

**MISSOULA REDEVELOPMENT AGENCY**  
**CONDENSED BOARD MEETING MINUTES**

**February 23, 2023**

**FINAL**

The Board of Commissioners of the Missoula Redevelopment Agency joined Mountain Line's Board meeting on Thursday, February 23, 2023, via Microsoft Teams at 12:00 p.m. Those in attendance were as follows:

**Board:**     **MRA:** Karl Englund, Tasha Jones, Ruth Reineking, Melanie Brock  
                **Mountain Line:** Don MacArthur, Jesse Dodson, Sebastian Strauss,  
  Amy Cilimburg, Andrea Davis, Jason Wiener, Doug Odegaard

**Staff:**     **MRA:** Ellen Buchanan, Annie Gorski, Annette Marchesseault, Tod  
                Gass, Jilayne Dunn, Maci MacPherson, Lesley Pugh  
                **Mountain Line:** Corey Aldridge, Colin Woodrow, Mary Hanson,  
  Jennifer Sweten, Heather Halter, Vince Caristo, Michele Erickson,  
  Dan Stone

**Public:**     Christopher Proud, HDR; Martin Kidston, Missoula Current; Kevin  
                Davis, Resident

**CALL TO ORDER**

12:04 pm.

**INTRODUCTIONS**

**ACTION ITEMS**

**[Brooks Street BRT/TOD RAISE Grant Planning Study \(URD III / Wards 3, 4 & 5\) – Request Authorization to Enter into a Professional Services Agreement with HDR \(Marchesseault\)](#)**

Missoula Redevelopment Agency Board and Staff joined the regularly scheduled Mountain Line Board meeting to jointly vote on the Brooks Street BRT/TOD (Bus Rapid Transit/Transit-Oriented Development) RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant Planning Study Professional Services Agreement with HDR. Marchesseault said staff has been working on the Brooks BRT/TOD corridor concept for going on 10 years now. They received a \$847,000 RAISE grant to take the concept of center-running BRT to 15% design and then to a place to pursue capital funding.

In January 2023, the selection committee for the group including Mountain Line, MRA and City staff interviewed two multi-purpose teams: one led by Stantec and one led by HDR. Both were very competent and multi-dimensional teams. Through considerable deliberation, HDR was selected as the preferred consulting team, in part because their approach to public engagement and engagement with business and property owners was a little stronger. The total budget for the project is \$927,000. \$847,000 of that is from the Federal RAISE Grant, MRA has authorized \$50,000 as a local match and Mountain Line has authorized \$30,000 as a local match, bringing the aggregate number to \$927,000. Staff has negotiated a scope with HDR with an associated fee in the amount of \$887,750, which is approximately \$40,000 below the amount of money in hand. Staff would like to reserve this amount (approximately 4% of the total) as a contingency in case surprises come along. The scope will cover what is needed to get to a point in 15-18 months where they can confidently pursue capital funding. Chris Proud, HDR's Project Manager, was present to answer questions.

Marchesseault said the staff request is for approval to enter into a three-way contract for the fee amount. Proud thanked the Boards for their time and pending today's approvals, HDR is looking forward to getting started and moving Brooks Street forward. Reineking said because the contract amount is \$887,750 and the amount of money in hand to spend is \$927,000, she is glad there is contingency because in her experience it usually gets used. In the event that it does not, she asked if the extra will go back to MRA and Mountain Line on a 5-3 split. Marchesseault said in the event the contingency amount is not expended on this project, staff would return it back to MRA in Mountain Line in the portion of the local match that each of the Boards have agreed to (approximately 62.5%:37.5%). Reineking asked if as it gets spent it will be on at that proportion. Marchesseault said that was correct.

Dunn asked if the individual Boards have approved the \$50,000 and \$30,000. Marchesseault said yes. Dunn wanted to make it clear that those amounts have been approved already. Therefore, the total of \$927,000 is approved and the difference between the contract amount of \$887,750 and the \$927,000 is considered a contingency. Dunn asked who will approve the change order above the \$887,750 if it arises. Marchesseault said MRA and Mountain Line have signed a Subrecipient Agreement for this project. Mountain Line is a formal recipient through the Federal Transit Administration (FTA) because they only enter into agreements with transit agencies. MRA is the project manager on the local level for this project. In the Subrecipient Agreement it is spelled out that any decisions get made jointly between MRA and Mountain Line. Marchesseault said the steering committee made up of Mountain Line, MRA and City staff would all get together and make a decision to approve an additional amount of money. She added that they don't expect to need to come back to the Board. If there are big ticket items that come in beyond the \$927,000 then they would come back to their respective Boards with requests, although they hope to not be in that position.

Don MacArthur, Mountain Line, asked how the matching money works. Corey Aldridge, Mountain Line, said there will be federal and local dollars involved throughout the entire project. They aren't going to spend all of the federal dollars, and then whatever is left use local dollars for because they committed the \$30,000 and \$50,000 as local match in the grant application. The US Department of Transportation is expecting them to expend the

local dollars. MacArthur said the goal is for authorization to sign the current contract of \$887,750 with the HDR team, with \$927,000 available overall and staff will not come back to the Boards for approval until the \$927,000 is exceeded. MacArthur asked if the contingency money would be spent on something that was not contracted through HDR. Marchesseault said it is likely they will find some surprises as they go through the process and that contingency will be used for those surprises. She said she doesn't expect it would be with another team, it will be with the HDR team.

Jason Wiener, Mountain Line Board, asked if the Professional Services Agreement has been negotiated in its entirety and what the timelines and deliverables are. Marchesseault said the scope has been negotiated, although they have not established a firm schedule yet. The scope items include budget management, project management and concept design to a 15% engineering level including HDR and their subs, stakeholder management, cost estimating, identifying appropriate federal funding sources and miscellaneous expenses totaling the \$887,750 fee amount. Wiener asked if that was all submitted as part of HDR's response or if it has been negotiated since. Buchanan said it has been negotiated since. She said they can't base Request for Proposal (RFP) decisions based on fees. Wiener said he doesn't mind reading through those if they can be attached. Marchesseault said staff will make it available for review.

MacArthur said if the work is expected to be done in 15-18 months, they may want to build into the contract when they want it to be done. Marchesseault said there are different funding streams out there depending on when they are in a position to apply for funds. MacArthur said he wanted a delivery date tied together with the funding streams and have it clear what the expectations are from the MRA and Mountain Line's side. Proud said in the scope of services they have a detailed schedule they will keep throughout the project. Once they have notice to proceed, one of HDR's first tasks is to work with the team to figure out what the schedule should look like and what the major milestones are. The key piece will be looking early-on at what the funding options are and their associated schedules that HDR would need to hit, and which of those would be most advantageous to move the project forward. He said HDR plans to do an early workshop discussion to start to figure out which ones might align best with the needs for the project. Proud hopes within the first few months of starting they will be able to have more direction on that and be able to align their schedule with it. Marchesseault said in the RFP they did make the teams aware they wanted to be prepared to apply for federal capital funding by Spring 2024. She said HDR did submit a schedule in their RFP. Once they get under contract they will revisit the schedule and adjust it given the timeline in front of them now.

Discussion ensued regarding the numbers and wording of the motion.

**REINEKING: I MOVE TO APPROVE THE STAFF REQUEST TO ENTER INTO A THREE-PARTY PROFESSIONAL SERVICES AGREEMENT – WITH MRA AND MOUNTAIN LINE AS THE CO-CLIENTS AND HDR AS THE CONSULTANT – IN AN AMOUNT OF \$887,750, NOT TO EXCEED \$927,000, TO CONDUCT THE BROOKS STREET BRT/TOD RAISE GRANT PLANNING STUDY, PENDING APPROVAL BY THE MOUNTAIN LINE BOARD, AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT.**

**Brock seconded the motion.**

**No further discussion. No public comment.**

**Motion passed unanimously (4 ayes, 0 nays).**

The Mountain Line board also unanimously passed their motion to approve a three-party professional services agreement with HDR in an amount of \$887,750, not to exceed \$927,000, with MUTD and MRA as co-clients having provided \$30,000 and \$50,000 respectively as local match funds to conduct the Brooks Street BRT/TOD RAISE Grant Planning Study and authorize the General Manager to sign the agreement.

**ADJOURNMENT**

Adjourned at 12:40 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lesley Pugh".

Lesley Pugh