

**RESOLUTION NO. R23-89**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE THE TASK ORDER AND ALL RELATED DOCUMENTS FOR THE CITY OF LAUREL GRANT SUPPORT SERVICES BY AND BETWEEN THE CITY OF LAUREL AND KLJ ENGINEERING, INC. RELATED TO A PROPOSED NEW WATER TANK.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Task Order and all related documents, by and between the City of Laurel and KLJ Engineering, Inc., a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Task Order and all related documents, by and between the City of Laurel and KLJ Engineering, Inc.

Introduced at a regular meeting of the City Council on the 12<sup>th</sup> day of December 2023, by Council Member Mize.

PASSED and APPROVED by the City Council of the City of Laurel on the 12<sup>th</sup> day of December 2023.

APPROVED by the Mayor on the 12<sup>th</sup> day of December 2023.

CITY OF LAUREL


  
\_\_\_\_\_  
Dave Waggoner, Mayor

ATTEST:

  
\_\_\_\_\_  
Kelly Strecker, Clerk-Treasurer



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michele L. Braukmann, Civil City Attorney

This is a Task Order for KLJ Project No. 2304-01608  
Grant Support Services – New Water Tank,  
consisting of 3 pages, plus attachments.

**Task Order: Grant Support Services – New Water Tank**

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 5, 2017 ("Agreement"), as amended by Amendment No. 1 dated October 13, 2020, Owner and Engineer agree as follows:

**1. Background Data**

- A. Effective Date of Task Order: November 28<sup>th</sup>, 2023
- B. Owner: City of Laurel
- C. Engineer: KLJ Engineering, Inc
- D. Specific Project (title): Grant Writing Support Services
- E. Project Description: Grant writing and support services to the City of Laurel to assist in the development and submittal of funding applications covering a range of potential state and Federal funding programs. The effort is in support of a proposed future water tank and booster system upgrade for the City of Laurel. KLJ anticipates working with the City of Laurel on five potential grant applications/funding programs, those are listed below. In addition, KLJ will meet monthly with the City of Laurel to review the overall project status and gather feedback on going grant development efforts.

**2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are: Grant support services to develop applications for the City of Laurel related to the following specific State and Federal funding programs:
    - **Task 1: Project Management/Grant Staging & Research** -This includes all general project management tasks including attendance at meetings, updates to the City/Client Manager regarding progress, deadlines, and technical needs, and tasks unrelated to specifically outlined grant applications/ research as outlined.
    - **Task 2: DNRC-RRGL:** Costs as outlined include review of the updated notice of funding, completion of the application materials including any supplemental materials, coordination with the Client Manager and the City to ensure technical aspects of the application are correct, and assistance to City staff as designated for submission of the grant application. Applications for the 2024 Cycle are due May 15, 2024.
- Deliverable: All applications materials/attachments required for submission of the grant on/before the deadline.

- **Task 3: MT Coal Endowment Program (MCEP formerly known as TSEP):** Costs as outlined include review of the updated notice of funding, completion of the application materials including any supplemental materials, coordination with the Client Manager and the City to ensure technical aspects of the application are correct, and assistance to City staff as designated for submission of the grant application. Applications for the 2024 Cycle are due in the spring of 2024 (anticipated to be late March/early April as the exact deadline has not yet been announced).

Deliverable: All application materials/attachments required for submission of the grant on/before the deadline.

- **Task 4: State Revolving Loan Fund (SRF) :** While the project qualifies for most state/federal grants as outlined, the cost is significant enough that it is anticipated the City will be required to supplement grant dollars with an SRF loan. Most of this application will be most expeditiously and best completed by City staff who have easy access to the City's financial documents, contact information and related information. The costs as outlined include any necessary technical assistance, QA/QC of application materials, communications with SRF staff as requested/required, and any additional application guidance the City may need to complete/submit the application. There is no hard deadline for SRF loan applications. These are accepted year-round.

Deliverable: City filled in application with KLJ recommendations to assure compliance with application standards.

- **Task 5: EDA Community Facilities or Disaster Response Grant:** Costs include initial discussion with EDA regional staff to determine which program is the best fit for the project and the costs associated with review of the updated notice of funding, completion of the application materials including any supplemental materials/federal forms, coordination with the Client Manager and the City to ensure technical aspects of the application are correct, and assistance to City staff as designated for submission of the grant application. There is no hard deadline for EDA applications. Applications are accepted until all congressionally appropriated dollars for the region are expended/obligated.

Deliverables: This is a phased deliverable. The first is a report/update based on discussions with the regional EDA staff as to which program is the best fit and the status of current dollars available. The second is dependent on verification of grant availability. Should grant funds be available and EDA believe one of these programs is applicable, KLJ will move forward with delivering all application materials/attachments required for submission of the grant.

- **Task 6: WaterSmart Water Grants:** There are several grant opportunities under the umbrella of WaterSmart. Costs reflect initial research into which programs, if any, are a fit for this project and then, if any are found to be appropriate, costs related to writing one

(1) of those grants. Deadlines vary depending on program so initial research will include providing information about when grants may be due. If none of the WaterSmart grant resources are found to be appropriate or within a timeframe suitable to the project, the City will only be charged for the cost of the research, and not for additional application costs.

Deliverable: This is a phased deliverable. The first is a report based on research/discussion with WaterSmart staff as to appropriateness of any WaterSmart grants for this project. Based on this, if an appropriate/competitive resource is identified, KLJ can move ahead with 1 application. Should additional resources be determined to be applicable, KLJ will confer with the City and a new task will have to be completed for any additional applications.

- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

**3. Additional Services that may be authorized or necessary under this Task Order are:**

Grant applications, if found, under the WaterSmart Water Grant that are in addition to the initial or first application.

**4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement subject to the following:

Provide timely review and guidance on the development of specific grant applications.

Submittal of all grants after completion or review and approval by KLJ.

**5. Task Order Schedule**

- A. In addition to any schedule provisions provided elsewhere, the parties shall meet the following schedule:

- Work anticipated to occur throughout 2023 and 2024.
- Engineer will establish specific timelines as part of each grant development process.
- Engineer shall provide monthly updates to Owner on the anticipated completion schedule, throughout the duration of the project.

## 6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

<b>Services</b>	<b>Amount</b>	<b>Basis of Compensation</b>
<b>Task 1 - Project Management/Grant Staging &amp; Research</b>	\$10,000	Time and Expense
<b>Task 2 - DNRC RRGL</b>	\$6,000	
<b>Task 3 - MT Coal Endowment (MCEP)</b>	\$9,000	
<b>Task 4 - SRF Revolving Loan</b>	\$4,000	
<b>Task 5 - EDA Community Facilities</b>	\$11,000	
<b>Task 6 WaterSmart Water Grant</b>	\$16,000	
<b>Total</b>	<b>\$56,000</b>	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Engineer may alter the distribution of compensation between individual tasks (line items) to be consistent with services rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: None

10. Other Documents Incorporated by Reference:

December 5, 2017 Agreement between Owner and Engineer for Professional Services, Task Order Edition  
October 13, 2020 Amendment to Engineer-Owner Agreement, Amendment No. 1.

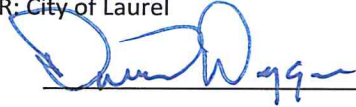
11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 29<sup>th</sup>, 2023.

OWNER: City of Laurel

By:



Print Name: Dave Waggoner

Title: Mayor

ENGINEER: KLI Engineering, Inc

By:

Print Name: Mark Anderson

Title: Vice-President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Matt Wheeler

Title: Director of Public Works

PO Box 10

Address: Laurel, MT 59044

E-Mail

Address: mwheeler@laurel.mt.gov

Phone: 406-628-4796

Engineer License or Firm's

Certificate No. (if required): PEL-EF-LIC-37

State of: Montana

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Ryan Welsh

Title: Senior Municipal Engineer

PO Box 80303

Address: Billings, MT 59108

E-Mail

Address: Ryan.Welsh@kljeng.com

Phone: 406-247-2923