

# Memorandum

**REPORT TO:** City Commission

**FROM:** Jon Henderson - Assistant City Manager  
David Arnado - Facilities Superintendent  
Shane Miller - Facilities Project Coordinator  
Max Ziegler - Facilities Asst Superintendent

**SUBJECT:** Authorize City Manager to Sign a Professional Service Agreement with Rock Steady Movers for Bozeman City Hall Phase 1 Move Services.

**MEETING DATE:** January 7, 2025

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

**RECOMMENDATION:** Authorize City Manager to Sign a Professional Service Agreement with Rock Steady Movers for Bozeman City Hall Phase 1 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.

**UNRESOLVED ISSUES:** None

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

**FISCAL EFFECTS:** Funds are allocated in the approved Bozeman City Hall Renovation Construction Budget. Contract = NTE (Not to Exceed) \$8,525 for phase 1.

Attachments:

[Professional Service Agreement "Rock Steady Movers" City Hall Renovation.pdf](#)

Report compiled on: December 20, 2024