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Mr. Dan Rispens, Superintendent  
East Helena Public Schools  
P O Box 1280  
East Helena, MT 59635

**Subject: Scope of Work Proposal to Develop a Transportation Alternatives (TA) Grant to Address Sidewalk and Intersection Issues – Kalispell Avenue and Main Street**

Dear Mr. Rispens and Members of the School Board:

Thank you for the opportunity to submit a Scope of Work and Fee Proposal for developing a Transportation Alternatives (TA) Application. This application will be submitted to the Greater Helena Area Metropolitan Planning Organization (MPO) to improve safety along the route to East Valley Middle School, especially the section of Main Street connecting to Kalispell Avenue.

The attached Exhibit A details the tasks we anticipate in preparing the application and provides an estimate of anticipated cost. Coordination of the exact route and details related to creating a safer route to school will be conducted with school personnel, the City of East Helena, and Lewis and Clark County. If successful, we can also provide grant administration as needed and will propose additional tasks for that service.

We are available to discuss the Scope of Work as needed. Please do not hesitate to contact either Robie Culver at (406) 442-8594 or Kaia Tharp (307) 509-5541. If agreeable to EHPS, please sign the Notice to Proceed below.

Sincerely,

**Stahly Engineering & Associates**

  
Robie Culver  
Grant Specialist

  
Kaia Tharp  
Transportation Department Manager

**NOTICE TO PROCEED**

Stahly Engineering & Associates is hereby granted a notice to proceed to develop a TA Application to address sidewalk and intersection issues – Kalispell Avenue and Main Street.

Owner Name: East Helena Public Schools

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **East Helena Public Schools – Sidewalk and Intersection Improvements Kalispell Ave and Main St**

#### **TA Grant Application – Scope of Work**

##### **Engineering Support**

1. Prepare plan and profile sheets for the concrete sidewalk extension to the crosswalk at Kalispell Ave.
2. Provide proposed concrete sidewalk detail.
3. Conduct a traffic study at the intersection of Kalispell Ave and Main Street to determine the best approach to improving the crosswalk's safety.
4. Prepare Opinion of Probable Cost (OPC) for sidewalk improvements, improvements to the crosswalk at Kalispell Ave, Misc. signage and striping

##### **Assumptions:**

- Design levels for this phase will be 50% plans.
- No additional survey work is required for this phase of the project.
- No electrical design will be required for this phase.

##### **Grant Writing**

1. Engage with the Greater Helena AREA Metropolitan Planning Organization (MPO) to determine TA Grant Application process.
2. Coordinate with East Helena Public School (EHPS), City of East Helena, and Lewis and Clark County personnel to complete the TA Grant Application, which includes determination of project eligibility, project statement that describes the project and discusses its benefit to the community, and analysis of project risks.
3. Assist with public involvement to identify community needs and provide support for the project.
4. Provide research to determine responses to application requirements such as project independence, project ownership and maintenance, and right-of-way and utility impacts.

##### **Assumptions:**

- EHPS will respond promptly to requests for information and signature documents.
- This task order will be amended to include grant administration as needed upon reward.
- Any additional work beyond this scope of work will be billed on a time and material basis following approval by the Commission.

##### **Deliverables**

1. Hard copy of the application for EHPS.
2. Application submittal to Helena MPO.

##### **Fees for Professional Services**

Meetings & Coordination	\$ 2,400
Grant Writing	\$ 4,600
Engineering Support	\$ 4,400
Expenses and Travel	<u>\$ 600</u>
	\$12,000