

# Memorandum

**REPORT TO:** City Commission

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

**SUBJECT:** Authorize the City Manager to Sign a Notice of Award to Jackson Contractor Group, Inc. for Bozeman City Hall Renovation Project, and Contract Documents Once Received

**MEETING DATE:** January 7, 2025

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

**RECOMMENDATION:** Authorize the City Manager to Sign a Notice of Award to Jackson Contractor Group, Inc. for Bozeman City Hall Renovation Project, and Contract Documents Once Received

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

**BACKGROUND:** Bozeman City Hall is the City of Bozeman's primary administration building and seat of the Bozeman City Commission. City Hall is home to several City departments, including the Administration department, Human Resources, City Attorney, Economic Development, and Finance departments. Originally constructed in 1981 to serve as the Bozeman Public Library, the building was converted to use as City Hall in 2008 following the completion of the current Bozeman Public Library. The facility is heavily used by staff citywide as well as members of the public who visit City Hall to attend City Commission meetings, or receive services from the Finance Department, Human Resources, and City Clerk's office.

In the 16 years since the building entered service as City Hall the demand for staff office space has significantly increased, and the needs of public and City operations have evolved. This renovation intends to address current and near future needs of the City and the various patrons of City Hall by converting underutilized spaces into offices and reconfiguring public service points of contact. Additionally, this renovation will include updating interior finishes throughout the majority of the building. A&E Design was selected as the project architect, and has worked extensively with staff to create a design which maximizes departmental efficiencies and makes the best use of available square footage.

This renovation project will be split into two phases, with Phase 1 covering renovations to the first floor and Phase 2 renovating the second floor. Phase 1 work will include reconfiguring the Finance and Human Resources departmental offices and public points of contact. This work will reclaim underutilized storage areas as office space to house additional staff members, create a more open floorplan to improve interdepartmental collaboration, and improve staff security. Phase 1 will also add several new meeting spaces and replace aging interior finishes in public lobbies. Several exterior windows will be installed to provide natural lighting to new office spaces and support a healthy staff environment. Phase 2 will expand the City Administration offices to create a City Clerk office while improving security for the suite. Phase 2 will also reconfigure the Economic Development office to better meet the needs of staff and members of the public they serve. Offices throughout City Hall will receive new floor coverings and wall finishes. It is expected that this renovation project will create office space for an additional 13 staff members while adding four new meeting rooms for use of staff and the public.

The City Hall Renovation was advertised publicly through a Call for Bids, which were opened at City Hall on November 21, 2024. After evaluating the bids received and subsequent interviews with low bidders, it was determined that Jackson Contractor Group is the lowest responsible bidder and was selected for award. It is projected that this project will begin construction work in early February, 2025 and conclude in August, 2025. City Hall will remain open to staff and the public throughout the project, and care will be taken to ensure a safe and welcoming environment during the construction period.

**UNRESOLVED ISSUES:** None at this time.

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

**FISCAL EFFECTS:** This contract for construction services will incur a fixed cost of \$1,555,700.00 to be paid from the Bozeman City Hall Renovation GF370 Capital Project Fund.

Attachments:

[Notice of Award - City Hall Renovation - Jackson Contractor Group.pdf](#)

[Bid Tabulation - City Hall Interior Remodel.pdf](#)

Report compiled on: December 20, 2024