

Memorandum

REPORT TO: City Commission

FROM: Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign AIA Document B121 Master Services Agreement, and AIA Document B221 Service Order 1, and Future Service Orders within Budget with Hennebery Eddy Architects, Inc. for Architectural Services Related to Public Works Facilities Expansion

MEETING DATE: January 6, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign AIA Document B121 Master Services Agreement, and AIA Document B221 Service Order 1, and Future Service Orders within Budget with Hennebery Eddy Architects, Inc. for Architectural Services Related to Public Works Facilities Expansion

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: Current City facilities are severely lacking in adequate space to accommodate both a growing organization and community. This project will expand on previous master planning efforts to result in a comprehensive approach to address a variety of needs across twelve Divisions. The scope for this initial phase will focus on conceptual design, site analysis, and cost modeling necessary to inform future recommendations for construction. The attached Request for Qualifications and Proposal provides more background on the overall approach, in addition to details regarding specific tasks described in Exhibit A - Scope Schedule Fee.

To ensure we have sufficient oversight of the design effort throughout all phases of the project, we are recommending using an AIA Master Agreement with individual Service Orders for all Architectural services. A separate contract will be required for General Contractor and Construction Manager services. We believe this framework will allow us to proceed in a timely and efficient format as the project moves forward. The Master Services Agreement (AIA B121) is the overarching contract that details the responsibilities of the owner (City) and Architect (Hennebery Eddy Architects, Inc.) for the duration of the project. Service Orders (AIA B221) will be used to detail specific work to be done as the project progresses.

Hennebery Eddy Architects, Inc. was selected using a competitive Request

for Qualifications process following 18-8-204 MCA. These agreements have been reviewed by the Legal Department and found to be acceptable in meeting the City's specifications and standards.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As directed by the City Commission.

FISCAL EFFECTS: Service Order 1 is a stipulated sum of \$291,085, in addition to \$12,000 for reimbursable expenses. Funding to support this Service Order is currently allocated in the FY26 approved budget.

Attachments:

[Request for Qualifications](#)

[Proposal](#)

[Master Services Agreement](#)

[Service Order 1](#)

[Exhibit A - Scope Schedule Fee](#)

Report compiled on: December 22, 2025