual upon receipt of the executed signature page at included at the end of this letter. We anticipate a draft of the project manual will ready for your review within six weeks of notice to proceed, and that the final bid-ready document can be submitted within two weeks of receipt of comments from the County.

CLOSURE

We assume that the work will be governed by the terms of our agreement executed November 17, 2015 for the initial phase of the work, except that our 2016 Standard Rates (provided previously) will apply. Please indicate your acceptance of our proposal by signing the following page and returning a copy to us.

This proposal does not include construction-phase services, such as review of contractor submittals, observation of the contractor's work. Once a contractor is selected and the construction schedule is known, we can develop a proposal for these services if you wish.

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If you have any questions, I can be reached at (720) 258-4114 or srw@shanwil.com. We look forward to continuing to work with you.

Sincerely,

SHANNON & WILSON, INC.



Scott R. Walker
Associate

SRW:GRF/lmr

Enc: Phase 3 Cost Estimate

Board of Stillwater County Commissioners
Attn: Mr. Gerald Dell
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We accept the above conditions and authorize the above work to proceed.

STILLWATER COUNTY BOARD OF COMMISSIONERS

Signature _____
Dennis Shupak, Chair

Date _____

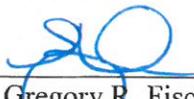
Signature _____
Maureen Davey

Date _____

Signature _____
Gerald Dell

Date _____

SHANNON & WILSON, INC.

Signature  _____
Gregory R. Fischer, Ph.D., P.E.
Senior Vice President

Date July 19, 2016

SHANNON & WILSON, INC.
**PHASE 3 COST ESTIMATE
 PREPARE BID DOCUMENTS FOR
 STILLWATER RIVER ROAD ROCKSLIDE REPAIR PROJECT**

TASKS/SUBTASKS	HOURS				DOLLARS								SUB TOTAL	ODC	TOTAL			
	PIC GRF	VP WAH	ASSOC SRW	SR 1 MTG	CAD	CLR LMR	Total	PIC	VP	ASSOC	SR 1	CAD				CLR		
1.0 DESIGN COORDINATION																		
1.1 Coordination with County			6.0				6.0			\$930							\$930	
2.0 DRAWINGS AND SPECIFICATIONS																		
2.1 Prepare Design Drawings	2.0	2.0	4.0		24.0		32.0			\$620		\$1,992				\$3,502		
2.2 Division 0 (Bid)	1.0	1.5	8.0	24.0		6.0	40.5		\$490	\$400						\$4,785	\$1,040	\$5,825
2.3 Division 1 (Administrative)	2.0	1.5	6.0	24.0		4.0	37.5		\$490	\$300	\$2,520					\$4,560	\$1,403	\$5,963
2.4 Divisions 2-16 (Technical)	2.0	2.0	6.0	12.0		4.0	26.0		\$490	\$400	\$1,260					\$3,400		\$3,400
3.0 PROJECT MANUAL																		
3.1 Assemble Draft for Review			2.0	4.0		2.0	8.0			\$310	\$420		\$160			\$890	\$200	\$1,090
3.2 Teleconference with County			2.0				2.0			\$310						\$310		\$310
3.3 Assemble Final Version			2.0	4.0		3.0	9.0			\$310	\$420		\$240			\$970	\$400	\$1,370
4.0 BID SUPPORT																		
4.1 Pre-Bid Services			2.0				2.0			\$310						\$310		\$310
4.2 Pre-Bid Site Visit with Contractors			24.0				24.0			\$3,720						\$3,720		\$3,720
4.3 Question Response/Addendum	1.0	1.0	4.0			1.0	7.0		\$245	\$200			\$80			\$1,145		\$1,145
4.4 Bid Review			4.0				4.0			\$620						\$620		\$620
5.0 PROJECT MANAGEMENT																		
5.1 General			8.0				8.0			\$1,240						\$1,240		\$1,240
5.2 QA/QC			2.0	2.0			4.0			\$310	\$210					\$520		\$520
TOTAL	8.0	8.0	80.0	70.0	24.0	20.0	210.0		\$1,960	\$1,600	\$7,350	\$1,992	\$1,600		\$26,902	\$3,043	\$29,945	

Other Expenses		Quantity	Unit	Rate	Total
Airfare	1	Is	\$ 500	\$ 500	
Rental Car and Fuel	3	day	\$ 125	\$ 375	
Mileage/Airport Parking	1	Is	\$ 125	\$ 125	
Hotel	2	day	\$ 125	\$ 250	
Per Diem	3	day	\$ 51	\$ 153	
Acquire License for EJCDC Documents	1	Is	\$ 980	\$ 980	
Acquire MT Public Works Standard Specs	1	Is	\$ 60	\$ 60	
Reproduction and Shipping - Draft	1	Is	\$ 50	\$ 50	
Reproduction and Shipping - Final	1	Is	\$ 50	\$ 50	
Subtotal				\$ 3,043	