

Staff Report

To: Board of Directors
From: Jordan Hess
Date: June 25, 2026

Agenda Item: 5.1 Wendel Companies contract amendments for additional services related to the design and construction of the new facility

Attachments:

- FY27 Draft Budget Presentation

Recommendation:

Approve and authorize the chief executive officer and general manager to sign a contract amendment with Wendel Companies in the amount of \$125,000 for additional professional services associated with the MOAB new facility project.

Approve and authorize the chief executive officer and general manager to sign a contract amendment with Wendel Companies in the amount of \$29,913.75 for additional professional services related to unanticipated floodplain permitting requirements associated with the MOAB new facility project.

Discussion:

Wendel conducted significant additional work during the project design process in order to meet changing conditions. The firm is requesting a contract amendment to reimburse for these costs, which were unanticipated when the original contract was negotiated two years ago.

The first requested amendment is for \$125,000 for five areas of increased scope:

1. **Meetings.** Wendel requests additional funds to cover unanticipated expenses related to preparing for, hosting, and/or attending additional meetings beyond what was initially scoped. Some of these meetings were related to fulfilling board requests, particularly between the 30% and 60% design phases. Other meetings were related to personnel changes at Mountain Line.

2. **LEED Services.** Wendel will provide services related to LEED certification that were originally assumed to be completed by Quality Construction. The agency would incur a similar expense with the contractor if the contractor handled this scope of work.
3. **Design Changes.** Mountain Line requested four design changes after the completion of the 90% design drawings. These design changes are a result of integrated best practices suggested by the agency's new director of operations, maintenance, and safety. One of the redesigned components will save significant project construction costs.
4. **Annexation and Entitlement Assistance.** At the time of the original contract, assistance with annexation, property acquisition and subdivision platting was not anticipated as part of the scope of work.
5. **Financial Review.** Wendel provided assistance in reviewing financial documents outside the initial scope of work.

The second requested amendment is for \$29,913.75 and covers expenses related to securing a floodplain permit from the City of Missoula. The project team anticipated a finalized Letter of Map Revision from the Federal Emergency Management Agency. Since only a Conditional Letter of Map Revision has been issued to date, the agency was required to get a floodplain permit. This scope of work covers the costs associated with the floodplain permit submission.

Financial Impact and Funding Source:

Total impact to the project is \$154,913.75.

DBE Certified: N/A



March 18, 2026
Revised June 10, 2026

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

SUBJECT: MOUNTAIN LINE MOAB ADDITIONAL SERVICES REQUEST

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.

A. SCOPE OF WORK

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

Meetings

- 1) Biweekly project meetings were included in the originally contracted scope of work.
- 2) Wendel has attended additional project-related meetings during the course of design and bidding from March 2024 through early 2026. Meetings include:
 - a) Planning Committee Meetings – design presentation and updates
 - b) Board Meetings – design presentations and updates
 - c) Grant Creek Project – meetings to coordinate with this project
 - d) Furniture – meetings with Contract Design
 - e) Bus Equipment – meetings with maintenance staff as personnel has changed at Mountain Line
 - f) Timeline and Budget Review Meetings
- 3) This includes preparation of presentation materials and follow-up from the meetings.

LEED Services During Construction

- 1) LEED services during construction are required to provide the documentation needed to USGBC for project certification. In reviewing the required scope of work during construction with Quality Construction, there are scope items that will be the responsibility of Wendel that were originally assumed to be completed by the contractor. Wendel will provide required credit tracking and documentation through project-specific online software, Green Badger, during the course of construction.

Design Changes During Bidding

- 1) The following design changes have occurred after the completion of the 90% design at Mountain Line's request.
- 2) CCTV and access control: Additional meetings and drawings updates to change the layout and quantities of CCTV and access-controlled doors. This includes updates to the electrical and architectural documents to be provided to Quality Construction.
- 3) Review of operations and dispatch areas for staff. This includes updates to architectural drawings at a minimum.
- 4) Update to 1,000-gallon diesel tank. This includes updates to equipment, process and structural drawings to be provided to Quality Construction.
- 5) Change one of the bus lifts in a maintenance bay to a two-post lift. This includes updates to equipment, process and structural drawings to be provided to Quality Construction.

Annexation, Property Acquisition, Subdivision Platting Assistance

- 1) At the time of the original contract in 2024, assistance with annexation, property acquisition and subdivision platting was not anticipated as part of the scope of work.
- 2) Assistance with the process for annexing the property into the City of Missoula, including completing required paperwork and coordination for staff and council approval.
- 3) Assistance with property acquisition and subdivision platting.
- 4) Assistance with addressing the property through the City of Missoula process.

Financial Review / Sources and Uses

- 1) Review and feedback on the sources and uses document and project budgets.

B. 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
Meetings	\$35,000.00	\$0
LEED Services During Construction	\$23,000.00	\$0
Design Changes during Bidding	\$37,000.00	\$0
Annexation, Property Acquisition, Subdivision Platting Assistance	\$25,000.00	\$0
Financial Review / Sources and Uses	\$5,000.00	\$0
TOTAL	\$125,000.00	\$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.

C. 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

Lindsay Brownschidle, PMP
Project Manager

Ronald H. Reekes

Ronald H. Reekes
Principal-in-Charge

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



April 20, 2026
 Revised June 10, 2026

Colin Woodrow
 Director of Capital Project, Planning and Technology
 Mountain Line (MUTD)
 1221 Shakespeare Street
 Missoula, MT 59801

**SUBJECT: SCOPE MODIFICATION
 FLOODPLAIN PERMITTING
 MAINTENANCE, OPERATIONS, AND ADMINISTRATION BASE (MOAB)
 WENDEL PROJECT NO. 630101**

Background:

At the time of the original contract execution in 2024, it was anticipated that the Grant Creek project including the CLOMR and LOMR would be completed prior to permitting and starting construction on the MOAB. As the LOMR is not complete and may not be during the course of the MOAB construction, the City of Missoula has required a floodplain permit be filed.

Wendel, along with DJ&A, has worked with the city to coordinate floodplain requirements and submission. After attending several meetings with City officials, Wendel and DJ&A received instructions on permit submission requirements regarding the floodplain analysis for the MOAB site.

Scope of Work:

Attached hereto is the proposed analysis from DJ&A for conducting the Floodplain and obtaining the required permit.

Fee Implications:

Task	Proposed Fee
DJ&A Floodplain Analysis & Permit	\$23,931.00
Wendel Services	\$5,982.75
TOTAL	\$29,913.75

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.



Respectfully Submitted,

WENDEL

A handwritten signature in black ink that reads "Ronald H. Reekes".

Ronald H. Reekes

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Title: _____



Maintenance, Operations, and Administration Base (MOAB) – Onsite and Offsite Floodplain Permitting Scope Modification

Project Description

DJ&A, P.C. (DJ&A) is currently serving as a subconsultant to Wendel Companies (Wendel), providing survey mapping, civil engineering, structural engineering, and landscape architecture services for Mountain Line's (Owner) new Maintenance, Operations, and Administration Base (MOAB), supporting the Missoula Urban Transportation District (MUTD).

This scope modification adds a new phase of services focused on floodplain permitting for both the Onsite and Offsite project areas. For the purposes of this scope:

- Onsite refers to improvements within the MOAB parcel (Tract 1-A-1).
- Offsite refers to public infrastructure improvements supporting the project beyond the parcel boundaries.

Services will include preparation and compilation of documentation required for the City of Missoula Floodplain Development Permit and completion of supporting floodplain encroachment analyses, as applicable, for each project area.

Contract Modification Scope of Services (Added Scope)

DJ&A will provide the following services:

- **Floodplain Development Permit Support:** Coordination with applicable regulatory agencies and preparation of Joint Permit Application materials for submittal to the City of Missoula. This includes development of supporting technical documentation and floodplain analyses for both onsite and offsite improvements.

Task 1: Added Project Management & Contract Administration

Description:

DJ&A will provide project management and contract administration services specific to the added floodplain permitting scope. This includes coordination with Wendel, the Owner, regulatory agencies, and internal project team members; schedule updates; budget tracking; and contract modification administration.

Assumptions:

- DJ&A will serve as a single point of contact for floodplain permitting coordination with the City of Missoula.
- The overall project schedule will be updated as needed to incorporate floodplain permitting activities and review timelines.



Deliverables:

- Monthly invoices and progress reporting (consistent with the existing base contract)
- Coordination meetings, as required

Task 2: Onsite Floodplain Development Permit

Description:

DJ&A will prepare and submit a Floodplain Development Permit application for onsite improvements within Tract 1-A-1. Work will include coordination with regulatory agencies and preparation of required application materials and supporting documentation.

The Grant Creek relocation is currently being implemented under a FEMA-approved Conditional Letter of Map Revision (CLOMR). Until a final Letter of Map Revision (LOMR) is issued by FEMA, the project area remains regulated under the effective FEMA Flood Insurance Rate Maps (FIRMs), including mapped floodplain and floodway limits.

As such, the onsite project must be evaluated based on effective (pre-relocation) conditions and must demonstrate compliance with applicable floodway regulations, including the no-rise criterion.

Assumed permitting work includes:

- Coordination with the City of Missoula and other regulatory agencies, as applicable
- Review of applicable permit requirements and conditions
- Preparation and assembly of Joint Permit Application materials
- Development of a technical memorandum documenting the basis for no-rise conditions, relying on prior CLOMR analyses

Assumptions:

- The FEMA-approved CLOMR analysis will serve as the basis for demonstrating no-rise compliance.
- FEMA's CLOMR determination concluded no increase in Base Flood Elevations (BFEs) and compliance with floodway standards.
- As-built conditions of the Grant Creek relocation will not be evaluated as part of this task.
- A standalone hydraulic re-analysis of effective conditions is not required.
- Existing hydraulic models (HEC-RAS) and supporting data developed by HDR and accepted by the City of Missoula will be provided to DJ&A for reference.
- Regulatory agencies will accept a narrative-based no-rise justification supported by the CLOMR documentation.

Deliverables:

- Draft Joint Permit Application (electronic)



- Final Joint Permit Application (electronic PDF)
- Technical memorandum (no-rise justification)

Task 3: Offsite Floodplain Development Permit

Description:

When proposed work is located in, above, or near waterways, various federal, state, and local permits may be required contingent upon the location and scope of the proposed work. DJ&A has reviewed federal, state, and local guidance regarding permitting requirements for work occurring in, above, or near waterways in the state of Montana and the City of Missoula. DJ&A will compile permit applications and submit them to the appropriate regulatory agencies on behalf of Wendal. Permits identified as potentially applicable to the project include:

- City of Missoula Floodplain Development Permit.

The Grant Creek relocation is currently proceeding under a FEMA-approved Conditional Letter of Map Revision (CLOMR). However, until FEMA issues a final Letter of Map Revision (LOMR), the project area remains legally regulated under the effective FEMA Flood Insurance Rate Maps (FIRMs) as both floodplain and floodway. Issuance of the LOMR is contingent upon completion of all improvements associated with the relocation.

Since the LOMR has not yet been approved, the project must be reviewed based on pre-relocation effective conditions, and standard floodplain and floodway submittal requirements therefore apply. The site remains within the effective FEMA floodway, requiring compliance with the no-rise criterion.

The offsite project includes work within the newly designated Zone AE resulting from the Grant Creek realignment. An encroachment analysis showing that there will be no rise to the projected floodplain will be required. This will serve as proof that no changes to the City of Missoula CLOMR application to FEMA are necessary. This will require modeling the new channel, with the addition of the outfall and low flow channel.

Assumed permitting work includes:

- Coordination with the City of Missoula, Montana DNRC, and other agencies, as applicable
- Review of applicable permit requirements and conditions
- Preparation and assembly of Joint Permit Application materials
- Modification and use of an existing HEC-RAS hydraulic model to evaluate proposed improvements
- Completion of a no-rise/encroachment analysis
- Preparation of a technical memorandum summarizing methodology, assumptions, and results



- Support for agency review, including submittal of the hydraulic model to DNRC, if required

Assumptions:

- The FEMA-approved CLOMR analysis will serve as the baseline reference condition.
- As-built conditions of the Grant Creek relocation will not be evaluated.
- An existing HEC-RAS model developed by HDR will be provided and is suitable for modification; development of a new model is not included.
- Design drawings and relevant hydraulic inputs will be provided by others (HDR/Owner).
- Model refinements will be limited to incorporation of project-specific improvements (e.g., outfall, low-flow channel).
- Agency review will be limited to typical review cycles; significant revisions or re-analysis due to agency comments may require additional services.

Deliverables:

- Draft Floodplain Development Permit Application (electronic)
- Final Floodplain Development Permit Application (electronic PDF)
- HEC-RAS model files (as modified)
- Technical memorandum (encroachment/no-rise analysis)