

Staff Report

To: Board of Directors
From: Frank Kuhl
Date: October 23, 2025

Agenda Item: 5.4 Wendel Companies Contract Amendment – Solar Array Design Proposal

Attachments:

- Attachment A – Wendel Solar Array Design Proposal

Recommendation:

Authorize the CEO & General Manager to execute an additional scope amendment with Wendel Companies to collaborate with Cushing Terrell in designing a solar array that meets the required 10% goal required for LEED certification.

Discussion:

This proposal will authorize Wendel to subcontract with Cushing Terrell in designing a solar array proposal for producing 10% of the annual power needed for the facility to meet the LEED project goal. Preliminary calculations indicate that the size of the array will be 120kW. The system will be a grid tied system in conformance with Missoula Electric Cooperative's interconnection requirements.

Financial Impact and Funding Source:

This expanded scope of work will cost \$19,825 with \$16,500 allocated to Cushing Terrell, \$2,500 allocated to Wendel, and an \$825 subcontractor 5% markup fee.

DBE Certified:

NA



September 9, 2025

Colin Woodrow
Director of Capital Projects, Planning & Technology
Mountain Line (MUTD)
1221 Shakespeare Street
Missoula, MT 59802

**SUBJECT: MOUNTAIN LINE MOAB
ADDITIONAL SERVICES REQUEST: SOLAR ARRAY**

Dear Colin:

Wendel is pleased to submit this proposal for additional professional services associated with the Mountain Line MOAB project. This proposal will set specific scope and fee parameters based on our understanding of the project services required. This proposal is for the design (90% and 100%), bidding and construction administration services for Cushing Terrell for the solar array. The solar array will be located on the roof of the new MOAB facility. The goal of the system is to produce 10% of the annual power needed for the facility to meet the LEED Gold goal for the project.

A. SCOPE OF WORK

The following represents our understanding of the scope of services required of Wendel and Cushing Terrell for this project.

Wendel

- 1) Project management and coordination with Mountain Line and Cushing Terrell.
- 2) Design coordination between engineering disciplines.

Cushing Terrell

- 1) Cushing Terrell is providing design (90% and 100%), bidding and construction administration services for the solar array.
- 2) See attached proposal for additional detail.

B. ASSUMPTIONS

- 1) Wendel personnel will have access to the site, owner's personnel and information in support of existing condition investigations.

C. PROPOSAL FEE

We trust the above scope of work meets Mountain Line's requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee, on a task-by-task basis. The proposed fee for the project is detailed below.

PROPOSAL FEE		
Task	Proposed Fee	
Company	Labor	Expenses
Wendel	\$2,500.00	\$0
Cushing Terrell	\$16,500.00	\$0
5% Subconsultant Mark-Up	\$825.00	\$0
TOTAL	\$19,825.00	\$0

Fee Notes:

- 1) Expenses such as plotting costs, postage, telephone charges are included in the fee.
- 2) Should Wendel be required to perform additional services beyond those outlined above, Wendel shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
- 3) Our fee and schedule proposal are valid for 60 days. If we do not receive a signed notice to proceed before that date, we reserve the right to re-evaluate our proposal.

D. PROPOSED SCHEDULE

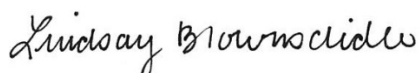
We anticipate Cushing Terrell's design, bid and construction administration services to follow the overall MOAB project schedule.

E. TERMS

This proposal and the Standard Form of Agreement Between Owner and Architect dated February 14, 2024 intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal is acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed original to our office.

Thank you for considering Wendel!

Respectfully Submitted,



Lindsay Brownschidle, PMP
Project Manager



Ronald H. Reekes
Principal-in-Charge

Enc.

Should Wendel's proposal be accepted, Wendel Architecture P.C., a Montana State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Wendel" and we will refer to ourselves as Wendel throughout the project.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Title: _____

RETURN TO:

Wendel

Lindsay Brownschidle

lbrownschidle@wendelcompanies.com



September 3, 2025

Lindsay Brownschidle
Program Manager, Sr. Associate Principal
lbrownschidle@wendelcompanies.com

761.864.k7954

Wendel

Centerpointe Corporate Park

375 Essjay Road

Suite 200

Williamsville, NY 14221

Re: Engineering Services

MUTD MOAB

Solar PV Design

Cushing Terrell is pleased to offer our engineering services for the above referenced project.

Project Description:

The project consists of developing a Solar PV system located on roof of the new MOAB facility. The goal of the system is to produce 10% of the annual power for the building. Preliminary calculations indicate that the size of the array will be 120kW. The system will be a grid tied system in conformance with Missoula Electric Cooperative's interconnection requirements.

Scope of Services – Electrical Engineering:

The electrical engineering scope of work for this project consists of the following:

- 1) Prepare electrical construction plans consisting of the following:
 - a. One-line diagram for the AC system showing feeder sizes, overcurrent protection devices, distribution equipment, and inverters.
 - b. Voltage drop calculations.
 - c. Fault current calculation.
 - d. DC string diagrams
 - e. Array details
 - f. Inverter mounting details including grounding.
 - g. Electrical plan showing array layout, inverter location, information kiosk/dashboard, and interconnection point within existing electrical system.
- 2) Utilize PVSYST program to calculate annual power production, optimize array layout, and identify potential shading effects.
- 3) Coordinate racking design with rack manufacturer.
- 4) Review utility company interconnection standards and ensure all system components comply with these standards.
- 5) Prepare Division 26 specifications. Specifications will be on the plans.
- 6) Assist commissioning agent with developing a commissioning plan for the PV system.

- 7) Provide construction administration as follows:
 - a. Review contractor bids.
 - b. Review contractor provided equipment shop drawing submittals
 - c. Answer questions during construction.
 - d. Review contractor change order requests.
 - e. Site visits/meetings as required for construction kickoff meeting, inspection during construction, and final punch list inspection.
- 8) Update electrical plans at completion of project to reflect changes during construction. Contractor shall provide red-lined plans identifying changes.
- 9) Assist with utility company interconnection application.

Engineering Fee:

We propose to provide the services described for a lump sum fee of \$16,500.

Key Assumptions:

The fee above is based on the following assumptions:

- 1) Construction cost estimates are by others.
- 2) Plans will be prepare using Revit.
- 3) Wendel will provide calculated energy consumption data for the building.

Thank you for the opportunity to submit our proposal. We look forward to working with you on this project. If you find our proposal acceptable, please sign and return one copy of this agreement to our office at your earliest convenience.

Sincerely,

Cushing Terrell



Alan Bronec PE

406.728.9522

306 Railroad St

Missoula, MT 59802

ACCEPTED BY:

cc: File

Date: _____