

Ravalli Street Improvement Project

Management Plan

I. Administrative Structure

The City of Hamilton is an incorporated city with a Mayor-Council form of government. The following persons will have responsibility for administering the City's FY 25 State-Local Infrastructure Partnership Act (SLIPA) public facilities project for Ravalli Street improvements:

Mayor Dominic Farrenkopf, as the City's chief elected official will have responsibility for all official contacts with the Department of Commerce (Department). The Mayor and City Council will have ultimate authority and responsibility for the management of project activities and expenditure of SLIPA funds. The approval of all contracts and request for reimbursements will be the responsibility of the Mayor, with the authorization of the City Council. (Telephone 406-363-2101, ext. 230 Email: cityclerk@cityofhamilton.net)

Craig Shepherd, Financial Administrator, as the City's chief financial officer, will be responsible for management of, and record keeping for, the SLIPA funds and other funds involved in the financing of the Ravalli Street Improvement project. (Telephone: 406-363-2101, ext. 212 Email: finance@cityofhamilton.net)

Matthew Rohrbach, City Planner/Grant Administrator, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the SLIPA project. The Grant Manager will serve as the City's liaison with the Department for the project. (Telephone: 406-363-2101, ext. 218 Email: mrohrbach@cityofhamilton.net)

Karen Maher, City Attorney, as the City's legal counsel, will review and advise the Mayor and Council regarding any proposed contractual agreements associated with the SLIPA project and provide any other legal guidance as requested. (Telephone: 406-375-1214 Email: attorney@cityofhamilton.net)

Donny Ramer, Director of Public Works, will be designated as Project Manager and will ensure the successful completion of this project. Contractor compliance, scheduling, and payment requests will also be subject to the Project Manager's review and approval. (Telephone (406)363-6717 Email: dpw@cityofhamilton.net)

Stephen McDaniel, Project Engineer, will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. (Telephone (406)728-4611 Email: smcdaniel@wgmgroupp.com)

II. Grant Management

- A. The Grant Manager will be responsible for:

- i. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
- ii. In cooperation with the Financial Administrator, processing payment requests and preparing requests for reimbursement to the Department, including the Request for Payment, Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report.
- iii. Preparing all required performance reports and project closeout documents for submittal to the Department.

III. Project Management

- A. The Project Manager will be responsible for:
 - i. Compliance with any applicable environmental requirements.
 - ii. Assisting the Grant Recipient with all requirements related to effective project start-up and implementation and developing a contract with Department.
 - iii. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
 - iv. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the SLIPA budget and submitting approved requests to Grant Manager to prepare a Request for Payment to forward to the Financial Administrator and the Mayor/Council for claims approval.
 - v. Monitoring the contractor selection process, including the bid advertising, tabulation and award process and construction contract provisions in conformance with applicable laws.
 - vi. Monitoring contractor compliance with applicable requirements.
 - vii. Assuring compliance with all state labor standards requirements. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
 - viii. Assuring compliance with applicable equal opportunity requirements.
 - ix. Attending Council meetings to provide project status reports and representing the SLIPA project at any other public meetings, as deemed necessary by the local officials.
 - x. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.

- xi. Conducting any preconstruction conference that is needed, as well as supervision of construction work and preparation of inspection reports.

IV. Project Engineer

- A. The Project Engineer's responsibilities will be as follows:
 - i. Design and construction engineering.
 - ii. Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, and issuance of the notice to proceed.
 - iii. Conducting the preconstruction conference, with the assistance of the Project Manager.
 - iv. Supervision of construction work and preparation of inspection reports.
 - v. Reviewing and approving all contractor requests for payment and submitting the approved requests to the Project Manager to review.

V. Financial Management

- A. The Financial Administrator's financial responsibilities will be as follows:
 - i. Managing the transfer of SLIPA funds from the Department to the Grant Recipient's bank account and disbursing SLIPA funds based on claims and supporting documents approved by the Project Manager and Grant Manager.
 - ii. Entering all project transactions into the Grant Recipient's existing accounting system and preparing checks/warrants for approved expenditures.
 - iii. Processing Request for Payment submitted by the Grant Manager and accompanying reimbursement reports and documentation to be submitted to the Department.
 - iv. With the assistance of the Project Manager, preparing the final financial reports for project closeout.
- B. The Project Manager and Financial Administrator will review all proposed expenditures of SLIPA funds and will prepare requests for reimbursement, which will be signed by the officials cited in the signatory form. All disbursements will be handled in accordance with the Grant Recipient's established claim review procedures. Before submitting the claim to the Financial Administrator, the Project Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the Grant Recipient's SLIPA project and consistent with the project budget. The Council will review all claims before approving them.

- C. Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the Grant Recipient's offices.
- D. Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Financial Administrator to document all time worked on the SLIPA project that will be compensated with SLIPA funds.

This Management Plan has been approved by the Grant Recipient, City of Hamilton, and the individuals named within have been informed of the responsibilities stated within this plan.

CITY OF HAMILTON, Grant Recipient:

By _____
Dominic Farrenkopf, Mayor

Date

ATTEST:

By _____
Rosie Ramer, City Clerk

Claudia Driscoll Park Restroom Improvement Project

Management Plan

I. Administrative Structure

The City of Hamilton is an incorporated city with a Mayor-Council form of government. The following persons will have responsibility for administering the City's FY 25 State-Local Infrastructure Partnership Act (SLIPA) public facilities project for Claudia Driscoll Park Restroom improvements:

Mayor Dominic Farrenkopf, as the City's chief elected official will have responsibility for all official contacts with the Department of Commerce (Department). The Mayor and City Council will have ultimate authority and responsibility for the management of project activities and expenditure of SLIPA funds. The approval of all contracts and request for reimbursements will be the responsibility of the Mayor, with the authorization of the City Council. (Telephone 406-363-2101, ext. 230 or Email: cityclerk@cityofhamilton.net)

Craig Shepherd, Financial Administrator, as the City's chief financial officer, will be responsible for management of and record keeping for SLIPA funds and other funds involved in the financing of the Claudia Driscoll Park Restroom Improvement project. (Telephone: 406-363-2101, ext. 212 or Email finance@cityofhamilton.net),

Matthew Rohrbach, City Planner/Grant Administrator, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the SLIPA project. The Grant Manager will serve as the City's liaison with the Department for the project. (Telephone: 406-363-2101, ext. 218 or Email: mrohrbach@cityofhamilton.net)

Karen Maher, City Attorney, as the City's legal counsel, will review and advise the Mayor and Council regarding any proposed contractual agreements associated with the SLIPA project and provide any other legal guidance as requested. (Telephone: 406-375-1214 or Email: attorney@cityofhamilton.net)

Amy Fox, Parks Director, Project Manager, will coordinate closely with Public Works Director Donny Ramer and the prefabricated restroom engineer to ensure the successful completion of this project. Contractor compliance, scheduling, and payment requests will also be subject to the Project Manager's review and approval. (Telephone: 406-363-2101, ext. 106 or Email: afox@cityofhamilton.net)

II. Grant Management

A. The Grant Manager will be responsible for:

- i. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
- ii. In cooperation with the Financial Administrator, processing payment requests and preparing requests for reimbursement to the Department, including the Request for Payment, Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report.

- iii. Preparing all required performance reports and project closeout documents for submittal to the Department.

III. Project Management

A. The Project Manager will be responsible for:

- i. Compliance with any applicable environmental requirements.
- ii. Assisting the Grant Recipient with all requirements related to effective project start-up and implementation and developing a contract with the Department.
- iii. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
- iv. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the SLIPA budget and submitting approved requests to the Mayor/Council for claims approval.
- v. Monitoring the contractor selection process, including the bid advertising, tabulation and award process and construction contract provisions in conformance with applicable laws.
- vi. Monitoring contractor compliance with applicable requirements.
- vii. Assuring compliance with all state labor standards requirements. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
- viii. Assuring compliance with applicable equal opportunity requirements.
- ix. Attending Council meetings to provide project status reports and representing the SLIPA project at any other public meetings, as deemed necessary by the local officials.
- x. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.
- xi. With the assistance of the Public Works Director, conducting any preconstruction conference that is needed, as well as supervision of construction work and preparation of inspection reports.

IV. Financial Management

A. The Financial Administrator's financial responsibilities will be as follows:

- i. Managing the transfer of SLIPA funds from the Department to the Grant Recipient's bank account and disbursing SLIPA funds based on claims and supporting documents approved by the Project Manager and Mayor.

- ii. Entering all project transactions into the Grant Recipient's existing accounting system, and preparing checks/warrants for approved expenditures.
 - iii. With the assistance of the Grant Manager, preparing the Request for Payment and accompanying reimbursement reports and documentation to be submitted to the Department.
 - iv. With the assistance of the Project Manager, preparing the final financial reports for project closeout.
- B. The Project Manager and Financial Administrator will review all proposed expenditures of SLIPA funds and will prepare requests for reimbursement, which will be signed by the officials cited in the signatory form. All disbursements will be handled in accordance with the Grant Recipient's established claim review procedures. Before submitting the claim to the Financial Administrator, the Project Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the Grant Recipient's SLIPA project and consistent with the project budget. The Council will review all claims before approving them.
- C. Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the Grant Recipient's offices.
- D. Appropriate documentation of administrative costs will be maintained by the Grant Manager and the Financial Administrator to document all time worked on the SLIPA project that will be compensated with SLIPA funds.

This Management Plan has been approved by the Grant Recipient, City of Hamilton, and the individuals named within have been informed of the responsibilities stated within this plan.

CITY OF HAMILTON, Grant Recipient:

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