



**Missoula Redevelopment Agency (MRA)**  
**Project Summary**  
**MRA Board Meeting Date: April 16, 2026**

**Urban Renewal District:** URD III

**District Sunset Date:** June 30, 2040

**City Council Ward:** 4, 5, 6

**Neighborhood:** Franklin to the Fort

**Name of Project:** Johnson Street Water Main Extension

**Project Location:** Johnson Street from North Ave to South Ave with water connections in West Kent, West Central and West Sussex Avenues

**Project Description:** Design and engineer a new municipal water main in Johnson St for four (4) blocks with tie-ins to existing mains in West Kent, West Central and West Sussex

**Proposed TIF Investment:** \$80,000 for design & engineering services

**Board Action Requested:** Approve Woith Engineering Incorporated's proposal and scope of services for design and engineering of the Johnson Street Water Main Extension project.

**Unique Public Purpose or Benefit:** This project addresses substantial missing links and connectivity of our water network in this area. Increased flow capacity allows for redevelopment of vacant lots and increases fire suppression capabilities.

This partnership between MRA and the Public Works & Mobility department allows the City to further the goals of the [URD III Plan](#) and the [City's Strategic Plan](#) priorities of:



- **Community Safety and Well-Being** – Create safe neighborhoods with adequate fire suppression and clean drinking water for our residents.



- **Community Design and Livability** – Prioritize people and place through economically and environmentally responsible development.



- **Economic Health** – Partnerships between MRA and PWM for public improvements in the urban renewal districts frees up City funds for infrastructure improvements in other neighborhoods and encourages redevelopment by providing necessary fire suppression during construction.



# MEMORANDUM

**TO:** Missoula Redevelopment Agency Board of Commissioners  
**FROM:** Jil Dunn, Administrative Manager *Jil Dunn*  
**DATE:** April 7, 2026  
**SUBJECT:** Johnson Street Water Main Extension Project

This project is proposed as another partnership between MRA and the City Public Works & Mobility (PWM) department to further build out the municipal water network in Urban Renewal District (URD) III. In March of 2026, the MRA Board approved the solicitation of design and engineering services for installation of a new water main in Johnson Street with connections to existing mains in West Kent, West Central and West Sussex Avenues. **This request is to approve Woith Engineering, Inc. to provide those services and to approve tax increment financing (TIF) to pay for them.**



Figure 1 Aerial view of project area from Google Earth

**Redevelopment Potential:** MRA recently received multiple inquiries about development of a vacant lot off Johnson Street and Sussex Avenue, all centered on the development of new housing. This main water project will provide water service to the lot to allow for new residential or commercial development including the fire suppression capacity required for new construction.



Figure 2 Street level view of Johnson Street looking north from South Avenue

**Water Improvements:** The project entails installing approximately 1,884 total linear feet (LF) of new water main. This includes 1,290 LF of a new 12” ductile iron water main in Johnson Street and 8” ductile iron water mains in the connecting streets: 185 LF in West Sussex, 63 LF in West Central and 346 LF in West Kent. The new mains and connectivity of the system will increase the flow rates for both residential and commercial property in the area, provide opportunities for development of vacant land and increase the flow rate of the fire hydrant at Johnson Street and West Central Avenue to the recommended flow rate of 1500 gallons per minute.

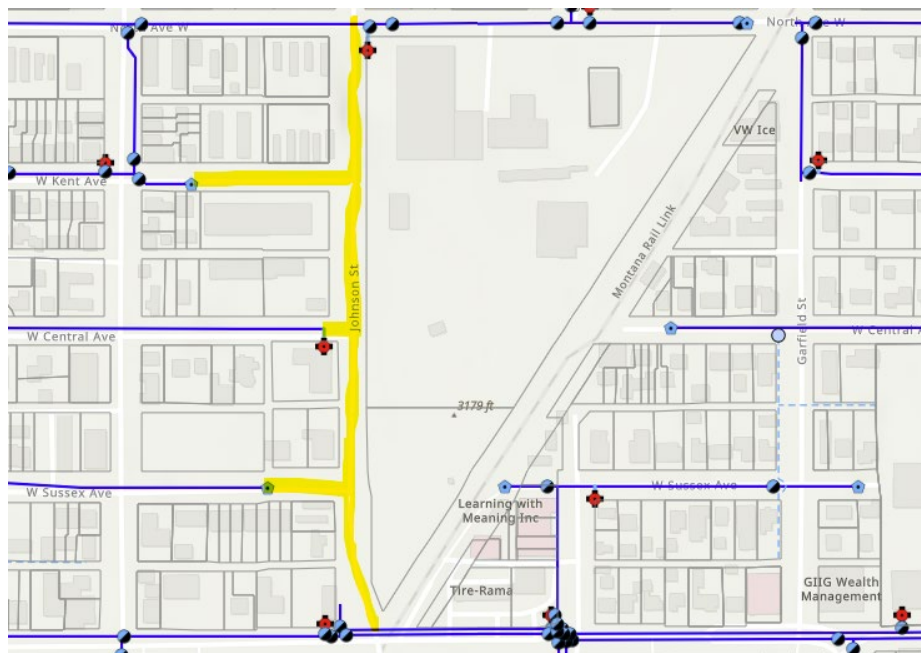


Figure 3: Map of project area showing existing and proposed water mains

**Proposal and Fees:**

Public Works & Mobility has an approved list of engineers that they can use for public infrastructure projects. After the MRA Board’s approval in March, Andy Schultz, City Engineer for Utilities, selected Woith Engineering, Inc. to provide the City/MRA with a scope of services and cost for the Johnson Street Water Main project. Woith’s Proposal and Scope of Services is attached to this memo and includes survey, design, DEQ review, construction document preparation, bidding and contract execution. A 5% additional services/contingency is also included. **The total amount requested for approval is \$80,000. Construction administration services are not included and would come back to the Board for consideration when construction of the project is approved.**



Proposal & Scope of Services

Johnson Street Water Main Extension  
April 3, 2026

**Cost Estimate**

We propose to approach this project on an hourly not to exceed basis, billed monthly. The maximum fee to be charged for each phase is shown in the table below. We will not exceed these fees for the scope of work items presented above without prior written authorization.

Survey	\$17,000
Schematic Design	\$11,500
Design Development	\$21,000
Construction Documents	\$11,000
Contract Administration	\$10,000
DEQ Review Fee	\$5,500
~5% Additional Services	\$4,000
<b>Fee Total</b>	<b>\$80,000</b>

**Project Management:**

The project will be managed by Public Works & Mobility in accordance with the Memorandum of Understanding (MOU) previously approved by the Board. The MOU allows compensation to PWM of 2.5% of total project costs for project management services.

**Project Schedule:** If approved, design and engineering will take place in the summer of 2026 to be ready for bidding next winter and construction in summer of 2027.

**STAFF RECOMMENDATION:** Staff recommends the Board approve the following:

- 1. MRA enter into a Professional Services Agreement with Woith Engineering, Inc. for design and engineering for the Johnson Street Water Main project in an amount not to exceed \$80,000, and;**
- 2. MRA engage Public Works & Mobility (PWM) to oversee the project under the Memorandum of Understanding for MRA Infrastructure Project Management for 2.5% of the total design and engineering fees, up to \$2,000, and;**
- 3. Use tax increment financing (TIF) to fund the project, and;**
- 4. Authorize the Board Chair to sign the related documents.**



**April 3, 2026**

# Proposal and Scope of Services *for* Johnson Street Water Main Extension



PREPARED FOR :  
CITY OF MISSOULA WATER  
1345 W BROADWAY  
MISSOULA, MT 59802

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**WOITH ENGINEERING, INC.**  
**ENGINEERS & SURVEYORS**

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**TO:** Andy Shultz; City of Missoula  
**FROM:** Woith Engineering, Inc.  
**PROJECT:** Johnson Street Water Main Extension

Dear Mr. Shultz,

Woith Engineering is pleased to submit this Scope of Services to provide civil design and construction administration services for the Johnson Street Water Main Extension project. This Scope of Services outlines our understanding of the project, our proposed scope of work, and the estimated (cost and time schedule) for completion of the services.

## Project Description

We understand the project includes the design of a new 12" ductile iron water main extension in Johnson Street between South Ave W and North Ave W. The total length of this extension is approximately 1290 LF. The project shall also include connections from the main extension in Johnston Street to existing mains within West Sussex Ave, W Central Ave, and W Kent Ave. Connections to these mains will be made with 8" ductile iron water main extensions and total approximately 185 LF, 63LF, and 346 LF respectively. Lastly the project shall provide a 12" ductile iron water main stub to the former Johnson Street Shelter Property to support a future development project to be located on that site.

This City Water Main Extension project shall be funded by Missoula Redevelopment Agency (MRA) and therefore will not involve the typical State Revolving Fund (SRF) process. The City would also like the West Sussex Ave Main Connection to be set up on its own construction plan sheets so that it can be pulled from the sheet set as its own main extension plan, as that extension may need to take priority due to an ongoing development project.

We anticipate our initial scope of work to include survey, schematic design, design development, preparation of construction documents, and bidding.

## Scope of Services

We will approach this project in phases. Our understanding of the tasks required, and deliverables associated with each phase of the work is outlined below. Each phase includes routine coordination and internal quality assurance necessary to complete the described deliverables. All design services will be performed in accordance with applicable codes and regulations in effect at the time of preparation.



**1. Survey, including:**

- a. Perform comprehensive records research of the subject property, including review of the current vesting deed, chain of title (as necessary), adjoining property deeds, recorded plats, prior surveys, and applicable public agency records.
- b. Perform a boundary survey, providing precise measurement and electronic mapping of property lines in accordance with local land surveying standards.
- c. Perform a topographic survey to comprehensively document the existing features and natural contours of the project area, utilizing precision measurement techniques. The topographic survey shall include the identification and mapping of elevation points, vegetation, structures, water bodies, and other relevant topographic elements.
- d. Prepare an Existing Conditions Exhibit depicting current site features, boundary information, improvements, easements, and other relevant physical evidence based on field survey and record research. Services may also include exporting the survey and supporting exhibits in requested digital formats (e.g., PDF, CAD, GIS) suitable for client use, agency submittal, and consultant coordination.

**2. Schematic Design, including:**

- a. Coordination with dry utility providers to determine connection locations and application procedures.
- b. Develop preliminary alignment of water mains and services. Illustrate relations to existing and proposed utilities. Review compliance with project objectives and regulatory standards. Compile and cross-reference water and sewer ditch cards.
- c. Draft construction plan sheets, prepare forms, and submit package. Coordinate meetings with owner, design team, and regulatory agencies as applicable. Prepare and submit Stage 2 checklist for City of Missoula projects. Includes up to two (2) review cycles per submittal phase.

**3. Design Development, including:**

- a. Develop profiles for water mains and services. Verify tie-in elevations, adequate cover depth, and separation from adjacent utilities. Design in accordance with regulatory standards.
- b. Prepare an erosion control plan to be included in the construction plans.
- c. Prepare draft specifications.
- d. Write a Water Engineer's Report following the outline provided in Montana Department of Environmental Quality Circular 1.
- e. Draft additional construction plan sheets not included in schematic design submittal, prepare forms, and submit package. Coordinate meetings with owner, design team, and regulatory agencies as applicable. Prepare and submit Stage 3 checklist for City of Missoula projects. Includes up to two (2) review cycles per submittal phase.
- f. Update quantity takeoff, calculate estimate of probable cost with appropriate contingencies. Complete value engineering; includes one (1) value engineering review per phase.

**4. Construction Documents, including:**

- a. Develop a demolition plan, using the existing conditions sheet as a base, detailing the removal of existing structures or elements on the site. The plan aims to ensure the efficient and safe clearance of existing structures while adhering to regulatory requirements and minimizing disruptions to surrounding areas.
- b. Develop a landscaping plan for boulevard tree protection and removal/replacement. Coordinate with urban forester.
- c. Coordinate routing of gas, electric, and communications utilities with utility service providers as applicable. Illustrate relations to existing and proposed water, sewer, and storm utilities.
- d. Prepare final specifications.



- e. Prepare and submit Montana Department of Environmental Quality Certified Checklist for water main installations. Provide all supporting documentation.
  - f. Draft additional construction plan sheets not included in design development submittal, prepare forms, and submit package. Coordinate meetings with owner, design team, and regulatory agencies as applicable. Prepare and submit Stage 4 checklist for City of Missoula projects. Includes up to two (2) review cycles per submittal phase.
  - g. Update quantity takeoff, calculate opinion of probable cost with appropriate contingencies.
- 5. Contract Administration, including:**
- a. Prepare and organize documents for bidding. Upload documents to electronic bidding platform or plans exchange as applicable.
  - b. Organize and hold a pre-bid meeting.
  - c. Respond to questions and clarifications during bidding. Prepare and distribute addenda as required to fully answer all clarification requests.
  - d. Attend bid opening; review securities and qualifications submitted with bids. Prepare a tabulation of bids and award recommendation.
  - e. Draft contract documents, prepare agreement, and coordinate execution process. Review securities, insurance, and other qualifications.



**Cost Estimate**

We propose to approach this project on an hourly not to exceed basis, billed monthly. The maximum fee to be charged for each phase is shown in the table below. We will not exceed these fees for the scope of work items presented above without prior written authorization.

Survey	\$17,000
Schematic Design	\$11,500
Design Development	\$21,000
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~5% Additional Services	\$4,000
<b>Fee Total</b>	<b>\$80,000</b>

**Assumptions and Exclusions**

Services will be performed consistent with the professional standard of care ordinarily exercised by members of the profession practicing under similar circumstances. Additional services required due to unforeseen conditions, changes in agency requirements, incomplete or inaccurate information provided by others, or Client-directed revisions shall be considered additional services and will require authorization prior to commencement. Furthermore, we have made the following assumptions in the preparation of this proposal:

- a. Additional insurance requirements beyond our standard corporate coverage are not included and may result in additional fees.
- b. Regulatory approval is dependent upon agency review and discretion.
- c. We are not responsible for changes in agency interpretation of regulations occurring after submission.
- d. If the project is placed on hold or otherwise suspended for a period exceeding ninety 90 days through no fault of our firm, we reserve the right to renegotiate our fees and schedule upon remobilization.

Please note that our fee excludes the following items:

- a. Construction Administration Services, Project Closeout Services, Construction Staking, and Material Testing Subconsultant Services. A separate proposal for these services shall be provided upon request.

- b. Onsite administration of Stormwater Pollution Prevention Plan.
- c. Geotechnical site investigations.
- d. Geotechnical engineering.
- e. Pavement design.
- f. Landscaping and irrigation system design.
- g. We assume no hazardous materials are present on the site. Identification, testing, or remediation of hazardous materials is excluded.
- h. Opinions of probable cost are estimates only and do not constitute a guarantee of actual construction cost.

## Schedule

We understand that you desire to bid the project in November but this could potentially push to a January or February bid date. We will collaborate with you to coordinate the project schedule once we receive your confirmation and through the duration of the project. Please note that schedule is dependent upon timely Client decisions and agency response times. Thank you for the opportunity to submit this proposal; we look forward to working with you on this project. If you have any questions, please contact us at (406) 203-9548. Please review the Terms provided on the following page and return a signed copy of this proposal to us to indicate your Notice to Proceed.

Sincerely,  
**Woith Engineering, Inc.**



Kody Swartz, PE, PLS  
Director of Operations



Matt Hammerstein, P.E.  
Design Engineer & Project Manager



Anthony Hilliard, P.E.  
Design Engineer & Project Manager



All Woith Engineering, Inc. projects will be delivered electronically in a current version of AutoCAD and PDF formats. Also, all our projects will be covered by our Professional E&O Insurance Policy. We have included in-house printing for our use only. No reproduction of documents for bidding, reviews, etc. is included. However, we will provide these services as directed in addition to our base fee at direct cost to Woith Engineering, Inc. plus 10% for handling.

We will bill you monthly on a time and material basis as the project progresses, not to exceed the original contract amount without prior approval from the owner. If the current amount of work is minimal, Woith Engineering, Inc. may bill for said labor and materials in subsequent month(s). All payments are due thirty (30) days after receipt of invoice. Accounts sixty (60) days past due will be assessed interest on the unpaid balance at an annual rate of 18%.

If the above terms and conditions are agreeable to you, please sign and date a copy of this proposal and return it to our office via email, mail, or in person. Our receipt of the signed agreement will serve as our notice to proceed. Please advise us of the project schedule as soon as possible so that we may appropriately assign resources to meet your expectations.

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Accepted By

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Title

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Date

ITEM NO.	TASK	PRINCIPAL	PROF ENG	SENIOR SURVEYOR	1 PLS CREW	CAD MANAGER	COST
<b>Survey</b>							
1 . 1	Project Management		8				\$1,200.00
1 . 2	Records Research			8			\$1,600.00
1 . 3	Boundary Survey			8	8		\$3,400.00
1 . 4	Topographic Survey			8	32		\$8,800.00
1 . 13	Existing Conditions Exhibit					8	\$1,200.00
1 . 22	Quality Assurance			2		2	\$800.00
	Phase Total		8	26	40	10	\$17,000.00
<b>Schematic Design</b>							
2 . 1	Project Management	4	8				\$2,500.00
2 . 6	Schematic Water Plan	8	16				\$4,200.00
2 . 11	30% Drawing Submittal		8			8	\$2,400.00
2 . 13	Redline Revisions		8			8	\$2,400.00
	Phase Total	12	40			16	\$11,500.00
<b>Design Development</b>							
3 . 1	Project Management	4	8				\$2,100.00
3 . 5	Water Plan & Profile		60			30	\$13,500.00
3 . 12	Water Engineer's Report		8				\$1,200.00
3 . 16	90% Cost Estimate		8				\$1,200.00
3 . 17	Redline Revisions		16			4	\$3,000.00
	Phase Total	4	100			34	\$21,000.00
<b>Construction Documents</b>							
4 . 1	Project Management	2	4				\$1,100.00
4 . 2	Demolition Plan		4			4	\$1,200.00
4 . 6	Final Specifications		24				\$3,600.00
4 . 8	Certified Checklist Submittal		8				\$1,200.00
4 . 9	100% Drawing Submittal		4			2	\$900.00
4 . 10	100% Cost Estimate		2				\$300.00
4 . 11	Redline Revisions		12			6	\$2,700.00



FEE ESTIMATE

JOHNSON STREET WATER MAIN EXTENSION

ITEM NO.	TASK	PRINCIPAL	PROF ENG	SENIOR SURVEYOR	1 PLS CREW	CAD MANAGER	COST
Phase Total		2	58			12	\$11,000.00
<b>Contract Administration</b>							
9 . 1	Project Management	4	8				\$2,200.00
9 . 2	Bid Documents		16				\$2,400.00
9 . 3	Pre-Bid Meeting		4				\$600.00
9 . 4	Addenda		8				\$1,200.00
9 . 5	Bid Tabulation		16				\$2,400.00
9 . 6	Coordinate Agreements		8				\$1,200.00
Phase Total		4	60				\$10,000.00
<b>Woith Engineering Project Subtotal</b>							<b>\$70,500.00</b>
<b>Additional Services</b>							
12 . 1	% Additional Services						5%
Additional Services or Contingency Total							\$4,000.00
<b>Subconsultant Services</b>							
13 . 1	DEQ Review Fee						\$5,500.00
Subconsultant Total							\$5,500.00
<b>Item:</b>		<b>Principal</b>	<b>Prof Eng</b>	<b>Senior Surveyor</b>	<b>1 PLS Crew</b>	<b>CAD Manager</b>	<b>Cost</b>
<b>Project Total:</b>		<b>22</b>	<b>266</b>	<b>26</b>	<b>40</b>	<b>72</b>	<b>\$80,000.00</b>