

**CITY OF BELLEVUE, IDAHO
RESOLUTION 2370**

**A RESOLUTION OF THE CITY OF BELLEVUE, IDAHO, AUTHORIZING THE
MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL
PLANNING SERVICES WITH GREAT WEST ENGINEERING**

WHEREAS, the City of Bellevue, Idaho, (City) is a duly organized municipal corporation of the State of Idaho; and,

WHEREAS, the City has been in need of professional planning services for the benefit of the City, its inhabitants, developers, and professional service providers; and,

WHEREAS, in accordance with Idaho Statute § 67-2320, the City advertised and published a Request for Qualifications (RFQ) for On-Call Planning Services on December 13, 2023, and proposals were accepted until January 26, 2024; and

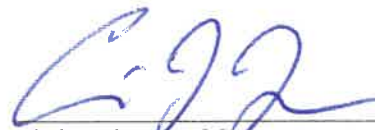
WHEREAS, The City received a Statement of Qualifications from Great West Engineering for On-Call Planning Services; and

WHEREAS, the City believes Great West Engineering will be a benefit to the City for providing On-Call Planning Services.

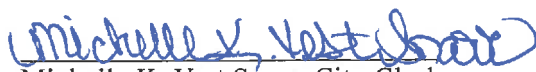
NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Bellevue, Idaho, as follows:

- Section 1.** Approves the Agreement, including the Statement of Qualifications, all schedules and exhibits attached to the Agreement, between the City of Bellevue, Idaho, and Great West Engineering for On-Call Planning Services in substantially the form presented at the March 11, 2024, regular Council meeting attached hereto as **Exhibit “A”, Exhibit “A.1”, and Exhibit “A.2”**.
- Section 2.** The Agreement is adopted as a binding obligation of the City and that changes *may* later be made to the Agreement *if* the Changes (“Approved Changes”) are approved by the City’s Common Council and that the signing of the Approved Changes and any related documents are conclusive evidence of the approval of the changes.
- Section 3.** The Mayor is authorized to execute the Agreement for On-Call Planning Services with Great West Engineering.

PASSED and ADOPTED by the Common Council and signed by the Mayor of the City of Bellevue, Idaho, this 11th day of March 2024.


Chris Johnson, Mayor

ATTEST:


Michelle K. Vest Snarr, City Clerk



**City of Bellevue
Resolution 2370**

ROLL CALL

	AYE	NAY
Council Member Carreiro	<u>X</u>	_____
Council Member Shay	<u>X</u>	_____
Council Member Leahy	<u>X</u>	_____
Council President Giordani	<u>X</u>	_____
Council Member Mahoney	<u>X</u>	_____
Council Member Obenauf	<u>X</u>	_____



EXHIBIT "A"

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into by and between the City of Bellevue, a Charter City and Municipal Corporation organized under the Constitution and laws of the State of Idaho with its principal business located at 115 E Pine, Bellevue, Idaho 83313 herein referred to as "Client" and Great West Engineering, Inc. of 2501 Belt View Drive, Helena, Montana 59601, herein referred to as "Consultant".

The above named Consultant and the Client mutually agree as follows:

1. **Scope of Work:** Client desires Consultant to provide professional engineering, planning, and related services for various designated and undesignated public works projects within the Client's jurisdictional area. Client further desires Consultant to act as an "on-call" Planning Consultant, to engage in general engineering and planning services related to the Client's infrastructure, in particular those activities associated with but not limited to the:

General Planning Services:

Perform general planning tasks related to:

- Administration of the City zoning code, subdivision regulations and annexation policies and procedures.
- Engineering review of the design and technical portions of development applications (as applicable).
- Updating City planning documents.
- Provide GIS mapping services. And
- Provide other planning/land use-related assistance as requested by the City.

Consultant shall perform the Services for the Client by specific Task Orders, which shall be in substantially the same form as attached Exhibit "A" and which must be signed by both parties before becoming Consultant's responsibility.

2. **Effective Date and Time of Performance:** This Agreement takes effect upon its execution by both parties hereto and will terminate two (2) years after that date. Upon mutual written agreement by both parties, the Agreement may be extended for up to three (3) one (1) year terms.
3. **Services and Materials:** The Consultant shall provide and furnish all services, materials, supplies, transportation, equipment, and supervision necessary to perform the scope of Services outlined and described for each Task Order in Exhibit "A" on a lump sum or time and material basis according to the hourly rates specified in Exhibit "B". Both exhibits are attached hereto and made a part of this Agreement. The Consultant shall not commence work on any Task Order until a signed letter or e-mail of Notice to Proceed is provided by the Client for such task. Consultant hereby certifies that Consultant has obtained all necessary professional licenses or certificates as specified or required by Idaho law to perform the scope of Services for Client as specified in this Agreement. If Client requests Services outside Consultant's certification and/or licensure, Consultant will promptly inform Client.
4. **Compensation and Method of Payment:** The Client will pay the Consultant within forty-five (45) days of receipt of an invoice or statement for Services performed. Any invoice not paid within forty-five (45) days after the date of the invoice shall bear interest at the maximum allowable rate permitted by law.

Time and material invoices are based on the hourly rates set forth in Consultant's prevailing *Schedule of Billing Rates*, attached hereto as Exhibit B, which may be amended from time to time, plus expenses. Lump sum tasks will be invoiced on a percentage based on work completed to date. The Consultant may alter the distribution of compensation between individual Task Order phases to be consistent with service actually rendered. Services performed and costs expended by the Consultant for each Task Order shall not exceed the maximum amount authorized for the specific Task Order without additional express written authorization from the Client, unless an emergency requires the expenditure before such authorization can reasonably be obtained.

Expenses shall include out-of-pocket costs for technical, professional and clerical services; transportation; meals and lodging; laboratory tests and analyses; subcontractors; telephone; printing; copying; and binding. Expenses are billed at the actual invoice amount, and Client shall pay all governmental fees, permits and charges.

Consultant may stop work on the project and withhold delivery of all Services until Client's obligations then due and owing to Consultant are paid in full.

5. **Liaison:** Michelle Snarr, City Clerk, City of Bellevue, ID, is the Client's liaison with the Consultant. Andrew Kimmel, PE, Business Unit Manager, Great West Engineering, Inc., is the Consultant's liaison with the Client.

6. **Independent Contractor:** It is understood by the parties hereto that the Consultant is an independent contractor as that term is defined by Idaho statute and current case law and as such is not an employee of the Client for purposes of federal or state taxes, social security (FICA) withholding, retirement plans or systems, worker's compensation, or any other obligation which an employer has a duty to perform on behalf of an employee under applicable federal, state, or local statutes, rules or regulations.

Consultant is and shall perform this Agreement as an independent contractor, and, as such, is responsible to the Client only as to the results to be obtained for the Services herein specified, and to the extent that the Services shall be performed in accordance with the terms of this Agreement. Consultant shall have and maintain complete control over all of its employees, being responsible for any required payroll deductions and benefits, such as, but not limited to, worker's compensation within statutory limits and unemployment insurance.

7. **Insurance:** Insurance shall be maintained by the Consultant. Prior to initiating Services on this project, Consultant shall provide the Client with a Certificate of Insurance or other documentary evidence that the attached insurance requirements will be met for the duration of this Agreement. Consultant shall provide proof of insurance to Client annually during the life of this Agreement and all extensions to it.
8. **Access to Records/Use of Documents:** The Consultant agrees to maintain reasonable records of its Services along with all records of performance and compliance with the terms of this Agreement and to allow access to these records by the Client, upon the Client's reasonable request for the same. Consultant retains ownership of all documents and work product under this Agreement, and the Client may only use such documents and work product in connection with the project. If requested, Consultant shall submit electronic copies of drawings or other information ("Electronic Files") to the Client. Consultant will remove its name, logo, and professional seals from the Electronic Files. Consultant will add a disclaimer to the Electronic Files that states, "This information shall not be altered or changed in any way, or adapted for any other purpose without Consultant's prior review and written approval. The Client and its recipients assume all risks associated with any alteration, change or adaptation of the Electronic Files, and Consultant shall not be liable for direct, indirect, incidental, or consequential damages relating to any alteration, change or adaptation."

9. **Confidentiality and Conflicts of Interest:** The Consultant agrees to hold in strict confidence any proprietary or other data, findings, results, or recommendations deemed to be confidential by the Client and treated as confidential by the Client and which have been obtained or developed by the Consultant in connection with the Services under this Agreement, unless disclosure is required by law, subpoena, or court order. Consultant warrants and agrees that Consultant does not and will not have any conflicts of interest regarding the performance of Services hereunder.
10. **Nondiscrimination:** The Consultant will not discriminate against any employee or applicant for employment relating to services to be provided hereunder on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin. All hiring associated with this project shall be on the basis of merit and qualifications related to the requirements of the particular position being filled.
11. **Subconsultants:** With the Client's approval, Consultant may retain subconsultants to perform Services.
12. **Extra work:** If the Client desires work to be performed beyond the Services described in this Agreement, the Client must authorize Extra Work by signing a written amendment. The obligation to perform the Extra Work becomes Consultant's obligation when Consultant signs the amendment.
13. **Modification and Assignability of Contract:** This Agreement may not be enlarged, modified or altered except upon written agreement signed by the parties hereto. The Consultant may not assign any rights or duties arising hereunder without the prior written consent of the Client.
14. **Termination:** Either party may, without cause and without prejudice to any other right or remedy, terminate this Agreement thirty (30) days after delivery of a written notice of termination to either party sent via certified mail to the proper address at the top of the first page of this Agreement. In the event of termination, Consultant will be paid the agreed fees for Services performed up to the date of termination and for materials which cannot be returned.
15. **Construction and Venue:** This Agreement is to be performed in the State of Idaho and is made and entered into under the laws of the State of Idaho and shall, in all respects, be interpreted, enforced, and governed under the internal laws (and not the conflicts of laws rules) of the State of Idaho. In the event legal proceedings are commenced with regard to, arising out of or related to any provision of this Agreement, Client and Consultant agree that venue shall be in the judicial district that encompasses the City of Bellevue, within the State of Idaho.
16. **Compliance with State, Federal, and Local Laws:** The Consultant shall observe and comply with federal, state, and local laws, ordinances and regulations applicable to the Services to be performed hereunder. Without limiting the generality of the foregoing, Consultant agrees to fully comply with the Occupational Safety and Health Act of 1970, all regulations issued thereunder, and applicable state laws and regulations enacted and adopted pursuant thereto. The Consultant shall take applicable and reasonably necessary precautions in performing the Services hereunder to prevent injury to persons or damage to property.
17. **Standard of Care:** Services provided by Consultant under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the Consultant's profession practicing contemporaneously under similar conditions in the locality of the project. Consultant makes no express or implied warranties.

18. **Client's Review of Submissions:** Client shall reasonably examine and respond to Consultant's submissions; and Client is obligated to give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Consultant's Services.
19. **Indemnifications:** Consultant and Client shall indemnify and hold each other harmless from and against all claims, liabilities, actions, damages and expenses made by third parties related to or arising out of their respective intentional malfeasance or negligent performances in connection with the Project. Client acknowledges that Consultant is not responsible for construction means or methods and is not responsible for job site safety.
20. **Allocation of Risk:** To the maximum extent permitted by law, the Client agrees to limit the Consultant's liability for the Client's damages to the sum of \$50,000 or the Consultant's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. Client waives all other damages against Consultant.
21. **Alternative Dispute Resolution:** Unresolved disputes, controversies, and claims relating to the performance of services shall be initially referred to mediation prior to initiating any other adjudicatory option.
22. **Entire Agreement:** This Agreement contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or agents of either party, which are not contained in this written Agreement shall be or become a part of the Agreement. This Agreement constitutes the complete and final understanding between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 29th day of February 2024.

GREAT WEST ENGINEERING, INC.

By: 

William B. Lloyd, PE

Title: President

CITY OF BELLEVUE, IDAHO

By: 

Chris Johnson

Title: Mayor

Date: 3.11.2024



Attest:

 Wendelee Vest (Mayor), City Clerk



EXHIBIT ~~A~~ "A.1"
SPECIFIC TASK ORDERS

2024

City of Bellevue
115 E Pine, Bellevue
Idaho 83313
Attn: Michelle Snarr, City Clerk

Re: **Task Order No. ____ – Brief Description**
Project Name
Great West Engineering Project No. 4-24102

Dear City Council:

This letter constitutes *Task Order No. ____* to our *Agreement for Professional Services* dated _____ for the above-referenced Project. Great West's scope of services, schedule of fees, and schedule for completion of these services ("Services") are as follows:

See Attachment 1 - Scope of Services OR Insert scope here

As compensation for these Services, Client shall pay Great West [a lump sum amount of \$ _____ or [at hourly rates according to the Schedule of Billing Rates, plus expenses, for an estimated total amount of \$ _____ as determined by the *Consultant Agreement*. This amount cannot be exceeded without Client's prior written approval.

Please have an authorized representative sign both originals of this letter and return one executed original to Great West at the following address:

Great West Engineering, Inc.
2501 Belt View Drive
Helena, MT 59601

Acknowledgment. This *Task Order No. ____* is agreed to by the parties, is effective as of the date of this letter, and becomes a part of the *Agreement for Professional Services* between the parties, which is dated _____.

GREAT WEST ENGINEERING, INC.

Andrew Kimmel, PE

Business Unit Manager

(SEAL)

CITY OF BELLEVUE



Authorized Name, Title
Chris Johnson, Mayor

Date

ATTEST:

Michelle K. Vest Snarr, City Clerk



RESOLUTION 2370 - ON-CALL PLANNING SERVICES

EXHIBIT B 2024 SCHEDULE OF BILLING RATES

	<u>Hourly Rate</u>
Clerical Support	\$79
Project Assistant	93
Project Coordinator	107
Project Specialist	137
Project Administrator.....	145
Certified Grant Writer 1	151
Certified Grant Writer 2	175
Environmental Scientist	153
Survey Specialist	126
GIS Specialist	125
Resident Project Representative 1	151
Resident Project Representative 2	165
Designer.....	130
Senior Designer	153
Planner I.....	133
Senior Planner	173
Senior Hydrogeologist.....	194
Assistant Project Manager	137
Engineering Tech.....	93
Engineer 1.....	137
Engineer 2.....	148
Engineer 3.....	153
Engineer 4.....	171-185
Engineer 5.....	196-207
Engineer 6.....	212-222

Reimbursable Expenses include but are not limited to:

Auto Mileage	\$.85/mile
Outside Consultants, Fees, Shipping, Supplies, Travel & Per Diem	1.10x cost

*These rates are subject to periodic adjustment.

EXHIBIT "A.2"

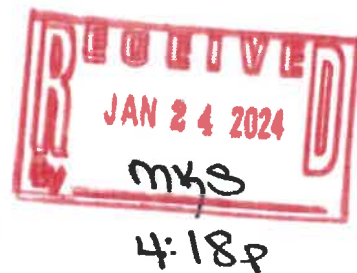
Statement of Qualifications for the

CITY OF BELLEVUE

On-Call Planning Services



January 25, 2024



Client Commitment

Empowered Employees

Quality Solutions

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Daniel McCauley, President Emeritus <i>Dan has 43 years of civil and structural engineering experience.</i>		
Craig Pozega, COO <i>Craig has 29 years of municipal engineering experience.</i>	E. Resumes	15
Chad Hanson, Vice President <i>Chad has 25 years of municipal engineering experience.</i>		
Karl Yakawich, Vice President <i>Karl has 22 years of transportation engineering experience.</i>	Forms	Appendix
Collette Anderson, Vice President <i>Collette has 17 years of municipal engineering experience.</i>		
Denice Street, Secretary/Treasurer <i>Denice has 27 years of administrative experience.</i>		

► www.greatwesteng.com See what's *possible*.



HELENA
2501 Belt View Drive
Helena, MT 59601
Phone: (406) 449-8627
Fax: (406) 449-8631



BOISE
1921 E Overland Road
Meridian, ID 83642
Phone: (208) 576-6646



SPOKANE
10220 N. Nevada St.,
Suite 130
Spokane, WA 99218
Phone: (509) 413-1430



BILLINGS
6780 Trade Center Ave.
Billings, MT 59101
Phone: (406) 652-5000



GREAT FALLS
702 2nd Street South,
Suite 2
Great Falls, MT 59405
Phone: (406) 952-1109

See what's possible.

A. COVER LETTER



January 25, 2024

Michelle Vest-Snarr, City Clerk
City of Bellevue
SOQ Submittal for On-Call Planning Services
PO Box 825
Bellevue, ID 83313

Re: On-Call Planning Services

Dear Mrs. Vest-Snarr,

The City of Bellevue will benefit by retaining Great West Engineering, a full-service engineering and planning firm, to assist the City with on-call planning services. Great West proposes to offer the City a highly experienced and specialized team that has extensive experience providing on-call planning services to communities just like Bellevue. Some of these communities include the City of Red Lodge, the City of Three Forks, and Madison County.

Some of the services we provide include:

- Review of land use applications for compliance with the City's Comprehensive Plan, Land Development Code, Municipal Code, and Design Guidelines
- Review and administer land use permit applications
- Communicate with and guide developers throughout the development process
- Create and present land use notifications, staff reports, and resolutions
- Attend public hearings and community meetings, as requested

In addition, we are very adept at effectively providing our planning services on a partly remote basis. We are skilled at using a variety of communication methods to ensure our clients, developers, property owners, and community residents are kept well informed on projects. We utilize video conferencing, telephone calls, downloadable links, and other methods to communicate. We also almost exclusively utilize electronic documents and files to ensure that information is easily accessible.

Our years of experience working on local government planning issues in Montana and our understanding of Idaho planning statutes will provide the City with the expertise needed to ensure planning processes and development reviews are completed in a timely, efficient, and legal manner. We look forward to partnering with the City to provide planning services.

Sincerely,

Jerry Grebenc, CFM
Senior Planner
(406) 495-6153
jgrebenc@greatwesteng.com

HELENA

2501 Belt View Drive
Helena, MT 59601
Ph: (406) 449-8625
F: (406) 449-8631

BILLINGS

6780 Trade Center Avenue
Billings, MT 59104
Ph: (406) 652-7900
F: (406) 245-1163

BOISE

1921 F Overland Road
Meridian, ID 83642
Ph: (208) 576-6616

GREAT FALLS

702 2nd Street Ste 27
Great Falls, MT 59405
Ph: (406) 952-1109

SPOKANE

10220 N Nevada Street
Suite 130
Spokane, WA 99218
Ph: (509) 413-4430

www.greatwesteng.com

B. COMPANY PROFILE



Why Great West

Specializing in: Planning Grant Writing and Administration Solid Waste
Natural Resources Water Wastewater Transportation

103

Employees

6,000+
Projects
since 1984

5

Offices

Helena*
Boise
Spokane
Billings
Great Falls

*Company Headquarters



We Promise to truly listen to your project goals, be responsive to your needs, and advocate on your behalf.

WE UNDERSTAND TOURISM IMPACTED COMMUNITIES



Tourism impacted communities and cities face unique challenges not encountered by traditional communities. Planning for these communities is a specialized art that our team fully understands. Through serving as the on-call planner for multiple similar communities including City of Three Forks, Madison County, and the City of Red Lodge, our team has developed a unique understanding and approach to this specialized subset of community planning. This knowledge will allow the Great West team to hit the ground running when needed with little to no learning curve saving the City time and money.



PLANNING SPECIALISTS

As the on-call planner for nine Montana communities, our team is experienced and well-versed in how to provide effective and efficient services remotely. We are respected for doing our work right the first time and for our open and clear communication style. One of our greatest assets to our on-call clients is that we only contract with local governments, which means you never have to worry about conflict of interest when we are planning for your community.

AVAILABLE WHEN NEEDED, NO COST WHEN NOT



Public entities have limited resources and need to make every dollar count. Though specialized planning staff is beneficial, it's often not available due to limited budgets. Our team offers these specialized services on an as-needed basis, only charging the City when we're being utilized. Through decades of providing these services, this approach has proven to effectively bridge the gap and offer the best of both worlds to rural communities. We're available as little or as much as the City needs and will never "nickel and dime" if you need to bounce questions off us or for small requests.

C. ORGANIZATION AND STAFFING





We will listen to you and deliver solutions that are
right for *the City of Bellevue.*

The Great West team offers the City specialized planning expertise gained through decades of experience. Led by Senior Planner Jerry Grebenc and overseen by senior engineers who are currently working with the City, our team is excited to continue to build a partnership. We've also included two tourism impacted community planners in Cody Marxer and Courtney Long. Rounding out our team is GIS specialist Matt Blassic.

The information below provides highlights on each team member. Please refer to the resumes found in section E for further details on each team member's qualifications.

*Team has **decades** of
experience assisting
communities just like yours
with their planning needs!*

Staff and Role	Expertise to the City of Bellevue	Qualifications
 ANDREW KIMMEL, PE Project Engineer	<ul style="list-style-type: none">• Will serve as the City's primary point of contact to provide consistency in communication and ensure that the City's needs can be met in a responsive and timely manner• Currently provides Qualified Licensed Professional Engineering (QLPE) services for three cities in Idaho, reviewing subdivision construction plans and specifications for projects within city limits• As the Boise Municipal Business Unit Manager, promotes responsive client service with an emphasis on listening to our clients' needs• Currently acting as the Engineer of Record for seven Idaho Communities• Experience working with multiple jurisdictions reviewing development code and working closely with City's and Developers to find appropriate uses of land use and future planning	<ul style="list-style-type: none">• Professional Engineer, ID, OR, WA• Idaho State University, Bachelor of Science-Civil Engineering, 2007• 6.5 years with Great West• 16 years of experience
 CRAIG POZEGA, PE Principal In Charge	<ul style="list-style-type: none">• 29 years of engineering and planning experience focused on infrastructure improvements• Has served as Principal in Charge for over a hundred projects• Oversees Great West's Planning and Community Development Department• Well rounded experience including water, wastewater, drainage, planning, and construction management• Great West Engineering's Chief Operating Officer	<ul style="list-style-type: none">• Professional Engineer, ID, WA, MT, OR• Montana College of Mineral Science and Technology, BS, Engineering Science, 1994• 25 years with Great West• 29 years of experience

C. ORGANIZATION AND STAFFING



Staff and Role	Expertise to the City of Bellevue	Qualifications
 <p>JERRY GREBENC, CFM Senior Planner</p>	<ul style="list-style-type: none"> Serves as the on-call planner for multiple public entities throughout Montana including tourism impacted communities Involved in community development and planning for over 25 years Served as Planning Bureau Chief for the Montana Department of Commerce and is very familiar with land use laws and planning best practices Experience in the public, private and non-profits sectors working on the development of private lands, managed a County planning department and community development throughout Montana and the Northern Rockies states 	<ul style="list-style-type: none"> Certified Floodplain Manager University of Montana, MA in Geography, 2002 University of Minnesota, Duluth, B.A. in History, 1991 Association of State Floodplain Managers Montana Association of Planners 8 years with Great West 23 years of experience
 <p>CODY MARXER Planner</p>	<ul style="list-style-type: none"> Planner with five years of planning and land use experience, who is regarded for her exceptional client communication, task efficiency, and responsiveness Planning experience in both rural and mountain communities Extensive knowledge and experience in subdivision review, community engagement, and a thorough understanding of growth and development challenges in rural/tourism communities Hailing from an agricultural community, she has a practical understanding of the relationship between development, economic growth, resource conservation, and preserving heritage Has extensive career experience in management, education, and facilitation, in addition to a Graduate degree in research 	<ul style="list-style-type: none"> Central Washington University, MS, Physiology & Research, 2004 Montana Association of Planners, MT, 2018 American Planning Association, 2018 The Association of State Floodplain Managers, 2019 1 year with Great West 5 years of experience
 <p>COURTNEY LONG, CFM Planner</p>	<ul style="list-style-type: none"> Planner with three years of experience as the Community Development Director for a successful mountain resort community Background in ecology, environmental studies, education, and conservation Extensive experience in community engagement and facilitation Former City of Red Lodge planner experienced in tourism driven community planning 	<ul style="list-style-type: none"> Certified Floodplain Manager Appalachian State University, BS Ecology and Minor in Geography, 2012 Montana Association of Planners, MT, 2021 <1 year with Great West 3 years of experience
 <p>MATT BLASSIC, GIST GIS Specialist</p>	<ul style="list-style-type: none"> Extensive knowledge and experience building community's GIS systems as well as enhancing existing systems Brings a deep understanding of building databases that can assist with community's assets and infrastructure Provides clients with an extensive knowledge of collecting, analyzing, and building datasets to aid in decision making Extensive knowledge and experience generating high quality cartographic outputs to aid in analysis 	<ul style="list-style-type: none"> University of Montana College of Forestry and Conservation, BS Geography with focus on GIS, 2020 GIS Technologies Certification FAA Part 107 3 years with Great West 5 years of experience

D. DESCRIPTION AND APPROACH



**Our team will work closely with City staff and officials,
*ensuring open and transparent communications.***

Great West proposes to provide the City with On-Call planning services through a combination of remote/virtual and in-person presence, with the majority of the work completed remotely/virtually. Our approach to these services is highlighted below.



Schedule weekly remote/virtual “office” hours for City staff, residents, or developers to ask questions and discuss potential development projects.



Provide names, phone numbers, and emails of the applicable Great West Engineering staff that City staff, Council, residents, or developers can contact to ask planning questions.



Attend City planning meetings in-person when complex projects or issues are up for discussion.



Participate in City planning meetings via video conferencing or via phone for basic, noncontroversial projects or issues.



Review and clearly communicate the City’s land use plans, regulations, and administrative processes to residents and developers.



Provide project reviews per City land use codes and provide staff reports, recommendations, and findings of fact. Documents will be provided to the City in electronic formats or other formats, as requested.



Provide updates to the City’s comprehensive plan, as requested.



Provide updates to the City’s land use codes, as requested.

E. RELEVANT PROJECTS/SERVICES /REFERENCES



City of Red Lodge, Montana

ON-CALL PLANNING SERVICES

2022 - CURRENT

Great West Engineering has supported and provided on-call engineering services to the City of Red Lodge for decades and has provided planning services within the community since 2022. From updating the Capital Improvements Plan, Preliminary Engineering Reports, updating the Growth Policy and a revised Downtown Revitalization Master Plan, we are well-versed in City matters. Our planning services began as a means of support for the Community Development Director in a busy tourism-driven community but has since evolved into serving as the interim for this role, as the City navigates staff turnover. Great West fields daily phone calls regarding land use matters, attends public meetings virtually and in-person, and evaluates land use development applications.



▲ Downtown Red Lodge



▲ Planner Courtney Long Performing Community Outreach During the Annual Red Lodge Christmas Stroll

Project Highlights

- On-call day-to-day planning services, as requested by the City
- Work closely with City staff and officials, ensuring open and transparent communications
- Community engagement including public meetings and outreach for planning efforts
- Graphic design assistance to increase public participant
- City On-Call Engineer for decades

Contact

Dave Westwood
Mayor
(406) 446-1606
mayor@cityofredlodge.com

Project Ongoing

E. RELEVANT PROJECTS/SERVICES /REFERENCES



Madison County, Montana

ON-CALL PLANNING SERVICES

2021-CURRENT

Madison County is a large and unique community in Montana, mostly known for its rural lifestyle and land use. However, the resort communities of Big Sky and Virginia City, along with the growing Town of Ennis, have created intense development pressures in the County, making it a challenging planning environment. The County has faced difficulties in maintaining sufficient and qualified staff to manage these challenges. Great West has a long history of providing services in Madison County, including updates to comprehensive plans, on-call engineering, capital improvement projects, and on-call planning services since 2021.



▲ Downtown Ennis During the 4th of July Parade



▲ Recently Completed County Road Involving Public Outreach



▲ Big Sky Resort Located in Madison County

Project Highlights

- Provide advice and guidance on land use regulations and comprehensive planning
- Provide effective communication and support virtually and on-site
- Administer and review land use regulations
- Review complex subdivision applications and coordinate communication between developers, legal counsel, and agencies
- Training and support for County staff on land use planning matters
- Assisting with the review of subdivision applications including an 1,100-unit project in Big Sky
- Assisting with the review of subdivision and zoning applications for the Town of Ennis under an ILA
- County On-Call Engineer since 2005

Contact

Ron Nye
County Commissioner
(406) 843-4277
rnye@madisoncountymt.gov

Project Ongoing

E. RELEVANT PROJECTS/SERVICES /REFERENCES



City of Homedale, Idaho

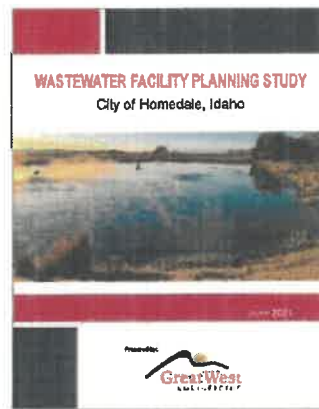
ON-CALL PLANNING AND ENGINEERING SERVICES

2007 - CURRENT

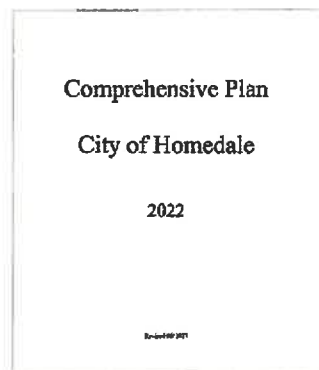
Engineers working for Great West have been working with the City of Homedale since 2007 and has built a strong partnership with the City during that time. Similar to most Idaho communities, the City has significant infrastructure needs and limited budgets. Great West has worked with the City to successfully complete numerous planning documents including; Water System Facility Plan (FPS/PER), Wastewater System Facility Plan (FPS/PER), City-wide comprehensive planning, and a Transportation Master Plan. We regularly complete a variety of as-need services that are referenced in the City's multiple planning documents. Additionally, our planning department has facilitated a variety of Capital Improvement Plans, CDBG grants, USDA-Rural Development, and DEQ grants. Services Great West has provided include all facets of infrastructure projects from planning through funding, design, and construction.



▲ Downtown LID Improvement
Project-Street Lighting Upgrade



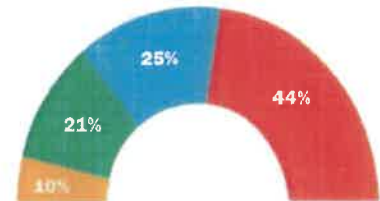
▲ Wastewater Facility
Planning Study



▲ Comprehensive Plan

Planning/Grant Funding

- USDA \$60,000
- DEQ \$105,000
- LHTAC \$50,000
- CITY FUNDS \$26,000



Project Highlights

- Comprehensive planning
- Local Improvement District projects (LID's)
- City growth projections
- City ordinance modifications
- Hydraulic analysis
- Water system modeling
- Traffic counts
- ADA compliance
- Preliminary Engineering Report PER/FPS
- Public meetings
- Rate analysis
- Grant writing
- Rate studies

Contact

Alice Pegram
City Clerk
(208) 337-4641
alicep@cityofhomedale.org

Project is Ongoing

E. RELEVANT PROJECTS/SERVICES /REFERENCES



City of Three Forks, Montana

ON-CALL PLANNING SERVICES

2022 - CURRENT

The City of Three Forks is a growing community located near one of Montana's largest metropolises, the City of Bozeman. With significant growth seen over the past decades, the community is facing the same challenges as other booming mountain communities. Great West provides on-call engineering and planning services, supporting the City as needed. From planning tasks related to zoning and subdivision to annexation and process guidance, Great West provides services remotely and on-site based on City needs.



Three Forks is a Rural Community Located Just Outside of Bozeman, MT

Contact: Crystal Turner • City Clerk/Deputy Treasurer • (406) 285-53431

Project Highlights

- General planning assistance as needed
- Coordinate and work closely with City staff and officials on land use issues
- Develop Capital Improvements Plan (In progress)

Chouteau County, Montana

PLANNING SERVICES

2016-CURRENT

Great West has provided years of planning services to the County including the update of the County Zoning Regulations and Subdivision Regulations, review of zoning permit applications, review of subdivision applications and certificates of survey. Great West also provides general planning advice and guidance to County residents, the County Planning Board and the County Commission.



Community Within Chouteau County

Contact: Lana Claassen • Clerk and Recorder • (406) 622-5151 • claassen@itstriangle.com

Project Highlights

- Administer the County Subdivision Regulations
- Administer the County Zoning Regulations
- Provide general planning advice and guidance to residents, the Planning Board and County Commission
- Review of certificates of survey

E. RELEVANT PROJECTS/SERVICES /REFERENCES



City of Boulder, Montana

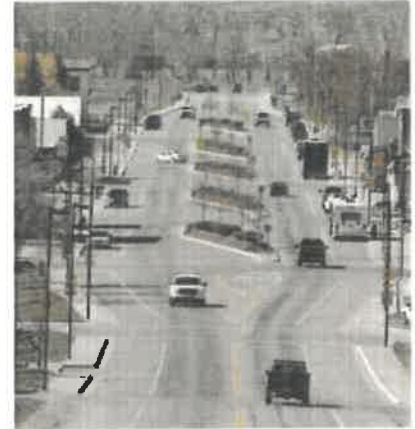
PLANNING AND ANNEXATION SERVICES

2017-CURRENT

Great West has provided planning services to the growing community of Boulder since 2017. This has included assisting with the administration of the City's Annexation Policy to facilitate the annexation of new properties into the City. Great West assisted with the administration of the City's Subdivision Regulations which govern the creation of new lots in the City. Recently, Great West helped the City review a new subdivision that is proposed to provide fifteen (15) new single-family homes.

Project Highlights

- Assist with administrating the City Annexation Policies
- Assist with administrating the City Subdivision Regulations
- Providing general planning guidance
- Attend planning board meetings and provide advice and guidance



▲ Downtown Boulder

Contact: Megan McCauley • City Clerk • (406) 225-3381 • cityclerk@cityofbouldermt.com

Town of Circle, Montana

PLANNING AND ZONING SERVICES

2020-CURRENT

Great West provides ongoing planning services to the Town of Circle. This has included administrating the Town's Zoning Code to help facilitate the construction of new homes and businesses on existing lots. Great West also administrates the Town's Subdivision Regulations which govern the creation of new lots in the Town. Recently, Great West helped the Town review a subdivision that is now being developed with a new Family Dollar store and car wash.



▶ Town of Circle, Main Street

Project Highlights

- Administrating the Town Zoning Code
- Administrating the Town Subdivision Regulations
- Providing general planning guidance
- Facilitated subdivision review process on behalf of the Town Council
- Attend meetings mainly via video conference

Contact: Kelly Doan • Clerk/Treasurer • (406) 485-2524 • kdoan@townofcircle.org

E. RELEVANT PROJECTS/SERVICES /REFERENCES



Great West will create plans tailored to
the City of Bellevue's needs.

Great West Engineering is a full service engineering and planning firm. For over four decades, our team has helped our communities and clients succeed. Our team of planners has assisted dozens of communities with their planning needs. With three full time planners on staff supported by community development experts, engineers, scientists, marketing specialists, and administrative staff we provide the horsepower of a large firm with the responsiveness of a small firm. Our team is capable of

small to large projects and has served as on-call or interim planning staff for multiple public entities.

The list below provides a snapshot into the depth of our planning experience. We recognize that the City of Bellevue is taking a leap of faith in hiring our team. In addition to the shown experience, we've included several downloadable planning documents completed by our team to give an understanding of what we have to offer.

Municipal Planning Experience

CLIENT	PROJECTS	STATUS	CURRENT ON-CALL
City of Red Lodge, MT	Growth Policy/Comprehensive Plan	In progress	✓
City of Miles City, MT	Growth Policy/Comprehensive Plan	In progress	
City of Roundup, MT	Growth Policy/Comprehensive Plan	In progress	
City of Cut Bank, MT	Growth Policy/Comprehensive Plan	In progress	
City of Choteau, MT	Growth Policy/Comprehensive Plan	Completed 2022	✓
City of Glendive, MT	Parks and Trails Plan	In progress	
Town of Circle, MT	Growth Policy/Comprehensive Plan	Completed 2023	✓
Town of Twin Bridges, MT	Growth Policy/Comprehensive Plan	Completed 2024	
City of White Sulphur Springs, MT	Joint City/County Growth Policy/ Comprehensive Plan	Completed 2021	✓
City of Wolf Point, MT	Growth Policy/Comprehensive Plan	Completed 2022	
City of Forsyth, MT	Growth Policy/Comprehensive Plan	Completed 2022	
City of Thompson Falls, MT	Growth Policy/Comprehensive Plan	Completed 2018	
City of Three Forks, MT			✓
Town of Philipsburg, MT	Growth Policy/Comprehensive Plan	Completed 2022	
Town of Virginia City, MT	Growth Policy/Comprehensive Plan	Completed 2023	
City of Deer Lodge, MT	Growth Policy/Comprehensive Plan	Completed 2024	
City of Stevensville, MT	Subdivision Regulations Update	Completed 2022	
City of Hamilton, MT	Zoning Code Update	In progress	
City of Homedale, ID	Wastewater Facility Planning Study/ Comprehensive Plan	Completed 2022	✓

E. RELEVANT PROJECTS/SERVICES/REFERENCES

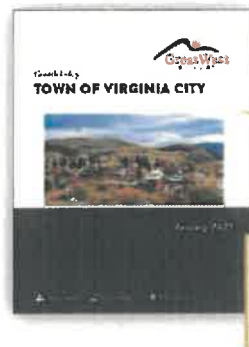


We will utilize our planning experience to
save you time and money!

County Planning Experience

PROJECT	PROJECTS	STATUS	CURRENT ON-CALL
Beaverhead County, MT	Comprehensive Plan	Completed 2024	
Broadwater County, MT	Comprehensive Plan	Completed 2021	
Chouteau County, MT	Comprehensive Plan	In progress	✓
Custer County, MT	Comprehensive Plan	Completed 2023	✓
Dawson County, MT	Comprehensive Plan	Completed 2016	
Jefferson County, MT	Comprehensive Plan	In progress	
Madison County, MT			✓
Meagher County, MT	Comprehensive Plan	Completed 2021	✓
Powder River County, MT	Comprehensive Plan	Completed 2019	
Rosebud County, MT	Comprehensive Plan	Completed 2019	
Valley County, MT	Comprehensive Plan	Completed 2022	

Scan the QR Codes to Check Out Our Work!



We will make the *City of Bellevue*
a top priority!

E. RESUMES



Andrew Kimmel, PE

Project Engineer

6.5 years with Great West
16 years of experience

Education

- » Idaho State University, B.S., Civil Engineering, 2007

Professional Registrations

- » Professional Engineer, ID, WA, OR

Professional Certifications

- » HDPE Fusion Welding

Professional Affiliations

- » Past President of American Public Works Association, Rocky Mountain Chapter
- » Member of the National APWA Certification Council
- » Past Chair of the National APWA Professional Development Committee
- » Team Leader-American Public Works Association Emerging Leaders Academy VIII Class of 2014/2015
- » ACEC-Idaho DEQ Liaison Committee

Andrew has more than 16 years of engineering experience. He has worked as a Project Manager and Project Engineer on various Federal, City and State funded improvement projects, roadway and highway improvements and related utility system upgrades. His project experience includes roadway design, stormwater design, construction management & inspection, wastewater treatment system design, sewer line & manhole condition assessments, sewer and waterline design & facility planning, lift station design, sewer force main design, water system modeling; water system condition assessment; water booster station and storage tank design and trenchless design. Andrew has design and inspected more than 60 miles of pipeline ranging from 4-inch PVC to 48-inch HDPE pipe. Andrew has a close working relationship with key personnel within USDA-Rural Development, DEQ, Department of Commerce, and the Army Corps of Engineers. Andrew is the Past President of the American Public Works Association-Rocky Mountain Chapter. This position grants him the opportunity to speak on behalf of Idaho, Montana, and Wyoming to help improve communities and stay abreast of cutting-edge technology and potential regulation changes.

SPECIALIZED EXPERIENCE

On-Call City Engineer, City of Homedale, Idaho

The City of Homedale has completed more than 16 million dollars in water, wastewater and sidewalk improvements projects over the last 15 years. Andrew has provided design, bidding and construction services on all projects since 2007. Projects have included the following: A new Completed mix partial mix lagoon treatment facility; Wastewater headworks screens and building, 4 wastewater lift stations, 5,000 lf of 12-inch force main, 38,000 lf of 8-inch to 16-inch of gravity sewer collection system improvements, drilling of 2 wells and a new well pump house, 30,000 feet of waterline replacement including 60 fire hydrant and over 100 new valves, new sidewalk and ADA compliant pedestrian ramps, and street lighting throughout the downtown corridor. We have also completed a wastewater facility plan and transportation master plan, and a water facility plan that outlined the system deficiencies and provide a repair schedule that will give the City a prioritized list of improvements. Andrew attends monthly City Council meetings to ensure the City is receiving the necessary support it deserves from their engineering partner. Responsibilities also include review of all applications for platting, zoning, annexation, and subdivision reviews.

RELATED EXPERIENCE

Zellers Crossing, 35-Acre Residential Subdivision, Fruitland, Idaho

Project Manager responsible for the design, preliminary plat, zoning changes, and construction management. Zellers Crossing is a 35- acre residential subdivision in with 117 lots in Fruitland, Idaho. This project included

E. RESUMES



working closely with the City's Planning and zoning department to rezone a portion of Agriculture land to residential. Great West also prepared the preliminary plat, construction drawings, and final plat for the subdivision. The project was completed in four phases over the course of one-year. The plans included onsite stormwater retention, water distribution system, gravity wastewater collection system, pressurized irrigation, and roadway design. Great West was also provided support during construction.

Rivers Edge Phase 2 and 3, 29-Acre Residential Subdivision, Fruitland, Idaho

Project Manager responsible for the design, preliminary plat, zoning changes, and construction management. Rivers Edge Phase 2 and 3 are a 29- acre residential subdivision with 102 lots in Fruitland, Idaho. This project included working closely with the City's Planning and zoning department to rezone a portion of Agriculture land to residential. Great West also prepared the preliminary plat, construction drawings, and final plat for the subdivision. The project was completed in a single phase. The plans included onsite stormwater retention, water distribution system, gravity wastewater collection system, pressurized irrigation, coordination with two high pressure gas mains, and roadway design. Great West was also provided support during construction.

Dagger Falls, 37-Acre Residential Subdivision, Emmett, Idaho

Project Manager responsible for the design, preliminary plat, zoning changes, and construction management. Dagger Falls is a 40- acre residential subdivision with 177 lots in Emmett, Idaho. This project included working closely with the City's Planning and zoning department to rezone a portion of Agriculture land to residential. Great West also prepared the preliminary plat, construction drawings, and final plat for the subdivision. The project was completed in two phases over the course of one-year. The plans included onsite stormwater retention, water distribution system, gravity wastewater collection system, pressurized irrigation, and roadway design. Great West also provided support during construction.

Sundance Pointe, 66-Acre Residential Subdivision, Weiser, Idaho

Project Manager responsible for the design, preliminary plat, zoning changes, and construction management. Sundance Pointe is a 66- acre residential subdivision with 363 lots in Weiser, Idaho. This project included working closely with the City's Planning and zoning department to rezone a portion of Agriculture land to residential. Great West also prepared the preliminary plat, construction drawings, and final plat for the subdivision. The project will be completed in four phases over the course of three-years. The plans included onsite stormwater retention, water distribution system, gravity wastewater collection system, pressurized irrigation, and roadway design. Great West was also provided support during construction.

Stonecrest Development, 10-Acre Multi-Use Subdivision, Star, Idaho

Project Manager responsible for the design, preliminary plat, zoning changes, and construction management. The Stonecrest Development is a 10-acre multi-use subdivision with 60 high density residential and 4 commercial lots and in Star, Idaho. This project included working closely with the City's Planning and zoning department to rezone a portion of Agriculture land to mixed use. Great West also prepared the preliminary plat, construction drawings, and final plat for the subdivision. The project was completed in two phase phases over the course of one-year. The plans included onsite stormwater retention, water distribution system, gravity wastewater collection system, pressurized irrigation, and roadway design.

NewCold Cold Storage Facility, 40-Acre Industrial Subdivision, Burley, Idaho

Andrew was the Project Manager for the Civil Design team selected by Fisher Construction Group, a firm out of Burlington, WA to assist with the design and construction of a new 180,000 square foot state of the art cold storage facility. New-Cold chose this site as a new cold food storage facility due to its proximity to McCain Foods, and access to rail lines for shipping. The Burley site includes a large-scale state of the art automated cold storage warehouses. NewCold uses leading-edge technology to automatically move and store products in the "dark" high-bay warehouse, storing foods at -5 degrees Fahrenheit, with oxygen levels lowered to 16.5 percent for fire prevention. This allows for a more energy-efficient and food-safe alternative compared to conventional cold storage solutions. The project included the civil site design package including potable water supply lines, onsite fire protection mainlines, onsite wastewater treatment system, asphalt and concrete parking lots and loading docks, storm water mitigation plan and grading plan and site layout for a 40 acre land parcel.

E. RESUMES



Craig Pozega, PE

Principal In Charge

*25 years with Great West
29 years of experience*

Education

- » Montana College of Mineral Science and Technology, BS, Engineering Science, 1994

Professional Registrations

- » Professional Engineer, ID, WA, MT, OR

Professional Affiliations

- » Montana Water Environment Federation
- » American Council of Engineering Companies Director

Professional Certifications

- » National Association of Sewer Service Companies (NASSCO), Pipeline Assessment and Certification Program (PACP)
- » National Association of Sewer Service Companies (NASSCO), Manhole Assessment and Certification Program (MACP)
- » National Association of Sewer Service Companies (NASSCO), Inspector Training & Certification Program (ITCP-CIPP)

Craig has 29 years of engineering experience which has been focused on providing community solutions for water and wastewater infrastructure. Craig's responsibilities have included many engineering roles, including project management, design, construction management, construction inspection, regulatory and permit negotiation, grant writing, grant administration, analysis, reports, land acquisition, and environmental assessments. This experience has established Craig as a leader in the water and wastewater industry and his expertise and experience has significantly benefited his clients. Craig has authored or provided technical expertise for over 40 Facility Plans (Preliminary Engineering Reports) for water and wastewater projects, most of which have resulted in the design and construction of the recommended infrastructure improvements. Craig has assisted communities in managing Administrative Orders on Consent, enforcement actions and compliance plans. He has been extremely active with NPDES permitting having evaluated, renewed and interpreted over 20 NPDES permits in Montana and Idaho. Craig has extensive experience with preparing funding packages and has helped his clients receive over 100 million dollars in State and Federal grant funds for water and wastewater infrastructure improvements.

SPECIALIZED EXPERIENCE

Water Facility Master Plan and EID (FPS/PER), Homedale, Idaho

Principal in Charge responsible for overseeing/QA for the preliminary engineering report. The City of Homedale had completed nearly 2.5 million dollars in water system upgrades over the last 10 years. However the City did not have a capital improvement plan for the remaining distribution system or know whether the City had enough available water for future growth. Great West prepared a water facility plan that has outlined the system deficiencies and provided a repair schedule that will give the City a prioritized list of improvements. The Capital Facility Planning Study Report identified deficiencies and provided solutions to remedy them. The plan also estimated the costs of the improvements, and indicated how the community could finance them. The planning study is geared towards the City self-funding the improvements rather than seeking another bond. We were able to leverage multiple grants from USDA-RD and DEQ, the City's match is approximately 12% of the total cost of the project for a completed facility plan and environmental document.

RELATED EXPERIENCE

Source of Supply Capacity Improvements and Waterline Replacement, Grant Applications, Design and Construction, Juliaetta, Idaho

Principal in Charge responsible for overseeing/QA for the preliminary engineering report, design, bidding, and construction management. On February 4, 2018, Juliaetta, Idaho's water system lost pressure and an estimated 300,000 gallons of water, due to a water main break within the Potlatch River. The break was caused by flood-

E. RESUMES



stage flows that crested at 8,490 cfs the day of the break. In comparison, average flows of the Potlatch River at Juliaetta are 500 cfs. Great West Engineering prepared multiple grant applications for the City and was able to obtain funding from USDA-RD and the Army Corps of Engineers. Great West completed an Emergency Water Project Engineering Report in May 2018, which allowed the City to obtain emergency funding to update their water treatment plant, raw water infiltration gallery, install new wet well pump station, and replace the water main that was damaged during the flooding. The new water main was installed using horizontal directional drilling in solid basalt 10 feet below the river bottom. The city is now able to collect water from the infiltration gallery year round, where historically, the infiltration gallery would be dry from mid July through September.

Geothermal Water Main Replacement, - Preliminary Engineering Report, Grant Administration, Design and Construction Management, Boise Warm Springs Water District -Boise, Idaho

Principal in Charge responsible for overseeing/QA of the preliminary engineering report, design, bidding, and construction management. The Boise Warm Springs Water District is the oldest operating geothermal water system in the United States, originally founded in 1892, and has a water temperature of 176 degrees Fahrenheit. Planning for the project included hydraulic modeling of the system's water mains and service lines to determine the quantity of water the system can provide for heating and domestic use. Design and construction methods are critical to protecting the 90 residences and businesses listed on the national register of historical places within the project limits. The construction project will replace approximately 4,900 12-inch asbestos main distribution pipe with a new 12-inch Geothermal HDPE pipe that feeds the entire Historic District. When the project is completed, the District will be able to isolate a two-block area while keeping the remaining customers water service active. Great West Engineering is providing Hydraulic modeling, planning, topographic surveying, design, bidding, construction administration, and assisting with securing funding for this project.

Emergency Potable Well Replacement Project- Preliminary Engineering Report, Grant Administration, Design and Construction, Clearwater Water District, Idaho

Principal in Charge responsible for overseeing/QA for the preliminary engineering report, design, bidding, and construction management. Clearwater Water District provides potable drinking water to 48 homes, the source of their drinking water comes from two potable wells near their community. On Tuesday November 20, 2018 a 4.1 magnitude earthquake occurred approximately 5.7 miles southeast of Clearwater. At that time the District's well was no longer able to pump water due to a shift in the geologic formation at the well site. Great West was able to obtain a 100% grant through USDA-RD to design and drill a new municipal well. The new well was drilled in July of 2020 and is capable of being a fully redundant water source for the District.

Town of Cascade Sidewalks, Montana

Principal-in-Charge responsible for the design, plan preparation, cost estimates, specifications, environmental documentation, contract administration, and construction inspection for approximately 2600 linear feet of new concrete sidewalk, curb and gutter, and ADA accessible curb ramps.

Bike/Pedestrian Path and Kiosk Design and Construction, Cascade, Montana

Project Manager responsible for design and construction management of 3,100 lineal feet of a bike/pedestrian path, sidewalk, and an interpretative kiosk overlooking the Missouri River in the Town of Cascade. e Hill County RSID 22. The PER evaluated the entire wastewater system, yet focused on the existing problematic and aging lift station causing repeated sewer backups. A new lift station project is anticipated to be constructed in 2018.

Glendive Main Lift Station Upgrades, Design and Construction Management, Glendive, Montana

Principal-in-Charge responsible for the design and procurement to complete upgrades to the City of Glendive's Main Lift Station. The project included the replacement of new pumps, new motors, new valves and piping, new electrical equipment, control equipment, and a backup generator.

E. RESUMES



Jerry Grebenc, CFM

Senior Planner

*8 years with Great West
23 years of experience*



Jerry has been involved in community development and planning in Montana for over 23 years. He served as the State's Planning Bureau Chief and is very familiar with Montana's land use laws and planning best practices. He has experience in the private, public and non-profit sectors and has managed the development of private lands, reviewed subdivision as a local planner, managed a planning department, and provided practical advice and assistance to local governments on behalf of the State of Montana.

Education

- » University of Montana, M.A. In Geography, 2002
- » University of Minnesota, Duluth, B.A. in History, 1991

Professional Certifications

- » Certified Floodplain Manager

Professional Affiliations

- » Association of State Floodplain Managers
- » Montana Association of Planners

Awards

- » Governor's Award for Excellence, 2008, State of Montana

SPECIALIZED EXPERIENCE

City Planner for Choteau, Montana

Providing temporary day to day planning services to the City, including administrating the City Zoning and Subdivision Regulations, administration of the City Floodplain Regulations and general land use advice and guidance to the City Council.

RELATED EXPERIENCE

County Planner for Madison County, Montana

Providing temporary day to day planning services to the County, including administrating the County Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

County Planner for Chouteau County, Montana

Providing day to day planning services to the County, including administrating the County Development and Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

County Planner for Meagher County, Montana

Providing day to day planning services to the County, including administrating the County Subdivision Regulations, review of certificates of survey and answering general land use inquiries.

Interim County Planner for Jefferson County, Montana

Provided day to day planning services to the County for six (6) months as they worked through the process of replacing the former planner. Duties including administrating the County Zoning and Subdivision Regulations, review certificates of survey and answer general land use inquiries.

Interim County Planner for Powell County, Montana

Provided day to day planning services to the County for three (3) months as they worked through the process of replacing the former planner. Duties including administrating the County Zoning and Subdivision Regulations, review certificates of survey and answer general land use inquiries.

E. RESUMES



Growth Policy, City of Cut Bank, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating with the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing.

Growth Policy, City of Choteau, Montana

Worked with the City Council and the City/County Planning Board to create the City's first standalone Growth Policy. The focus of the plan ranged from and the continued upgrading of the Town's infrastructure. The project was completed in under 9 months.

Growth Policy, Town of Philipsburg, Montana

Worked with the Town Council and the City/County Planning Board to create the Town's first standalone Growth Policy. The focus of the plan ranged from updating the City's zoning code and subdivision regulations to need to encouraging the development of additional workforce housing to the continued upgrading of the Town's infrastructure.

Growth Policy, City of Wolf Point, Montana

Assisting the City with a full update of its existing growth policy. His work includes coordinating with the project with the City Council, County Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing. The project is focused on addressing infrastructure needs and addressing community decay issues related to abandoned and dilapidated housing.

Growth Policy, Custer County, Montana

Assisting the County with a full update of its existing growth policy. His work includes coordinating with the project with the County Commission, County Planning Board, facilitating public meetings, assisting with outreach to County residents, providing research and writing.

Growth Policy, Beaverhead County, Montana

In conjunction with the County Planning Board assisting with the update of the County Growth Policy to help the County encourage economic development and to also prepare for a likely increase in residential development due to housing pressures from the Gallatin Valley and Madison County.

Growth Policy, City of Forsyth, Montana

Managed the update of the City's growth policy. His work included coordinating the project with the City mayor and council, facilitating public meetings, providing research and writing and GIS mapping.

Growth Policy, Valley County, Montana

In conjunction with the County Planning Board and County Commission managed the update of the growth policy to help the County work toward improving the County's economy, local services and infrastructure.

Growth Policy, City of White Sulphur Springs-Meagher County, Montana

Worked with the City/County Planning Board to update and consolidate the growth policies of the City and the County into one document to help each jurisdiction prepare for the potential development of a new copper mine, pumped hydroelectric project, and the possible opportunities and issues that might accompany them.

Growth Policy, City of Thompson Falls, Montana

Managed the development of the City's first standalone growth policy. His work included coordinating with the project with the City Planning Board, facilitating public meetings, assisting with outreach to City residents, providing research and writing and GIS mapping.

Growth Policy, Broadwater County, Montana

In conjunction with the County Planning Board managed the update of the growth policy to help the County prepare for a likely increase in residential development due to housing pressures from Bozeman and Helena.

E. RESUMES



Cody Marxer

Planner

1 year with Great West
5 years of experience

Cody is a planner with five years of planning and land use experience with an emphasis on community development and facilitation. Cody is known for her exceptional client communication, task efficiency, responsiveness, and ease to work with. Her background includes research, education, facilitation, permitting, and grant application assistance. She also has significant experience with public presentation, subdivision review, and floodplain administration.

Education

- » Central Washington University, MS, Physiology & Research, 2004

Professional Affiliations

- » Montana Association of Planners
- » American Planning Association
- » The Association of State Floodplain Managers

SPECIALIZED EXPERIENCE

On-Call Planner, City of Red Lodge, Montana

Providing day-to-day planning services to the City, including support in administering the City Subdivision and Zoning Regulations, review of certificates of survey, review of Conditional Use and Design Review applications, floodplain administration, reviewing regulatory documents and plans, Board and Council guidance on policy and process, and answering general land use inquiries.

RELATED EXPERIENCE

On-Call Planner, City of White Sulphur Springs, Montana

Providing day-to-day, as-needed, planning services to the City, including the review and administration of Subdivision and Zoning Regulations, review of certificates of survey and annexation proposals, and answering general land use inquiries, as needed.

Growth Policy, City of Miles City, Montana

Assisting the City's contract planner with a growth policy update that coordinates with other planning documents, including the Custer County growth policy, Miles City Annexation Plan, Miles City Subdivision Regulations, Miles City Zoning Regulations, and floodplain development regulations.

On-Call Planner, Madison County, Montana

Before joining Great West Engineering, Cody was the Madison County Planner for three years and has since, as a Contract Planner, provided temporary day-to-day planning services to the County, including administering the County Subdivision Regulations, review of certificates of survey, subdivision reviews and public hearings for towns within Madison County via interlocal agreement, answering general land use inquiries, and training new planning staff.

Zoning Regulation Review, City of Hamilton, Montana

At the City's request, reviewing existing zoning regulations and ordinances against newly reformed Montana statute. Supporting City staff in community outreach/engagement, drafting documentation, and facilitating public hearings to adopt the updated regulations.

Growth Policy, City of Deer Lodge, Montana

Assisting with the update of the growth policy in an effort to help the community "rebrand", including supporting City staff at public meetings, public outreach, providing research, and preparing and editing draft documentation.

E. RESUMES



Capital Improvements Plan, City of White Sulphur Springs, Montana

Project Manager for the development of a Capital Improvements Plan for White Sulphur Springs, including coordinating administration and organization of the project, collecting priority lists from the City, public outreach and participation, editing documents, and final draft presentation.

Downtown Master Plan, the City of Red Lodge, Montana

Assisting the City Planning Board and City Council with updating the Downtown Master Plan, which incorporates goals of the Montana Main Streets Program and Growth Policy, in addition to priorities established during recent flood events. Her work includes preparing grant applications, facilitating public meetings, providing research, resident outreach, and preparing draft documentation.

Subdivision Regulation Review, Town of Stevensville, Montana

Reviewed existing subdivision regulations to bring them into compliance with Montana statute, local zoning regulations, and Town ordinances.

On-Call Planner, City of Three Forks, Montana

Providing on-call planning services to the City, including the review and administration of land use regulations and ordinances and answering general land use inquiries, as needed.

Comprehensive Plan Guidance, Montana Department of Commerce, Montana

Contracted by the Montana Department of Commerce to research, draft, and provide guidance to Montana communities as they develop and implement the Comprehensive Plan, a product of Senate Bill 382 (2023 legislation). Working collaboratively with the Montana League of Cities and Towns and Montana Association of Counties to provide useful resources and templates for communities that are required to adopt the Comprehensive Plan and for communities that are opting in to adopting this plan.

E. RESUMES



Courtney Long

Planner

<1 year with Great West
3 years of experience

Courtney is a planner with three years of experience as a Community Development Director for a successful mountain resort community. With her background in ecology, environmental studies, and conservation, she provides a balanced perspective on land use and development matters.

Education

- » Appalachian State University, B.S. Ecology and Minor in Geography, 2012

Professional Affiliations

- » Montana Association of Planners, MT
- » Certified Floodplain Manager

SPECIALIZED EXPERIENCE

Community Development Director (Planner), City of Red Lodge, Montana*

Prior to joining Great West Engineering, Courtney served first as the Planner for the City of Red Lodge and was then promoted to Community Development Director. As part of her roles with the City, she provided daily administration of the City's Subdivision Regulations and Zoning Regulations. Duties also included reviewing proposed development projects and providing written recommendations to the City Planning Board and Zoning Commission and City Council. An essential part of her duties included the presentation of project reviews and recommendations at public hearings before the Planning Board and City Council.

RELATED EXPERIENCE

City of Glendive Parks and Trails Plan, Montana

Development of a Parks and Trails Plan to accommodate the community's needs. Her work includes coordinating the project with the City Park Board and staff, facilitating public meetings, providing research and writing, and GIS mapping.

Zoning Regulation Review, Three Forks, Montana

Reviewing existing zoning regulations, ordinances, and impact fees to bring them into compliance with Montana statutes, local zoning regulations, growth policy, and City ordinances.

Subdivision and Zoning Regulation Review, Town of Circle, Montana

Reviewing existing subdivision and zoning regulations to bring them into compliance with Montana statutes, local zoning regulations, Town ordinances, and to address future development.

Zoning Regulations Update, City of Hamilton, Montana

At the City's request, assisting with the update of the City's zoning regulations to ensure compliance with Montana statute and recent legislative changes.

Downtown Revitalization Plan, City of Red Lodge, Montana

Assisting the City Planning Board and City Council with the update of the Downtown Revitalization Plan, which incorporates goals of the Montana Main Streets Program and Growth Policy, in addition to priorities established during recent flood events. Her work includes preparing grant applications, facilitating public meetings, providing research, resident outreach, and preparing draft documentation.

Capital Improvements Plan, City of White Sulphur Springs, Montana

Assisting in the creation of a capital improvements plan for White Sulphur Springs, including coordinating priority lists from the City and editing documents.

E. RESUMES



Growth Policy, City of Roundup, Montana

Assisting the City with the update of the growth policy to maintain funding competitiveness and continue practical and sustainable growth in this developing community.

Capital Improvements Plan, City of Three Forks, Montana

Assisting in the creation of a comprehensive capital improvements plan for the city. Her work includes facilitating public meetings, community outreach, providing research and writing, and GIS mapping.

Floodplain Administration, City of Roundup, Montana

Provides contracted Floodplain Administration services for the City of Roundup, answering general inquiries, reviewing and issuing floodplain development permits, and supporting the City, as needed.

Floodplain Administration, Musselshell County, Montana

Provides contracted Floodplain Administration services for the County. Provides general guidance regarding land use along waterways within the mapped floodplain, reviews floodplain development permit applications, and evaluates floodplain development compliance.

Floodplain Administration, City of Red Lodge, Montana*

Courtney served as the Floodplain Administrator for the City of Red Lodge during the flood disaster events of 2022 and is a Certified Floodplain Manager. Her resulting experience includes permit review and approval, regulation interpretation, general guidance, flood disaster coordination and response, hazard mitigation, and a multitude of experiences working through disaster processes with State and Federal agencies.

**Experience Prior to Employment at Great West*

E. RESUMES



Matt Blassic, GIST

GIS System Specialist

3 years with Great West
5 years of experience



Matt is a Geographic Information System (GIS) Specialist with five years of professional experience working in a multitude of settings and software. His experience includes data management, data acquisition and collection, remote sensing & natural resource monitoring, as well as work to build reliable databases, produce high quality GIS analysis and cartographic products.

Education

- » University of Montana College of Forestry and Conservation
-BS Geography with focus on GIS, 2020

Professional Certifications

- » GIS Technologies Certification
- » FAA Part 107

SPECIALIZED EXPERIENCE

City of Shelby Capital Improvements Plan, Montana

Built a city-wide GIS based asset management system for the city's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by city staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the city's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web applications for the city.

RELATED EXPERIENCE

City of Red Lodge – MLIA & Asset Management, Montana

Created a framework for the City of Red Lodge to create and manage geospatial data pertaining to the city's infrastructure. The project involved both training and analysis in order to create an output that would allow Red Lodge to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion serves as primary point of contact for GIS support and data troubleshooting and collection.

Payette National Forest, USFS – Sloan's Point NFMA, Montana

Provided data for map publications, as well as GIS analysis for this NFMA project including wildlife, transportation, hydraulic, treatments, etc. The maps for this project aid in the final report for the USFS as well as provide additional data for Payette National Forest to aid in decision making. Also responsible for packaging and managing deliverable datasets per USFS and Payette National Forest data standards and the most up-to-date schema.

CMRWA Asset Management System, Montana

Built a system-wide GIS based asset management system for the Musselshell Judith Rural Water System. This included building out existing systems as well to handle both utilization by operators as well as on-call engineers to provide the most up to date and accurate depiction of system.

E. RESUMES



Philipsburg Growth Policy, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report. Specialized outputs and datasets included historic structures and districting.

Wolf Point Growth Policy, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Wheatland County Sheriff's Department On-Call GIS & Addressing Coordination, Montana

Responsible for managing existing 911 data including Site Structure Address Points (SSAPs), Road Centerline Data (RCL), and Emergency Service Network (ESN) Boundaries. A large component of the project is managing the data in a manner that prepares the

Virginia City Growth Policy, Montana

Responsible for producing cartographic exhibits for use in both documents. Associated tasks for this project included data analysis and production to aid report.

Havre Capital Improvements Plan, Montana

Built a city-wide GIS based asset management system for the city's water, sewer, and stormwater systems. This included building out existing systems as well to handle both utilization by city staff and operators as well as on-call engineers to provide the most up to date and accurate depiction of the city's infrastructure systems. Generated mapped road inventories using the PASER rating scales for road improvements and conditions, then produced cartographic map series displaying classified road network of inventoried paved and gravel roads. Also responsible for enhancing their GIS system to include maintenance and web applications for the city.

Meagher County Rural Addressing & GIS Services, Montana

Responsible for managing and assigning structure address numbers as well as the necessary spatial data to align with the county's existing E911 system. Beyond addressing, other responsibilities include being the point of contact for all existing geospatial data in the county.

Meagher County Next Generation 911 Transition, Montana

Responsible for managing, analyzing and transposing landline based 911 data to current national and statewide standards as directed by the State of Montana. This includes providing consistent statewide NENA compliant datasets including Structure Points, Access Routes, Road Centerlines, Emergency Service Zone Boundary management, as well as enhancing current data to provide best emergency response.

City of Homedale, Idaho – GIS Application and Infrastructure Build, Idaho

Created a framework for the City of Homedale to create and manage geospatial data pertaining to the city's infrastructure including all water/wastewater features. The project involved both training and analysis in order to create an output that would allow Homedale to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion serves as primary point of contact for GIS support and data troubleshooting and collection. Deliverables included databases/spatial data, as well as an interactive web application.

City of Council, Idaho – GIS Application and Infrastructure Build, Idaho

Created a framework for the City of Homedale to create and manage geospatial data pertaining to the city's infrastructure. The project involved both training and analysis in order to create an output that would allow Council to navigate within GIS as well as state agencies accordingly. Project included data collection, data cataloging, data communication, and map production. Post completion serves as primary point of contact for GIS support and data troubleshooting and collection. Deliverables included databases/spatial data, as well as an interactive web application

APPENDIX: EXHIBIT A FORM



EXHIBIT A

Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This Proposal is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization, or corporation.
2. This Proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham proposal or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit, or cost element of the proposal price or to secure any advantage against the City of Bellevue or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Bellevue public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

A handwritten signature in blue ink, appearing to read "Will B. Lloyd", is written over a horizontal line.

Signature of Authorized Representative

William B. Lloyd

Name of Authorized Representative

President

Title of Authorized Representative

APPENDIX: EXHIBIT B FORM



EXHIBIT B

Acknowledgement of Compliance with Insurance Requirements for Agreement for Professional Services

Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications and Professional Services Agreement and accepts all conditions and requirements as contained therein.

PROPOSER:

Name: William B. Lloyd
(Print or Type)

By: 
PROPOSER's Signature

Date: 1/15/2024

This executed form must be submitted with the proposal.

APPENDIX: EXHIBIT C FORM



EXHIBIT C

Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this RFQ, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the RFQ.
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer:

By: William B. Lloyd

(Authorized Signature)

Type Name: William B. Lloyd

Title: President

Date: 1/15/2024



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