

Memo

2.5.2025

TO: RICHLAND COUNTY COMMISSION, SIDNEY CITY COUNCIL, FAIRVIEW TOWN COUNCIL

CC: JOSH JOHNSON, RICHLAND COUNTY PUBLIC WORKS DIRECTOR; JESSICA CHAMBERLIN, SIDNEY CITY CLERK; FAYE CARLSON, FAIRVIEW TOWN CLERK; FORREST SANDERSON, SIDNEY PLANNER; RICHLAND COUNTY PLANNING BOARD

FROM: INTERSTATE ENGINEERING

Re: RICHLAND COUNTY GROWTH POLICY; SIDNEY GROWTH POLICY; FAIRVIEW GROWTH POLICY; RICHLAND COUNTY ZONING FEASIBILITY STUDY

Purpose of the Memo

This memo serves to provide an overview of the upcoming Richland County Zoning Feasibility Study and Growth Policy for Richland County, Fairview and Sidney, which is based on Montana Code Annotated (MCA) 76-1-601. The Growth Policy outlines the county's vision for development, land use, and infrastructure, ensuring sustainable and strategic growth in alignment with the needs of the community. The zoning feasibility study will be occurring simultaneously.

Background

As required under MCA 76-1-601, local governments in Montana are authorized to prepare and adopt a Growth Policy. While not a regulatory document, the Growth Policy guides decision-making processes related to land use, subdivision review, public services, and other planning-related matters. The policy is instrumental in aligning the community's goals with legal and procedural frameworks.

Funding

The Growth Policy is being partially funded by the Community Development Block Grant program (CDBG) for \$50,000 as reimbursement to the County. The local match is being met by Richland County contributing \$38,000. The City of Sidney and Town of Fairview have also stated that they will be financially participating.

Schedule and Budget

February & March:

- Task 1: County Existing Conditions Research – Interstate Engineering Team
- Task 2: Sidney Existing Conditions Research – Interstate Engineering Team
- Task 3: Fairview Existing Conditions Research – Interstate Engineering Team
- Task 4: Kickoff meeting with CDBG & Contract signatures; finalization of funding from Sidney and Fairview – Richland County, Sidney & Fairview, with assistance from Interstate Engineering Funding Team

April & May

- Task 4: Public Involvement _Interstate Engineering Team
 - Kickoff Meetings with Planning Board, County Commission, Fairview Council, Sidney Council
 - Stakeholder Meetings (Chambers of Commerce; Rural Communities; Businesses; Seniors; Youth/Parent)
 - Community Meetings (Fairview, Sidney, Savage, Girard, Lambert)
 - Online Engagement

June – August

- Task 5: County Review & Recommendations – Interstate Engineering
- Task 6: Sidney Review & Recommendations – Interstate Engineering
- Task 7: Fairview Review & Recommendations – Interstate Engineering

August – October

- Task 9: Public Involvement
 - Draft Review Community Meetings (Sidney, Fairview, Savage, Girard, Lambert, General County)
 - Draft Review Government Meetings (Planning Board, County Commission, Fairview Council, Sidney Council)

December – February

- Task 10: Final Approvals

Ongoing

- Task 8: Mapping & Documents – Interstate Engineering
 - Land Use
 - Zoning Feasibility Study
 - Growth Policies (3)
 - Task 11: Grant Administration – Interstate Engineering
-

Updated Budget: \$98,150
 Additional Services: \$5,000
 Total: \$103,150

Task 1: County Existing Conditions Research	\$22,000
Task 2: Sidney Existing Conditions Research	
Task 3: Fairview Existing Conditions Research	
Task 4: Public Involvement #1	\$23,500
Kickoff Meetings with Planning Board, County Commission, Fairview Council, Sidney Council	
Stakeholder Meetings (Chambers of Commerce; Rural Communities; Businesses; Seniors; Youth/Parent)	
Community Meetings (Fairview, Sidney, Savage, Girard, Lambert)	
Online Engagement	
Additional Online Engagement Tool	ADDT'L SERVICE \$5,000
Task 5: County Review & Recommendations	\$18,750
Task 6: Sidney Review & Recommendations	
Task 7: Fairview Review & Recommendations	
Task 8: Mapping & Documents	\$14,500
Land Use	
Zoning Feasibility Study	
Growth Policies (3)	
Task 9: Public Involvement #2	\$9,500
Draft Review Community Meetings (Sidney, Fairview, Savage, Girard, Lambert, General County)	
Draft Review Government Meetings (Planning Board, County Commission, Fairview Council, Sidney Council)	
Task 10: Final Approvals	\$3,000
Task 11: Grant Administration – Interstate Engineering	\$6,900

This budget is dependent on financial inputs from Sidney and Fairview and the plan will be tailored accordingly.

The following timeline is proposed for the review and adoption process:

The Growth Policy serves as a roadmap for the county's future. Your thorough review and input are essential to ensure it reflects the community's shared vision and adheres to statutory requirements. Please feel free to contact me at Rachel.laqua@interstateeng.com with any questions or for additional information. Thank you for your attention and commitment to this important process.

Sincerely,

Rachel Laqua
 Planning Director

TASK ORDER NO. 8

This is Task Order No. **8**
consisting of 6 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **January 3, 2023** Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	Richland County, Montana
c.	Engineer:	Interstate Engineering, Inc.
d.	Specific Project (title)	Richland County Growth Policy and Zoning Feasibility Study
e.	Specific Project (description):	Richland County Zoning Feasibility Study and Growth Policy for Richland County, Fairview, and Sidney.
f.	Related Task Orders	NA

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	Richland County Growth Policy and Zoning Feasibility Study
Type and Size of Facility:	N/A
Description of Improvements:	Richland County Zoning Feasibility Study and Growth Policy for Richland County, Fairview, and Sidney.
Expected Construction Start:	N/A
Prior Studies, Reports, Plans:	N/A

Facility Location(s):	Richland County, Montana
Current Specific Project Budget:	\$103,150
Funding Sources:	Richland County, City of Sidney, Town of Fairview, Community Development Block Grant
Known Design Standards:	N/A
Known Specific Project Limitations:	N/A
Specific Project Assumptions:	N/A
Other Pertinent Information:	N/A

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
 - ✓ as follows: **Richland County Growth Policy and Zoning Feasibility Study**
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- C. Resident Project Representative (RPR) Services: **Not Applicable**
- D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE – NOT APPLICABLE

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **No supplemental responsibilities.**

Task Order.

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6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **[Indicate “Not Applicable” if the schedule in Exhibit B, as modified for the specific Task Order, is sufficient.]**

Date	Action / Milestone	Comment
February – March 2025	County Existing Conditions Research	
	Sidney Existing Conditions Research	
	Fairview Existing Conditions Research	
	Kickoff meeting with CDBG & Contract Signatures	
	Public Involvement – Stakeholder Meetings, Community Meetings, Online Engagement	
June – August 2025	County Review & Recommendations	
	Sidney Review & Recommendations	
	Fairview Review & Recommendations	
August – October 2025	Public Involvement – Draft Review Community Meetings, Draft Review Government Meetings	
December 2025 – February 2026	Final Approvals	
Ongoing	Mapping & Documents	
	Grant Administration	

7. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. County Existing Conditions Research	\$22,000	Lump Sum
2. Sidney Existing Conditions Research		
3. Fairview Existing Conditions Research		
4. Public Involvement #1	\$23,500	Lump Sum
a. Additional Services	\$5,000	Lump Sum
5. County Review & Recommendations	\$18,750	Lump Sum
6. Sidney Review & Recommendations		
7. Fairview Review & Recommendations		

Task Order.

8. Mapping & Documents	\$14,500	Lump Sum
9. Public Involvement #2	\$9,500	Lump Sum
10. Final Approvals	\$3,000	Lump Sum
11. Grant Administration	\$6,900	Lump Sum
TOTAL COMPENSATION (items 1-11)	\$103,150	

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER: NOT APPLICABLE

9. EXHIBITS AND ATTACHMENTS:

A. Attachment No. 1 to Task Order – Schedule of Standard Hourly Rates

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER: Richland County, Montana

ENGINEER: Interstate Engineering, Inc.

By: _____

By: _____

Print Name: Duane Mitchell

Print Name: Ryan Kopp

Title: Commission Chair

Title: Client Manager

Engineer's License or Firm's PEL-EF-LIC-419
Certificate No. (if required): _____

State of: Montana

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Adam Smith, PE

Name: Rachel Laqua, AICP

Title: Director of Public Works

Title: Planning Director

Address: 2140 W Holly St, Sidney, MT 59270

Address: PO Box 2236
Williston, ND 58802

E-Mail Address: asmith@richland.org

E-Mail Address: Rachel.Laqua@interstateeng.com

Phone: 406.433.2407

Phone: 406.433.5617

Date: _____

Date: _____

Task Order.

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**SCHEDULE OF RATES
ATTACHMENT #1**

<u>Hourly Rate</u>		<u>Hourly Rate</u>	
<u>Engineers</u>		<u>Technicians</u>	
ENG I	\$ 130.00	TECH I	\$ 87.00
ENG II	\$ 145.00	TECH II	\$ 102.00
ENG III	\$ 160.00	TECH III	\$ 117.00
ENG IV	\$ 175.00	TECH IV	\$ 132.00
ENG V	\$ 190.00	TECH V	\$ 147.00
ENG VI	\$ 205.00	TECH VI	\$ 162.00
ENG VII	\$ 220.00	TECH VII	\$ 177.00
ENG VIII	\$ 235.00	TECH VIII	\$ 192.00
ENG IX	\$ 250.00	TECH IX	\$ 207.00
ENG X	\$ 265.00	TECH X	\$ 222.00
 <u>Surveyors</u>		 <u>Planners</u>	
SURV I	\$ 108.00	PLANNER I	\$ 115.00
SURV II	\$ 123.00	PLANNER II	\$ 140.00
SURV III	\$ 138.00	PLANNER III	\$ 165.00
SURV IV	\$ 153.00	PLANNER IV	\$ 190.00
SURV V	\$ 168.00	PLANNER V	\$ 215.00
SURV VI	\$ 183.00		
SURV VII	\$ 198.00	<u>Administrative</u>	
SURV VIII	\$ 213.00	ADMIN I	\$ 88.00
SURV IX	\$ 228.00	ADMIN II	\$ 95.00
SURV X	\$ 243.00	ADMIN III	\$ 102.00
 <u>Expert Witness</u>	 \$ 300.00	 <u>Information Technologists</u>	
		IT I	\$ 140.00
		IT II	\$ 190.00

CHARGEABLE EXPENSES

Subsistence.....Actual cost	Travel Vehicle..... \$0.85 per mile
Subconsultant Services – Geotechnical .Actual cost plus 15%	Survey Vehicle..... \$0.95 per mile
Subconsultant Services – Other.....Actual cost plus 10%	ATV..... \$75.00 per day
Survey Materials Required.....Actual cost plus 25%	ATV with Tracks..... \$125.00 per day
Plat Certification per Certification.....\$35.00	UTV..... \$150.00 per day
Recordation per Monument.....\$35.00	UTV with Tracks \$200.00 per day
24" x 36" Prints per Page\$9.00	Snowmobile \$200.00 per day
Other Miscellaneous Project Expenses ..Actual cost	

Any and all sales and use tax, TERO or other special fees which apply to this contract.

