



February 22, 2023

**Brandt Dahlen**

Surface Project Coordinator  
City of Missoula Department of Public Works and Mobility  
435 Ryman St  
Missoula, MT 59802

Re: Scott Street Surface Project – Phillips Street to Otis Street #2022-053 – Scope of Services

Dear Brandt:

WGM Group, Inc. (WGM) is pleased to provide this scope of services proposal for Scott Street Surface Project – Phillips Street to Otis Street. We understand that growth in the northside neighborhood is expected to result in traffic congestion along Scott Street as other illustrative projects, such as the Coal Mine Interchange, remain unfunded. This project must be designed to function as an important component of the City of Missoula’s (City) Long Range Transportation Plan for future redistribution of traffic while implementing near-term multi-modal street improvements and addressing intersection control improvements to provide safety, mobility, and access for all transportation infrastructure users with the pending planned development in the Northside neighborhood. We understand this first phase of the project will include community engagement, survey, conceptual design, and cost estimating to assist City staff budget for the project for Fiscal Year 2024.

**SCOPE OF SERVICES**

WGM will provide the following services:

**Phase 01: Project Management \$7,774.00**

WGM’s project manager will actively manage the project team, allocating appropriate resources and keeping in regular contact with the client. The PM will evaluate project progress monthly, calculating earned value to ensure we’re on track at each step in the process. The following items are included:

- Project schedule and workflow
- Team oversight, coordination, and resource allocation
- Client correspondence and meetings
- Earned value estimating and monthly billing
- Scope, fee estimate, and contract
- QA/QC

Deliverables: Scope, fee estimate, contract, and monthly billing

**Phase 02: Community Engagement** **\$24,662.00**

This phase includes attending one Missoula Metropolitan Planning Organization (MPO) hosted walk audit of the corridor, meeting with project stakeholders, individual landowners, and reviewing agencies to identify community objectives for the corridor. Our team will host one informational public meeting at the summation of conceptual design to present the preferred alternative. The following items are included:

- Attend one walk-audit along the corridor hosted by the MPO
- Stakeholder meetings (assumes 15 meetings)
- Individual landowner meetings (assumes 15 meetings)
- Host one public meeting, including notices, graphics, and meeting summary

Deliverables: Meeting notices, materials, graphics, and summaries. Attend walk-audit and host one public open house.

Exclusions: WGM is not responsible for organizing, summarizing, or developing material associated with the corridor walk-audit. It is our understanding this will be handled by MPO staff.

**Phase 03: Right-of-way Resolution & Topographic Mapping** **\$8,041.60**

WGM will perform research, boundary control monument ties, right-of-way resolution and expand existing WGM horizontal control, vertical control, and field mapping along the Scott Street corridor from a half of a block south of Phillips Street to Otis Street (0.7 miles). Field mapping will be limited to critical locations only, as weather currently prohibits efficient topographic survey. Instead, WGM will use previous survey data collected with past projects, as-built information, high resolution aerial imagery, and visual inspection of overhead utilities and key tie-ins to supplement our existing base map of existing condition. The following is included:

- Along with existing WGM right-of-way ties and research, WGM will perform research for existing certificate of surveys, plats, deed exhibits, deeds, and General Land Office records to help with right-of-way resolution of Scott Street from a half of a block south of Phillips Street to Otis Street.
- Fieldwork to expand existing WGM horizontal (Montana State Plane Coordinate system NAD83(2011) and vertical survey control (NAVD88).
- Fieldwork to search and tie existing right-of-way controlling monuments along the Scott Street Project corridor.
- Resolve the right-of-way of Scott Street from a half of a block south of Phillips Street to Otis Street using existing WGM right-of-way controlling monuments/research and found monument ties/research.
- Utilize as-built information and aerial imagery to supplement existing mapping.
- Data processing and drafting of topographic sitemap.
- QA/QC by a Professional Land Surveyor.

Deliverable: Existing base map showing topographic and right-of-way information.

Exclusions: Due to snow and ice along the corridor, only limited topographic survey is included in this scope. Issues concerning possible encroachments and encumbrances of right-of-way improvement locations identified in the survey work will not be addressed or remedied as part of this scope of work. Missing right-of-way controlling monuments will not be re-set as part of this

scope of services. Title report coordination, review, and analysis of adjoining properties are not of this scope of services. Services not specifically described in the tasks above are not included.

**Phase 04: Bridge Alterations Feasibility Analysis** **\$19,042.00**

WGM will work with HDR to analyze the feasibility of incorporating the desired multi-modal facilities on the existing Scott Street bridge. This will require coordination with the City, Missoula County, Montana Department of Transportation (MDT), and BNSF Railway as our team analyzes any structural or drainage alterations to facilitate the preferred typical section. WGM will incorporate non-structural (striping changes only) in our work. HDR proposes to consider two alternatives and develop a feasibility memo identifying goals, constraints, opportunities, and capital and maintenance costs of incorporating the preferred alternative for the bridge per their attached scope of work document. The following items are included:

- City, Missoula County, MDT, and BNSF Railway coordination.
- Alternatives analysis
- Feasibility report
- Capital cost and maintenance implications of bridge alterations

Deliverables: Bridge alterations feasibility memo and associated cost estimates

**Phase 05: Concept Development** **\$40,392.40**

WGM will incorporate information gathered from community engagement, stakeholder input, and previous planning efforts to develop a conceptual level design on the corridor. We will work with City staff to assess existing pavement conditions through the City's Pavement Management System. Our team will compare and document right-of-way impacts, intersection operations, safety performance, and costs of varying intersection control options to ensure appropriate facility types are selected for the Scott Street intersections with Phillips Street, Turner Street, and Rodgers Street to the west. It is our understanding that all other intersections along the corridor will remain T-intersections based on the neighborhood TIS developed with the recent Ravara-MRA partnership project. The following items are included:

- Design criteria memo
- Identify areas needing pavement reclamation
- Identify preferred typical section
- Identify preferred intersection control options at the Scott Street intersections with Phillips Street, and Turner Street including intersection performance metrics such as vehicle turning analysis, fastest paths, and sight distances as needed
- Identify and implement multimodal safety improvements at the intersection of Scott Street and Rodgers Street to account for conflicts between non-motorized users and large turning volumes.
- Corridor lighting layout based on a calculated standard spacing for the selected luminaire. This will be based on industry standard lighting level calculations on the road surface for an urban collector street. A lighting corridor map is not included in this scope. WGM will assume a number of luminaire poles for roundabouts, as needed, based on experience at similarly sized intersections.
- Graphical layout and opinion of probable cost for conceptual level design on corridor

Deliverable: Design memo, intersection control documentation, preferred layout (including conceptual layout and opinion of probable cost)

Exclusions: Plans production, photometric lighting analysis, geotechnical investigation, hydraulics reporting, and pavement section structural design. *WGM will use City of Missoula standard typical section thicknesses based on our understanding of the subgrade conditions on adjacent development projects for cost estimating purposes. The excluded work can be incorporated into future phases of work as the project progresses towards final design at the request of the City of Missoula.*

**ADDITIONAL SERVICES**

Services not specifically described in the tasks above are not included in this scope of work.

**FEE ESTIMATE**

Our fees will be billed on a time and materials basis with a budget of **\$99,912** without a supplemental agreement. Fees are valid through August 2023 and may need to be adjusted if the project extends beyond this date. A cost summary is provided below.

<b>COST SUMMARY</b>	
01 – Project Management	\$7,774.00
02 – Community Engagement	\$24,662.00
03 – Right-of-way Resolution & Topographic Mapping	\$8,041.60
04 – Bridge Alterations Feasibility Analysis	\$19,042.00
05 – Conceptual Design	\$40,392.40
<b>TOTAL</b>	<b>\$99,912.00</b>

**SCHEDULE**

We are prepared to begin work immediately upon receipt of a signed contract and propose completing work based on the attached schedule.

Thank you for the opportunity to provide these services. If this scope of services proposal is agreeable to you, please sign this document at the bottom and return a copy to our office. Please contact us at 406.728.4611 if you have any questions or would like to further discuss this proposal.

Sincerely,  
WGM Group, Inc.

**Stephen McDaniel, PE**  
Project Manager.

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SMM: clf

# Professional Services Estimate

Project Name: **Scott Street Surface Project - Phillips to Otis**

Project #: **221201**

Client: **City of Missoula**

Date: **2/22/2023**



DIRECT LABOR	Phase 01 PROJECT MANAGEMENT		Phase 02 COMMUNITY ENGAGEMENT		Phase 03 RIGHT-OF-WAY AND TOPOGRAPHIC MAPPING		Phase 04 BRIDGE ALTERATIONS FEASIBILITY ANALYSIS		Phase 05 Concept Development		TOTAL	
	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$
Senior Consultant												
Principal Engineer	6	\$1,254									6	\$ 1,254
Sr Project Engineer												
Project Engineer 2	40	\$6,520	74	\$12,062			10	\$1,630	32	\$5,216	156	\$ 25,428
Project Engineer 1			10	\$1,520			2	\$304	120	\$18,240	132	\$ 20,064
Sr Traffic Engineer									12	\$2,304	12	\$ 2,304
Sr Transportation Consultant												
Sr Transportation Engineer 2												
Staff Engineer/EI 3					4	\$572			36	\$5,148	40	\$ 5,720
Landscape Architect 2			2	\$310							2	\$ 310
Landscape Designer			8	\$808					16	\$1,616	24	\$ 2,424
Graphic Designer												
Land Surveyor 3					14	\$2,450					14	\$ 2,450
2-Person Crew					16	\$3,344					16	\$ 3,344
3-Person Crew												
Sr CADD Drafter					8	\$1,096			48	\$6,576	56	\$ 7,672
CADD Drafter												
Project Assistant 2			4	\$472							4	\$ 472
Project Assistant 1												
Admin. Assistant												
<b>TOTAL LABOR</b>	<b>46</b>	<b>\$ 7,774</b>	<b>98</b>	<b>\$ 15,172</b>	<b>42</b>	<b>\$ 7,462</b>	<b>12</b>	<b>\$ 1,934</b>	<b>272</b>	<b>\$ 40,108</b>	<b>470</b>	<b>\$ 72,450</b>

DIRECT EXPENSES	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	TOTAL
Sub-consultants	-	9,472.00	-	17,108.00	-	\$ 26,580.00
Copies / Prints	-	-	-	-	-	\$ -
Mileage	-	-	-	-	-	\$ -
Lodging / Per Diem	-	-	-	-	-	\$ -
Fees / Permits	-	-	-	-	-	\$ -
Survey Equipment	-	-	540.00	-	-	\$ 540.00
Technology Fee	-	18.00	39.60	-	284.40	\$ 342.00
Other	-	-	-	-	-	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ -</b>	<b>\$ 9,490.00</b>	<b>\$ 579.60</b>	<b>\$ 17,108.00</b>	<b>\$ 284.40</b>	<b>\$ 27,462.00</b>

SUMMARY	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	TOTAL
<b>Hours</b>	<b>46.0</b>	<b>98.0</b>	<b>42.0</b>	<b>12.0</b>	<b>272.0</b>	<b>470.0</b>
<b>Labor</b>	<b>\$ 7,774.00</b>	<b>\$ 15,172.00</b>	<b>\$ 7,462.00</b>	<b>\$ 1,934.00</b>	<b>\$ 40,108.00</b>	<b>\$ 72,450.00</b>
<b>Expenses</b>	<b>\$ -</b>	<b>\$ 9,490.00</b>	<b>\$ 579.60</b>	<b>\$ 17,108.00</b>	<b>\$ 284.40</b>	<b>\$ 27,462.00</b>
<b>TOTAL</b>	<b>\$ 7,774.00</b>	<b>\$ 24,662.00</b>	<b>\$ 8,041.60</b>	<b>\$ 19,042.00</b>	<b>\$ 40,392.40</b>	<b>\$ 99,912.00</b>





## **Introduction**

The following scope of work is to perform a feasibility study of implementing multi-modal improvements to the Scott Street Bridge (MDT Structure ID 07009) over the MRL railyard in Missoula.

## **General Assumptions**

- Project management effort is a function of the project duration and is based on the assumed feasibility study finish date of April 2023. Additional project coordination or an extended project schedule may require a contract amendment.
- No geotechnical, survey, right-of-way, environmental, electrical, or public involvement services are included with this scope of services.
- Project will be in accordance with the current version of the MDT Standard Specifications and the AASHTO LRFD Bridge Design Specifications, 9<sup>th</sup> Edition, and other applicable AASHTO design guides.
- Coordination with the City and other stakeholders is not included in this scope and will be performed by others.
- Coordination with the Railroad (MRL/BNSF) is not included in this scope.
- No structural calculations, structural modeling, load rating, or assessment of the bridge's existing superstructure or substructure capacity is included within this scope of services.
- Cost estimates will be based on current average bid prices from MDT's AASHTOWARE estimating software.

## **Schedule**

The project schedule is not finalized. For the purpose of scoping the project and determining average labor rates, the scope was developed assuming the feasibility study would be completed by end of April 2023. An extended project schedule will require additional project management effort.

## **Scope of Work**

### **Task 1: Community and Stakeholder Engagement**

**Description of Work:** The following work is included in this item:

#### **Tasks:**

- 1.1 Project Management. Coordinate work with WGM, coordinate with HDR staff, track project budget, and invoicing.
- 1.2 MPO Walk Audit. Attend MPO Walk Audit. This will be attended by up to two HDR staff members and is assumed to last 3 hours. Prior to the walk audit, a coordination meeting with WGM will be held and assumed to last a half hour and attended by up to two HDR staff members. HDR will review meeting minutes from the walk audit created by others.
- 1.3 Public Meeting. Attend the public meeting. This will be attended by up to two HDR staff members and is assumed to last 3 hours. Prior to the public meeting, a coordination meeting with WGM will be held, assumed to last one hour, and attended by up to two HDR staff members. HDR will review graphics made by others for the public meeting. HDR will review meeting minutes created by others.
- 1.4 MDT, City, & Stakeholder Meeting. Attend a virtual call with the City, MDT, and required stakeholders to discuss the preferred alternate and understand maintenance agreements. This will be attended by up to two HDR staff members and is assumed to last 1 hour.



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**Assumptions:**

1. Coordination with the City, MDT and other stakeholders will be performed by others.
2. Public meeting graphics and meeting minutes will be created by others.
3. HDR will have no deliverables for this task.

**Task 2: Bridge Feasibility Study**

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**Description of Work:** Perform a feasibility study to understand the implications and costs for up to two alternates of implementing multi-modal improvements to the bridge.

**Tasks:**

- 2.1 Project Management: Coordinate work with WGM, coordinate with HDR staff, track project budget, and invoicing.
- 2.2 Review Existing Bridge: Review existing as-built bridge plans, rehab plans, and inspection reports to understand the current condition of the existing bridge and to understand the geometry and feasible modifications that can be made.
- 2.3 Alternate Feasibility: Provide cost estimates for up to two alternates. The cost estimates will be based on existing bridge conditions, engineering judgement, standard details, and published research. No structural calculations or structural modeling will be performed. One alternate will look at widening the existing pedestrian sidewalk to provide a shared use path. The second alternate would assume a deck replacement with MASH compliant barriers and new decorative lights. Depending on the alternative selected there could be significant engineering effort due to the complexities of the structure and this will be included in the provided cost estimates.
- 2.4 Feasibility Memo: Create a brief written summary that discusses the existing bridge conditions, the two alternates, and the cost estimate for each alternate. Create a comparison table that summarizes the advantage, disadvantages, and costs of each alternate to help inform the City in their decision. This is assumed to be in a memo format and will not exceed 2 pages.
- 2.5 Final Concept Development: HDR will provide feedback to WGM on final concept development. HDR will review bridge concepts created by WGM. A two-hour review meeting with WGM is assumed to be attended by up to two HDR staff members.

**Assumptions:**

- MASH compliant standard MDT bridge rail types will be used for new barrier construction.
- No drawings or plan sheets will be provided by HDR.
- Hydraulic or spread width analysis is not included with this scope of services.
- Electrical work is not included with this scope of services.
- The existing bridge is assumed to be in good condition. Evaluation of the existing structure condition or developing other repairs is not included in the scope.

**Deliverables:**

1. Feasibility Memo and Cost Estimates(.pdf)



City of Missoula  
 Scott Street Improvement Project  
 HDR Design Services Fee Estimate



February 21, 2023

Work Item	Project Manager	Sr. Project Engineer/ QC	Project Engineer	Project Engineer II	Bridge EIT	Accounting & Admin
<b>Task 1: Community Engagement</b>						
1.1 Project Management	3					2
1.2 MPO Walk Audit		0.5	4.5	4.5		
1.3 Public Meeting		0.5	4.5	4.5		
1.4 MDT, City, Stakeholder Meeting			1	1		
<b>Task 1 Subtotal</b>	<b>3</b>	<b>1</b>	<b>10</b>	<b>10</b>		<b>2</b>
<b>Task 2: Bridge Feasibility Study</b>						
2.1 Project Management	8					3
2.2 Review Existing Bridge		1	8	1		
2.3 Alternate Feasibility		1	24	2	12	
2.4 Feasibility Memo		1	8	2	2	
2.5 Final Concept Development		1	4	4		
<b>Task 2 Subtotal</b>	<b>8</b>	<b>4</b>	<b>44</b>	<b>9</b>	<b>14</b>	<b>3</b>
<b>Total Hours (108)</b>	<b>11</b>	<b>5</b>	<b>54</b>	<b>19</b>	<b>14</b>	<b>5</b>
	10%	5%	50%	18%	13%	5%

**DIRECT COST SUMMARY**

Task	Total Hours	Total Direct Cost
Task 1: Community Engagement	26	\$ 4,121.60
Task 2: Bridge Feasibility Study	82	\$ 12,886.40
<b>Total Direct Cost (including overhead and profit)</b>	<b>108</b>	<b>\$ 17,008.00</b>

**DIRECT NONLABOR SUMMARY**

Miscellaneous (Mylars, telephone, postage, copies, photos, etc.)						\$100.00
Computer	Hours		Per Hour	\$0.00		
Travel (Airlines/meals/lodging)	Trips		Per Trip			
Mileage	Miles		Per Mile	0.75		
<b>TOTAL DIRECT NONLABOR</b>						<b>\$100.00</b>

**OUTSIDE SERVICES AND SUBCONTRACTS**

		\$0.00
<b>TOTAL OUTSIDE SERVICES AND SUBCONTRACTS</b>		<b>\$0.00</b>

**RECAPITULATION**

Total Labor/ Overhead/Profit	\$ 17,008.00
Total Direct NonLabor	\$ 100.00
Total Outside Services & Subcontracts	\$ 0.00
<b>TOTAL ESTIMATED COST</b>	<b>\$ 17,108.00</b>



Project: Scott Street Improvement Project (Phillips to Otis)  
 Submitted: 20-Jan-23  
 Prepared for: WGM

Labor Costs \$7,590.00  
 Direct Costs \$1,882.00  
 Budget Total \$9,472.00

## Labor Costs

	Hours Per Month	Months of Project	Total hours	Rate	Total Cost	Timeline	Notes
Account Management	1.5	4	6	\$110	\$660	March 2023 - May 2023	General management of account, including billing, reporting, and planning. Estimated average includes time for reporting and invoicing by vendor, Elevated Accounting.
Communication Log	1	2	2	\$110	\$220	March 2023 - May 2023	Tracking resident, business, and political communications, including concerns and resolutions. Stakeholder list to be a deliverable at the end of the project. Support WGM and the City in meeting with identified key stakeholders, businesses, and landowners. Assess past outreach to make recommendations as to who should be prioritized and share past recommendations for those specifically on Phillips/Scott, Phillips/Turner, Phillips/Rogers and those likely to be interested in the project.
Community Relations	5	3	15	\$110	\$1,650	March 2023 - May 2023	Written content creation for all materials as identified by the project team. Potential content includes: initial outreach letters, mailers, media relations, website copy (for City of Missoula's Engage Missoula webpage), open house materials, advertising copy.
Content Creation	3	4	12	\$110	\$1,320	March 2023 - May 2023	Development and design of outreach materials for mailer, flyers, and any additional design work for open house and advertising graphics.
Design Management	1	2	2	\$110	\$220	March 2023 - May 2023	Support for final open house in April and walking audit with MPO and WGM staff. Support will include organizing event logistics, set up, tear down, and ideation documentation.
Event Management	10	2	20	\$110	\$2,200	March 2023 - May 2023	Arranging media buys in digital for open house.
Media Planning and Buying	1	1	1	\$110	\$110	March 2023 - May 2023	Press releases, media outreach, media research, interview facilitation and distribution of media materials to client. This includes distribution of press releases to media or support of Ginny Merriam in doing so. Only executed at client direction.
Media Relations	1	1	1	\$110	\$110	March 2023 - May 2023	Meetings with project team for updates and to prepare materials.
Meetings	2	4	8	\$110	\$880	March 2023 - May 2023	Gathering information for technical writing to be used in materials. Background on past efforts. Reading through media/news regarding that project, reviewing the news cycle. Attending meetings and working with team to gather all history, timelines, etc.
Research	1	2	2	\$110	\$220	March 2023 - May 2023	
<b>SUBTOTAL</b>			<b>69</b>		<b>\$7,590</b>		

# Direct Costs

## Media Buy

	Spots Per Day	Days Per Month	# of Months	Subtotal	Unit Price	Total Cost	Notes
<b>Digital</b>							
Social Media and Display Advertising			1	\$	500.00	\$ 500.00	Estimated cost to reach approximately 25,000 people 1x per week for one month; Online website display, Facebook/Instagram. Zip code 59802.
<b>SUBTOTAL</b>						<b>\$ 500.00</b>	

## Other Direct Expenses

### Printing

Postage and Mailing of Every Door Direct Mailer (EDDM)					\$	1,382.00	
<b>SUBTOTAL</b>						<b>\$ 1,382.00</b>	

**TOTAL**

**\$ 1,882.00**