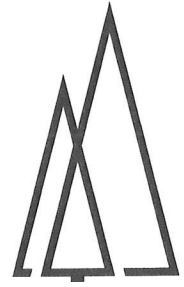


# TRIPLE TREE ENGINEERING



January 29, 2026

Mayor and City Council  
City of Conrad  
413 South Main  
Conrad, MT 59425

## RE: Proposed Task Order – Conrad Wastewater Improvements 2026

Dear Mayor and City Council:

Please reference the attached proposed task order to provide topographic survey, boundary survey, design engineering, DEQ permitting, bidding, and construction engineering services for improvements to the Conrad wastewater treatment system; and abandonment of the Central wastewater lift station. Per our previous conversations, Triple Tree Engineering proposes to consult with Morrison Maierle to design the improvements to the wastewater treatment system. Morrison Maierle designed the original wastewater plant and is familiar with the system. As promised during the proposal process, Triple Tree will pass invoices submitted by Morrison Maierle and any other subconsultants directly to the City with no markup.

As required by the funding agencies, work will be performed on a time and materials basis. The City will only be invoiced actual time and expenses associated with the project. As outlined in the attached task order, following are estimated fees for survey, design engineering, construction engineering, and grant administration services:

• Survey, Design, Bidding, Const. Eng =	\$463,200
• <u>Grant Administration =</u>	<u>\$28,500</u>
Total =	\$491,700

The total estimated project cost as outlined in the May, 2024 Preliminary Engineering Report (PER) is \$2,528,698. The following funding strategy was outlined in the PER:

• RRGL Grant (Awarded)	\$125,000
• SRF Forgiveness	\$750,000
• SRF Loan	\$1,653,698

Due to inflation, the estimated project cost has likely increased. Triple Tree will work closely with the City throughout the design process by updating project cost estimates. If necessary, the scope of the project can be adjusted to fit a budget acceptable to the City. Based on the estimated timeline for design, DEQ permitting, and bidding, it is anticipated that construction will occur during the summer of 2027.

# TRIPLE TREE ENGINEERING



Please review the attached proposed task order and if approved, sign and return a copy to me. Please call me anytime at (406)461-0692 if you have any questions or comments. Thank you again for the opportunity to work with you!

Sincerely,

**Triple Tree Engineering, Inc.**

A handwritten signature in black ink that reads "Bradley Koon". The signature is written in a cursive, flowing style with a long vertical line extending from the bottom of the "n".

Brad Koon

Encl: Proposed Task Order – Conrad Wastewater Improvements 2026

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

This is Task Order "Conrad Wastewater Improvements 2026" consisting of 6 pages.

**Task Order – Conrad Wastewater Improvements 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 Wastewater Improvements 2026
- e. Specific Project (description): Perform design, bidding, and construction engineering services for improvements to the Conrad wastewater treatment system and installation of gravity sewer main to allow elimination of the Central lift station.

**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) – **NOT USED**
  - Preliminary Design Phase (Exhibit A, Paragraph A1.02) – **REPLACE WITH THE FOLLOWING:**
    - A. Request utility locate from "One Call" and perform topographic survey of the proposed alignment of the gravity sewer main planned for installation to allow abandonment of the Central Lift Station as shown in Appendix 1, including the following:
      - a. Existing ground topography
      - b. Utilities (Requested by "One Call")
      - c. Surfacing, asphalt, concrete, gravel, etc.
      - d. Structures
      - e. Fences
      - f. Existing sewer infrastructure
    - B. Obtain existing property survey information from the Pondera County Courthouse to identify the location of existing property lines, road right-of-way, etc.
    - C. Perform boundary survey necessary for completion of the site title opinion.

- D. Prepare a base map of the existing site conditions in Auto Cad Civil 3D format including information from the site survey, utilities, and property/right-of-way boundaries.
- E. Coordinate and consult with a geotechnical consultant to perform a geotechnical investigation along the route of the proposed gravity sewer main.
- F. Administer a "kickoff" site visit to gather field information and visit with City staff regarding the recommendations of the Preliminary Engineering Report (PER), additional items proposed by City of Conrad staff, and approach to the preliminary design.
- G. This agreement includes the following scope of work items:
  - a. Central Lift Station Replacement
    - i. Develop a plan for installation of gravity sewer main to allow abandonment of the Central Lift Station.
      - 1. Preliminary alignment
      - 2. Preliminary profiles
      - 3. Proposed pipe sizes
      - 4. Connection Location
      - 5. Plan for abandonment of existing lift station
  - b. Headworks rehabilitation:
    - i. Develop plan for influent pump station rehabilitation – identify which components require repair or replacement and define a path forward.
    - ii. Develop a plan for rehabilitation of the grit removal system.
    - iii. Develop a plan for rehabilitation of the screen – Evaluate screen to determine if rehabilitation or replacement is needed. If replacement is needed, obtain quotes for a like-for-like replacement from up to three different manufacturers and determine the basis of design.
    - iv. Obtain quotes and information for up to three different polymer system manufacturers for a like-for-like replacement and determine the basis of design.
  - c. Aeration Basin Improvements:
    - i. Develop plan for cover replacement – determine up to three options for cover replacement with consideration of maintenance options.
    - ii. Develop up to two aeration basin sludge management strategies.
    - iii. Develop up to two aeration basin sludge management strategies.
    - iv. Conceptual design for diffuser service/replacement and adjustment.
  - d. Clarifier Launder Covers:
    - i. Determine up to three options for launder covers.
    - ii. Consider alternatives for controlling algae in the launders if costs for covers are too high.
  - e. Assist with coordinating a UV system evaluation by Trojan and identify potential improvements/updates. Conceptual design of digester improvements, including lowering diffusers and providing blow-out for effluent pipe.
  - f. Coordinate sludge judging and sampling with City and Montana Rural Water Systems.
  - g. Nutrient management:

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**Task Order Form**

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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and American Society of Civil Engineers. All rights reserved.

- i. Facilitate communications/meeting with City and DEQ staff to inform path forward for nutrient management.
    - ii. Evaluate need for better nutrient removal in-light-of recent changes to nutrient water quality standards and approach to permitting.
    - iii. Develop influent, effluent, and process sampling plan with WWTP staff to obtain needed data for evaluation of nutrient removal capabilities and potential process optimization.
  - h. Prepare draft Basis of Design Report, summarizing findings of preliminary design investigations and presenting preliminary cost estimate.
  - i. Facilitate in-person meeting with City staff to discuss preliminary design, available funding, and refine design and construction approach, looking at implementation of all identified items, potential additive alternates, or deferring items to a future project.
- Final Design Phase (Exhibit A, Paragraph A1.03) – **REPLACE WITH THE FOLLOWING:**
- A. Prepare final text, figures, and appendices of the WWTP portion of the Department of Environmental Quality (DEQ) design report.
  - B. Prepare final opinion of probable construction cost estimate for WWTP, lift station abandonment, and gravity sewer main.
  - C. Prepare final plans for the proposed WWTP, lift station abandonment, and gravity sewer main installation.
  - D. Prepare final bidding and technical specifications.
  - E. Depending on availability of data and need based on new permitting environment, development an evaluation of nutrient removal optimization options – Up to 8 hours of effort.
  - F. Facilitate workshop with the City to discuss final design and updated cost estimates.
  - G. Prepare 95% plans, specifications, and design report for submittal to DEQ and City.
    - a. Address questions and comments from the City of Conrad and DEQ.
  - H. Prepare final construction plans and specifications for bidding.
  - I. Fees and Permits
    - a. Payment of permit, testing, document acquisition fees, etc. is not included in this task order.
  - J. Environmental
    - a. An environmental checklist was completed as part of the Preliminary Engineering Report (PER). SRF will also perform an environmental review. It is not anticipated additional work will be required, and is therefore excluded.
  - K. Flood Plain
    - a. Flood plain analysis work is not anticipated and is therefore excluded from this task order.
- Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- As outlined in Exhibit A, Paragraph 1.04 of the Agreement Between Owner and Engineer for Professional Services Task Order Edition dated April 3, 2023.
- Construction Phase Services (Exhibit A, Paragraph A1.05)
- As outlined in Exhibit A, Paragraph 1.05 of the Agreement Between Owner and Engineer for Professional Services Task Order Edition dated April 3, 2023 with the following additions/modifications:

- Add the following to the end of A1.05.A.2:
    - Exhibit D of the Agreement Between Owner and Engineer for Professional Services Task Order Edition dated April 3, 2023 is expressly incorporated in this Task Order by reference. RPR services will be provided and are based on 10 weeks at 50 hours per week.
  - Add the following to the end of A1.05.A.3:
    - ...if needed.
  - Add the following to the end of A1.05.A.8:
    - Construction staking will be limited to establishing control for the contractor. Design documents will be written such that the Contractor will be responsible for construction staking.
  - Post-Construction Phase Services (Exhibit A, Paragraph A1.06)
    - As outlined in Exhibit A, Paragraph 1.06 of the Agreement Between Owner and Engineer for Professional Services Task Order Edition dated April 3, 2018.
  - Commissioning Services (Exhibit A, Paragraph A1.07)
    - As outlined in Exhibit A, Paragraph 1.07 of the Agreement Between Owner and Engineer for Professional Services Task Order Edition dated April 3, 2018.
  - Other Services (Exhibit A, Paragraph A1.08) – **REPLACE WITH THE FOLLOWING:**
    - Provide the following grant administration services for the City's awarded RRGL Grant and State Revolving Fund (SRF) Loan/Loan Forgiveness
      - Address startup conditions and funding compliance documentation
      - Attend monthly funding agency meetings
      - Prepare draw requests for funding dispersal
      - Prepare and submit quarterly reports
      - Prepare and submit close out reports
- 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 Estimated Schedule

<u>Party</u>	<u>Action</u>	<u>Estimated</u>
Engineer	Submit to DEQ	November 2026
Engineer	Bidding and Negotiating	February 2027
Engineer	Construction Engineering	Summer 2027

## 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
Basic Services (A1.01-A1.07)	\$463,200	Hourly Rates
Basic Service (A1.08) Grant Administration	\$28,500	Hourly Rates

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

A. 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, SK Geotechnical

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

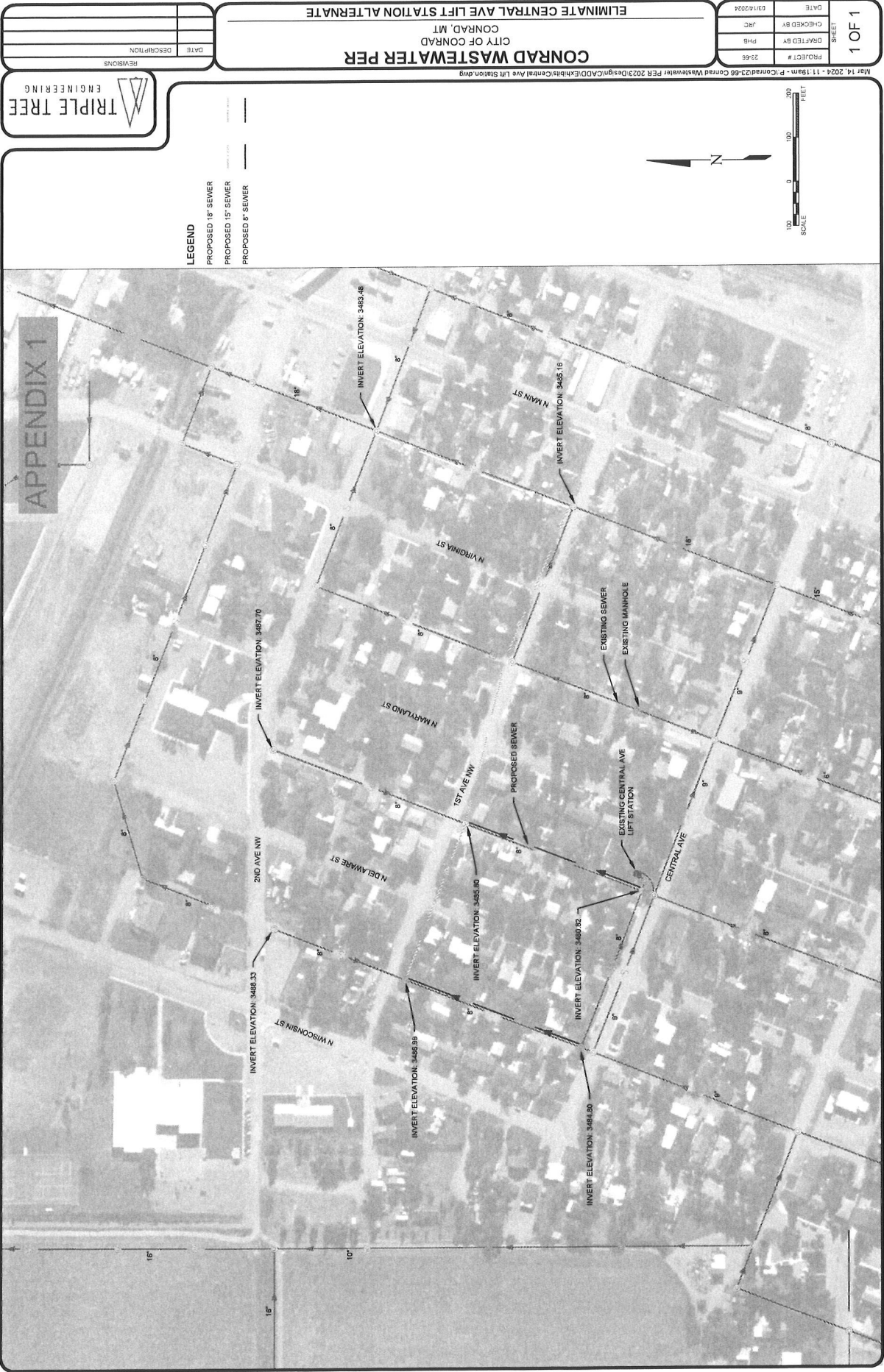
Phone: (406)461-0692

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### Task Order Form

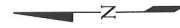
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APPENDIX 1

- LEGEND
- PROPOSED 18" SEWER
  - PROPOSED 15" SEWER
  - PROPOSED 8" SEWER





TRIPLE TREE  
ENGINEERING

REVISIONS	
DATE	DESCRIPTION

CONRAD WASTEWATER PER  
CITY OF CONRAD  
CONRAD, MT  
ELIMINATE CENTRAL AVE LIFT STATION ALTERNATE

PROJECT #	23-66
DRAWN BY	PHB
CHECKED BY	JHC
DATE	03/14/2024

