

David Cates

From: Brad Koon <bkoon@tripletreemt.com>
Sent: Tuesday, January 20, 2026 10:42 AM
To: David Cates
Cc: David Zimbelman; conradadmin@cityofconrad.com; Adam Jorgenson
Subject: Proposed Agenda Items - February 3, 2026 Council Meeting
Attachments: Conrad Task Order - Water PER 2026.pdf

Hi Mayor:

Per our phone conversation this morning, we would like to propose the following agenda items for the February 3, 2026 Conrad City Council Meeting:

1. Proposed Agenda Item 1 – “TTE Task Order to perform 2026 Water System Preliminary Engineering Report (PER) and Grant Applications”

- a. **Attached** is the proposed Task Order.
- b. The PER would include evaluation of the existing water system; with a primary focus on the following:
 - i. Supply – Lake Francis, North Central Montana Regional Water, or a combination of both
 - ii. Lake Francis Intake – Rehabilitate existing pumps, new pumps, controls, etc.
 - iii. Transmission Main – Evaluate costs for replacement of the existing transmission main(s) from Lake Francis to the Conrad Water Treatment Plant.
 - iv. Water Treatment System – Evaluate recommended improvements to the treatments system including leaking filters, new filter media, backwash, etc.
- c. The PER will evaluate the system, identify issues, estimate costs, recommend improvements, evaluate alternatives, and identify a funding plan.
- d. The PER will be utilized to apply for the following potential infrastructure grant applications in May of 2026 to fund the recommended improvements:
 - i. Montana Coal Endowment Program = \$500,000
 - ii. Department of Natural Resources (RRGL) = \$125,000
- e. We propose to work with Morrison Maierle as a sub-consultant to evaluate the pumping/treatment system improvements because Morrison Maierle performed the initial design and has knowledge of the system. A representative from Morrison Maierle visited the site and has an understanding of the issues to be addressed. As with all task orders where sub-consultants are involved, Triple Tree will not mark up any subconsultant costs.
 - i. It is proposed to complete the PER and grant applications on a time and materials basis not to exceed \$58,000.
 - ii. TTE submitted an MCEP planning grant application to fund \$30,000 of the cost, but MCEP has not yet announced successful grant applications.
 1. If the Town is not awarded the MCEP planning grant, the cost to the Town would be \$58,000.
 2. If the Town is awarded the MCEP planning grant, the cost to the Town would be ~\$28,000.
 - a. We will let you know if the Town will receive a planning grant.

2. Proposed Agenda Item 2 – “TTE Task Order to Provide Design, Bidding, and Construction Engineering for Wastewater System Improvements”

- a. The City of Conrad was awarded an RRGL grant in the amount of \$125,000 during the last funding cycle
- b. The funding plan includes utilization of the RRGL Grant, along with a State Revolving Fund (SRF) loan/loan forgiveness package to perform improvements to the Conrad Wastewater Treatment System, and abandonment of the Central Lift Station.

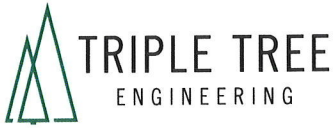
- c. Triple Tree is in the process of preparing a proposed task order for this item and will provide prior to your February 3, 2026 council meeting.

I will plan to attend the February 3, 2026 council meeting to present the proposed task orders and answer questions. Please call me anytime at (406)461-0692 if you have any questions or need additional information.

Thank you!

Brad

Brad Koon, P.E.



1145 Cap Road

Helena MT, 59624

Cell: 406.461.0692

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TASK ORDER
City of Conrad/Triple Tree Engineering, Inc.

This is Task Order "Conrad Water PER 2026" consisting of 4 pages.

Task Order – Conrad Water PER 2026

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 3, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: February 3, 2026
- b. Owner: City of Conrad
- c. Engineer: Triple Tree Engineering, Inc.
- d. Specific Project (title): Conrad Water PER 2026
- e. Specific Project (description): Prepare a Water System Preliminary Engineering Report (PER) for the City of Conrad

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows with reference to Exhibit A of the Task Order Agreement Between Owner and Engineer dated April 3, 2023.

- Study and Report Services (Exhibit A, Paragraph A1.01) – **REPLACE WITH THE FOLLOWING**

Preliminary Engineering Report (PER):

- A. Utilize the 2018 Conrad Water System Preliminary Engineering Report (PER) as reference to prepare a new PER with an emphasis on the City's Water Supply/Treatment Capabilities in accordance with the General Outline of a Preliminary Engineering Report included in the most current edition of the Uniform Application for Montana Public Facility projects. The primary focus of the PER will be as follows:
 - a. Intake pump station, pumps, motors, and variable speed control
 - b. Microsand pumps, piping, and valve replacement
 - c. Treatment capacity and reliability for the planning period
 - d. Steel filter tank integrity
 - e. Filter backwash recycle ponds
 - f. Consideration of alternate supply from North Central Montana Regional Water
- B. Schedule and Hold project kick-off meetings with project stakeholders as necessary.
- C. Review past studies and evaluations completed for the City.
- D. Update population figures to develop future population projections for Conrad and summarize in the PER.

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- E. Update water demands to develop future water demand projections for the Conrad service area and summarize in the PER.
- F. Update the financial status of the existing facilities and summarize in the PER.
- G. Update the condition of the existing water system including the source (water rights, quality, quantity, condition) pumps, tank(s), and distribution system and summarize in the PER. Include improvements that have been made to the system since the 2018 PER.
- H. Perform a regulatory review including a drinking water regulatory review and communication with Department of Environmental Quality (DEQ).
- I. Perform evaluation of Intake and treatment system based on current condition and performance.
 - a. Identify and summarize deficiencies due to age, condition, or capacity (current and within the planning period).
 - b. Evaluate specific areas or processes that require upgrades, expansions, or improvements.
- J. Evaluate supply line from Lake Francis for future demand and provide cost estimate for replacement.
- K. Evaluate water supply alternatives which include maintaining the current treatment plant, connecting to the North Central Regional Water System or a combination of both.
- L. For each additional alternative prepare costs estimates, identify design criteria, consider O&M costs, prepare exhibits, evaluate environmental impacts, consider land requirements, and potential construction problems to determine the most cost-effective solution. The following anticipated alternatives will be evaluated:
 - a. Water Supply Alternatives:
 - i. Maintain Lake Francis Supply
 - ii. Connect to North Central Montana Regional Water System NCMRWS
 - 1. Full supply from NCMRWS
 - 2. Partial supply from NCMRWS
 - b. Intake Pump Alternatives:
 - i. Up to 2 alternatives, focusing on pumping capacity, condition of equipment, and pumping control.
 - c. Water Treatment Alternatives:
 - i. Up to 4 alternatives, focusing on capacity and reliability
- M. Update cost estimates for the previously presented alternatives.
- N. Summarize the details of the selected project and establish an implementation schedule and funding strategy.
- O. Summarize the conclusions and recommendations.
- P. Summarize the findings of the PER in an Executive Summary.
- Q. Schedule and hold a public hearing as required by grant funding agencies.
- R. Present the findings of the PER at a council meeting.
- S. Prepare the Uniform Environmental checklist in accordance with the Montana Coal Endowment Program (MCEP) and Renewable Resource Grant and Loan (RRGL).
- T. Send notifications to the affected agencies and request comment as required.
- U. Prepare RRGL and MCEP Grant Applications if approved by the City

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- Preliminary Design Phase (Exhibit A, Paragraph A1.02) – **NOT USED**
- Final Design Phase (Exhibit A, Paragraph A1.03) – **NOT USED**
- Bidding or Negotiating Services (Exhibit A, Paragraph A1.04) – **NOT USED**
- Construction Phase Services (Exhibit A, Paragraph A1.05) – **NOT USED**
- Post-Construction Phase Services (Exhibit A, Paragraph A1.06) – **NOT USED**
- Commissioning Services (Exhibit A, Paragraph A1.07) – **NOT USED**
- Other Services (Exhibit A, Paragraph A1.08) – **NOT USED**

B. **NOT USED**

C. **NOT USED**

D. All the services included above comprise basic services for purposes of Engineer's compensation under this Task Order.

3. Additional Services – NOT USED

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Present Draft Report and other Study and Report Phase deliverables to Owner.	By April 21, 2026
Engineer	Address comments from Owner and prepare final PER.	By May 5, 2026

6. Payments to Engineer

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

Description of Service	Amount	Basis of Compensation
a. Study and Report Phase (A1.01)	\$58,000	Hourly Rates

Compensation items and totals based in whole or in part on Hourly Rates are estimates only.

B. 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: Morrison Maierle

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8. Other Modifications to Agreement and Exhibits: None

9. Attachments: None

10. Other Documents Incorporated by Reference: Agreement Between Owner and Engineer for Professional Services (Task Order Edition) Dated April 3, 2023.

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 February 3, 2026.

OWNER: City of Conrad

ENGINEER: Triple Tree Engineering, Inc.

By: _____

By: Bradley Koon

Print Name: David Cates

Print Name: Bradley Koon

Title: Mayor

Title: President

Engineer License or Firm's
Certificate No. (if required): MT - 14124
State of: Montana

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: David Cates

Name: Bradley Koon

Title: Mayor

Title: President

Address: 413 S Main
Conrad, MT 59425

Address: 1145 Cap Road
Helena, MT 59602

E-Mail
Address: mayor@cityofconrad.com

E-Mail
Address: bkoon@tripletreemt.com

Phone: (406)271-3623

Phone: (406)461-0692

Task Order Form

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