

Billings City Administrator Weekly Report

October 8, 2020

- 1. Capital Improvement Plan 2022-2026** - The proposed fiscal year 2022 Capital Improvement Plan (CIP) is now available online at www.billingsmt.gov/cip. There will be two virtual public meetings to present and receive public input prior to the November 16th City Council work session. The dates and access to the meetings can be found on the website. The public can also submit project requests thru the form provided online.
- 2. Inter Belt Loop (IBL)** – Staff has held meetings with two of the five key landowners along the IBL this week (Tecca's and Rehberg's). Both are willing to work with the city for right of way acquisition and want to see the IBL built. The Tecca's have asked that the city include, at least some of their land in the Limits of Annexation Map this year. The map resolution is on Monday's City Council agenda.
- 3. Billings Mustangs** – Owner Dave Heller was in Billings this week to accept a CARES Grant from the state of Montana. During the press discussion Dave assured us that the Billings Mustangs will absolutely be playing baseball next season (provided the pandemic is under control). This is great news! The question is no-longer will the Mustangs remain in Billings but at what level of baseball will they play. Will they retain a direct affiliate relationship with major league baseball team like we've enjoyed with the Reds for nearly 50 years? Will we have an indirect relationship through a collegiate league? Or will we find ourselves among the 120 minor league teams that play at a higher level than we have in the past? Dave Heller and the City are working diligently to be one of the 120.
- 4. Request for Proposals Process –**

In general, an RFP process works as follows:

- An RFP is required for Architectural/Engineering/Land Surveying contracts that may exceed \$50,000; and other professional services/software/complex contracts which require services that may exceed \$25,000. If any of these contracts exceed \$80,000, Council approval is also required.
- A legal ad and RFP are created and advertised on the City's website and in the paper of record (*Yellowstone County News*), for at least two weeks. The RFP will contain details of what the City is seeking, as well as requiring details about the company, the proposed solution, previous experience, etc. Sealed pricing may be requested; however, a contract may also be negotiated directly with the successfully selected respondent.
- At any time, companies may subscribe to be automatically notified when the City advertises Bids and RFPs. Any company that subscribes to the "Notify Me – Bids & RFPs" portion of the City's website are automatically notified on the date of the first ad.

- Typically, City staff also directly emails the RFP to appropriate companies and/or those who have shown interest previously, in an attempt to solicit multiple responses.
- All proposals received by the deadline are reviewed by a committee and short-listed before deciding to either conduct interviews or review pricing of only the short-listed respondents, to determine the successful respondent. If a respondent's proposal is not considered, the sealed pricing remains unopened.
- A contract is negotiated and prepared for approval.

In the case of the Office Supplies and Paper RFP on the October 12th agenda, only one proposal was received in response to our RFP, from the incumbent company. Based upon a comparison to prior pricing and quality of service, the proposal was found to be acceptable by the committee, and a recommendation for approval is provided.

Have a great weekend.