

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 an Amendment 1 of a Professional Services Agreement with Rock Steady Movers for Bozeman City Hall Phase 2 Move Services

MEETING DATE: March 11, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign Amendment 001 of a Professional Services Agreement with Rock Steady Movers for Bozeman City Hall Phase 2 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, Human Resources, Legal, and Finance. 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 1 and 2 of the City Hall Renovation Project, relocating staff from temporary work locations on the second floor back down to their renovated office areas on the first floor, moving furniture from storage back into the building, and disposing of furniture which has met the end of its useful life. Rock Stead Movers was selected based upon an evaluation of several moving services proposals in which they presented the lowest priced proposal. It is anticipated that there will be a second amendment for any remaining moving services required at the completion of the construction project.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Funds are allocated in the approved Bozeman City Hall Renovation Construction Budget. Amendment = \$10,470 for phase 2.

Attachments:

[PSA Amendment 001 \(Rock Steady Movers\).pdf](#)

Report compiled on: February 26, 2025