

# Memorandum

**REPORT TO:** City Commission

**FROM:** Shane Miller, Facilities Project Coordinator David Arnado, Facilities Superintendent Jon Henderson, Assistant City Manager

**SUBJECT:** Authorize the City Manager to Sign Amendment 2 to a Professional Services Agreement with Rock Steady Movers for Bozeman City Hall Phase 3 Move Services

**MEETING DATE:** August 12, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign Amendment 2 to a Professional Services Agreement with Rock Steady Movers for Bozeman City Hall Phase 3 Move Services

**STRATEGIC PLAN:** 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

**BACKGROUND:** The City of Bozeman is renovating City Hall to achieve the following goals: Improved safety and security through redesign of the Finance Department front counter. Additional office space for several Departments (x13 new workspaces). Increased energy efficiency through retro commissioning efforts. More efficient use of space for records storage. This will be achieved over multiple phases in 2025. As part of the City Hall Renovation project it will require the following departments to moving into new areas; Economic Development, Legal, and City Administration. For this type of complex move, it will require the City to procure professional moving service to ensure a smooth transition for all City Departments. This contract amendment with Rock Steady Movers will include internal moves between Phase 2 and 3 of the City Hall Renovation Project, relocating staff from temporary work locations on the first floor and offsite back to their renovated office areas on the second floor and moving furniture from storage back into the building. Rock Steady Movers was selected based upon an evaluation of several moving services proposals in which they presented the lowest priced proposal. It is anticipated that this will be the final amendment for moving services required at the completion of the construction project.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As directed by the City Commission.

**FISCAL EFFECTS:**

Funds are allocated in the approved Bozeman City Hall Renovation Construction Budget. Amendment = \$11,100 for phase 3.

Attachments:

[PSA Amendment 002 \(Rock Steady Movers\).pdf](#)

Report compiled on: July 28, 2025