



BCC 2016-060  
May 5, 2016

PHONE: (406) 258-4877  
~~FAX: (406) 721-4043~~  
FAX: (406) 258-3943

Department of Public Health and Human Services  
Addictive & Mental Disorders Division  
Attention: Carrie Lutkehus and Julie Prigmore  
P.O. Box 202905  
Helena, MT 59620-2905

Dear Ms. Lutkehus and Ms. Prigmore:

Attached is Missoula County's application for FY17 Crisis Intervention and Jail Diversion funding from the Department of Public Health and Human Services/Addictive and Mental Disorders Division. This proposal sets out a multi-pronged approach that will dovetail with other jail diversion efforts occurring in Missoula to establish improved services for people experiencing a mental health crisis and reduce reliance on the State Hospital.

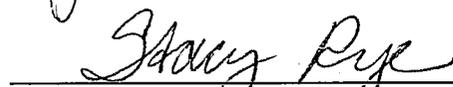
The proposal before you will allow Missoula to continue support of existing services and to expand them, while taking the next steps toward development of local emergency detention units. Creating local emergency detention units will fill a vital gap in Missoula's efforts to divert placement of individuals experiencing a mental health crisis in the Detention Center and State Hospital.

Thank you for your past support and for the opportunity to apply this year for such important funding. We look forward to working with you throughout this next year.

Sincerely,  
BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Nicole Rowley, Chair

  
\_\_\_\_\_  
Jean Curtiss, Commissioner

  
\_\_\_\_\_  
Stacy Rye, Commissioner

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Table of Contents

Synopsis of Application .....2

Need for Local Crisis Intervention and Jail Diversion in Missoula County.....3

Part One – Construct an Emergency Detention Unit in Missoula .....5

Part Two - Continue Support and Coordinate Missoula Mental Health Services .....6

    GOAL 1: Continue mental health services at the Missoula County Detention Facility .....6

    GOAL 2: Provide 14 hours/week for Crisis Response Team (CRT) to Missoula County Detention Facility and local Emergency Departments .....7

    GOAL 3: Support behavioral health services provided by the Urgent Mental Health Clinic at St. Patrick Hospital .....8

    GOAL 4: Partnership Health Center – Behavioral Health Program.....9

    GOAL 5: Training .....10

    GOAL 6: Grant Administration .....11

Conclusion.....11

Attachment A – Detailed Budget .....13

Attachment B – Request for Proposals.....14

Attachment C – Preliminary Architectural Report.....21

Attachment D – Proposal for Design Services .....29

Attachment E – Dakota Addition Budget.....40

Attachment F – Data Collection Plan .....43

Attachment G – Letters of Support.....44

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

## Synopsis of Application

Missoula County is requesting grant funding from the Montana Department of Public Health and Human Services, Addictive and Mental Disorders Division, through its County Matching Grant Program for Crisis Intervention and Jail Diversion. Funding will enable Missoula County to continue efforts to divert individuals experiencing an acute psychiatric crisis from the Montana State Hospital (MSH) at Warm Springs by providing appropriate community-based care.

Last year, Missoula County requested funding to study the feasibility of and plan for local emergency detention (ED) beds. As part of that request, Missoula conducted a demographic analysis of ED admissions to MSH. In addition, Missoula County solicited a Preliminary Architectural Report (PAR) to determine whether the proposed site is appropriate for such a facility. Lastly, Missoula requested funds for continued support of important community-based services that provide resources to people experiencing crisis mental health events, rather than transporting them to the State Hospital. Local resources are also critical to prevent situations from escalating to crisis level mental health episodes.

This proposal continues Missoula's efforts to provide comprehensive community-based mental health services, which will lower admission numbers to the Montana State Hospital, and fill gaps in the continuum of care. Towards that end, Missoula County proposes a two-prong approach. A detailed budget can be found in Attachment A.

**Part 1:** Create local capacity for Emergency Detention through construction of a secure addition to Western Montana Mental Health Center's Dakota Place, a voluntary crisis stabilization facility.

**Part 2:** Support and coordinate Missoula mental health resources by:

- Continuing mental health services at the Missoula County Detention Facility
- Providing Crisis Response Team support to Missoula County Detention Facility and local emergency rooms
- Supplementing behavioral health services provided by the Urgent Mental Health Clinic at St. Patrick Hospital
- Partially funding behavioral health services at Partnership Health Center for returning citizens
- Funding Crisis Intervention Team (CIT) training for first responders and assist with trainings in other Montana communities
- Funding grant administration and coordination of local efforts

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

## Need for Local Crisis Intervention and Jail Diversion in Missoula County

Missoula continues to treat a high number of individuals experiencing an acute psychiatric crisis. For example, in the first 10 months of FY16, Missoula 9-1-1 reported 705 mental health calls, an average of two per day. Of these, 444 involved a suicidal person and 261 required an emergency evaluation. With two months remaining in this fiscal year, these numbers will likely exceed the 714 9-1-1 mental health calls in FY15 by 20 percent.

The existing criminal justice system in Missoula County lacks capacity and options to address this ever-increasing urgent and critical need. When an individual is a threat to themselves or others, law enforcement and health providers have few options when deciding how to keep that person safe. For individuals who are experiencing a mental health crisis and are willing to voluntarily get help, options are limited to St. Patrick Hospital Neurobehavioral Medical Inpatient Unit's available beds or Western Montana Mental Health Center's (WMMHC) voluntary facility, Dakota Place. When emergency detention is needed, Missoula County is required to engage law enforcement officers to drive to Hamilton, a 100 mile round trip, or Montana State Hospital (MSH), a 200 mile round trip. Neither option serves the individual, community or the MSH well.

In calendar year 2015, there were 91 emergency detention (ED) admissions to MSH from Missoula County or 37 percent of the total cases reviewed by the County Attorney. Thirty-four of those 91 admissions (37 percent), however, represent recurring admissions. Local capacity for those frequent users will dramatically reduce Missoula County's use of MSH for ED. Further review of the ED admissions indicate that about 25% are homeless and that half of the homeless, once engaged in the system, will stipulate to treatment at MSH. Community-based ED will help provide linkage and referral to establish local support systems that can help stabilize the homeless and reduce use of the MSH.

In 2015, Missoula law enforcement transported people in connection with emergency detention 361 times, a 13% increase from the 319 cases in 2014, and traveled a total of 67,455 miles in doing so. Each emergency detention that requires transport to the Montana State Hospital in Warm Springs also requires that officers make at least one additional round-trip, so respondents may appear in Missoula's courts. Missoula County deputies, similar to deputies in other counties in Montana, must cover a large geographical area with limited staff. When MSH transports are required, this activity takes deputies from their regular duties, or requires expensive the community to absorb extra cost for employee overtime.

Transport is not considered the best level of care for someone experiencing a mental health crisis. Studies show that individuals in crisis respond to treatment better when receiving treatment in a community-based setting and recover more quickly than those who have been institutionalized.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

DPHHS's jail diversion funding has been instrumental in Missoula's ability to make important strides in crisis mental health jail diversion efforts to lower Missoula's admissions to the Montana State Hospital. Some of the first projects included creating two padded cells in the Missoula County Detention Facility (MCDF) and housing a social worker within the Public Defender's office. Since then, the social worker position moved from the Public Defender's office to inside the MCDF as a Jail Therapist and has increased from a part-time to full-time position. The Jail Therapist also now supervises a newly created Case Manager (CM) and Peer Support Specialist (PSS) (both of which are funded by the Montana Mental Health trust).

In addition to the Jail Therapist, crisis mental health jail diversion funds have continued to fund a variety of vital services in the Missoula community for individuals at risk of a mental health crisis. These services provide an important safety net for people with mental illness, in hopes of preventing a mental health crisis and providing a local support network for continued stabilization.

Law enforcement training is another accomplishment made possible through HB 33 funds. Missoula's Crisis Intervention Team (CIT) was revitalized this past year with help from Sergeant Jim Anderson and CIT Montana as well as dedicated local staff committed to making CIT work in Missoula. Missoula's CIT trainers completed their necessary training and additional officers were sent to CIT training in Chicago and throughout Montana. Missoula also hosted a successful CIT Training Academy during the week of April 11, training an additional 39 first responders in CIT response.

The efforts described above have helped to provide important crisis services; however, there are still gaps in Missoula's continuum of care for individuals in crisis. As noted previously, 9-1-1 fielded 705 mental health calls during a 10-month period, while during a similar 10-month period, the Missoula County Attorney's office received 203 emergency detention cases. FY16 HB 33 funds enabled Missoula to determine the feasibility of building an emergency detention (ED) unit in Missoula, which included a demographic analysis of ED admissions to the State Hospital. The feasibility study and analysis confirmed that Missoula would benefit from local Emergency Detention units.

By providing ED services locally, Missoula will reduce the number of Montana State Hospital beds used by people waiting for their commitment hearing. In addition, by providing an alternative to institutional detention, people will have an easier time stabilizing and be better able to transition into voluntary services. In particular, the individuals experiencing homelessness who end up in emergency detention will be better served by staying in Missoula and having access to services directly upon discharge, lessening the risk of recidivism. The availability of local emergency detention will allow criminal justice and mental health professionals to better connect people experiencing crises to community resources and support systems.

Missoula is known for its mental health services and is a regional center for those seeking mental health care. When seeking voluntary mental health care, options are available through the St. Patrick

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Neurobehavioral Medicine Inpatient Unit and a variety of mental health agencies. The missing piece to Missoula's service model is providing emergency detention for crisis mental health needs.

Part One – Construct an Emergency Detention Unit in Missoula  
Total Amount Requested: \$580,850

Missoula proposes to fill a glaring gap in its continuum of care by requesting funds to construct a community-based treatment model that provides 24-hour care in a secure and safe therapeutic environment for those experiencing an acute psychiatric crisis, pending their commitment hearing. Providing secure beds locally gives consumers the opportunity to de-escalate in a safe, therapeutic environment, close to home, with a consistency of care, local treatment, and the likelihood of better outcomes. This option provides appropriate treatment in a less restrictive environment (as required by state law), enhances public safety with additional resources, and enables an easy transition to step-down mental health services, all of which support the end goal of crisis intervention and jail diversion.

In 2016, Missoula solicited a preliminary architectural report (PAR) to determine the possibility for creating secure crisis beds for emergency detention (ED) through remodeling/expanding the existing voluntary crisis home owned by Western Montana Mental Health Center (WMMHC) (Request for Proposals, RFP, See Attachment B). Initially, two different sites were considered; however, through the feasibility process, it was determined that one site is the better option and the PAR focused solely at this site, Dakota Place.

Dakota Place, located at 1283 Dakota Street on the WMMHC campus, is a Crisis Stabilization home for adult men and women offering the least restrictive level of community-based care for an individual experiencing an acute psychiatric crisis. Generally, admissions at Dakota Place are voluntary and clients agree to comply with admission criteria and cooperate with treatment recommendations.

There are numerous benefits to expanding services at Dakota Place. WMMHC owns and operates this facility and it is part of the WMMHC campus, with immediate access to complementary services. The services and beds for voluntary stabilization at Dakota Place, complement the ED Unit and leverage existing staff and services, offering a continuity of care critical to the ongoing stabilization of each individual served by the ED unit. Dakota place is centrally located in Missoula and is easily accessible by law enforcement and the community. An expansion of an existing site will allow implementation to proceed far more quickly and cost effectively. This will expand Missoula's capacity to provide secure crisis beds for clients under emergency detention status in Missoula, reducing the need to transport them to MSH.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

The final report, completed by Bechtle Architects, was developed to show preliminary architectural floor plans, site planning, engineering approach and cost estimating for the Dakota Place Crisis Stabilization Home. The Secure Emergency Detention Addition request includes the construction of a 1,300 SF single-story structure, driveway and parking lot, which will expand the current program at Dakota Place.

Dakota Place provides voluntary, community-based care for persons experiencing an acute psychiatric crisis who are not in need of hospitalization. The new building will expand services from the current (7) voluntary bed program to (6) beds of voluntary care and (2) beds in a safe, secure and therapeutic environment for persons in emergency detention. Staffing at Dakota Place is 24/7. For the full PAR, please refer to Attachment B. For budget justification, see Bechtle's fee proposal in Attachment D (please note that Phase 1 and 2 are happening in FY16 but Phase 3 is projected to happen in FY17 and is all that is being included in the budget) and the Dakota Fee Proposal in Attachment E.

Part Two - Continue Support and Coordinate Missoula Mental Health Services  
Total Amount Requested: \$195,435

**GOAL 1: Continue mental health services at the Missoula County Detention Facility**

Missoula County is requesting funding for a 40 hour/week Program Manager/Jail Mental Health Therapist. Previously, Missoula received grant funding for an Independent Contractor position in the Missoula County Detention Facility (MCDF) for 24 hours per week that was increased to a 32 hour per week position. Midway through last year, Missoula County and Western Montana Mental Health Center (WMMHC) reached an agreement for the Jail Mental Health Therapist, Theresa Williams, to be an employee of WMMHC, instead of continuing as an Independent Contractor. Additional grant funding allowed the position to be increased to 40 hours per week. This was a win-win situation for the County and WMMHC. Ms. Williams continues to see an increasing number of clients at the MCDF as well as manage the case manager and peer support positions that were added this year, thanks to a Montana Mental Health Trust grant. In addition, she supervises two practicum students to help alleviate her high case load and ultimately allow more clients to be helped.

Ms. Williams' role at MCDF is multifaceted. Her duties include: Complete suicide/violence risk assessments and collaborate with detention staff regarding housing assignments and safety needs of inmates; consult and coordinate with medical staff regarding inmates' mental health medications and treatment as well as complete inter-departmental medication referrals on behalf of inmates; meet with inmates both individually and in group settings to assess, monitor, provide support, discuss coping skills and assist with planning for community reintegration; conduct initial diagnostic interviews; provide individual and group therapy; coordinate with detention staff, lawyers and community providers as needed to assist inmates with obtaining services upon release; plan and

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

coordinate with detention staff, County Attorney's office and certified Mental Health Professionals regarding diversion attempts and actual diversions; recruit, train, and supervise student interns; provide direct clinical and administrative supervision to jail diversion case manager and peer support specialist; and plan and coordinate annual Crisis Intervention Team basic academies; participate in community meetings and planning related to jail diversion and provide community outreach.

Ms. Williams is also trained in SOAR (SAMHSA's SSI/SSDI Outreach, Access, and Recovery program), which helps fast track social security/disability (SSDI) benefits for people with serious disabling mental illness. As needed, she assists inmates apply for social security, which can help provide a safety net for housing, money for medications, and other needed services upon release from jail. Financial stability helps to decrease the likelihood of a mental health episode and reduce additional stress.

**Objective A:** Implement an evidence-based screening tool to be used by MCDF booking staff to identify inmates who may have a mental health and/or co-occurring diagnosis.

**Objective B:** Assist with coordination of diversion and/or discharge planning upon release from or during detention facility custody for clients identified to have a mental health and/or co-occurring diagnosis.

**Expected Outcomes:** Reduce recidivism and length of stay among inmates with mental health and/or co-occurring issues by providing therapeutic services in the jail, and appropriate linkage and referral to local services and resources when the inmate is released.

**Reporting and Measurement Procedures:** Theresa Williams will report via WMMHC the number of clients served (unduplicated), number of service presentations, and the resulting disposition.

**Amount Requested: \$71,101**

**GOAL 2: Provide 14 hours/week for Crisis Response Team (CRT) to Missoula County Detention Facility and local Emergency Departments**

Missoula County is requesting continued funding to supplement services offered by Western Montana Mental Health Center (WMMHC) providing clinical assessment, support and monitoring, and linkage to resources by the Crisis Response Team (CRT). The CRT is staffed with three certified Mental Health Professionals (MHP) who provide services at the Missoula County Detention Facility (MCDF), Community Medical Center Emergency Department and medical floor, and crisis triage and intervention for all community members through a 24/7 crisis line and limited walk-in crisis response. These crucial positions are supervised by Amanda Springer, LCPC, CMHP.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**Objective A:** Provide funding for 14 hours/week (plus benefits) crisis response services to the Missoula County Detention Facility (MCDF) and Community Medical Center Emergency Department and medical floor to assess for suicide/homicide risk and/or the need for civil commitment in hopes of crisis diversion.

**Objective B:** To divert clients with mental illness and/or co-occurring disorders from the Emergency Departments and MCDF to local resources and services, and provide assessment and assistance with coordination of diversion from MCDF.

**Expected Outcomes:** Reduce emergency room visits and arrests of individuals with mental illness and/or co-occurring diagnoses identified as high need, and community members in psychiatric crisis, by providing accessible alternative crisis resources and interventions, and connecting individuals to needed services and support in the community.

**Reporting and Measurement Procedures:** WMMHC will gather numbers of clients served, number of service presentations, and the outcome/disposition. This information will be reported monthly for data analysis.

**Amount Requested: \$24,767**

**GOAL 3: Support behavioral health services provided by the Urgent Mental Health Clinic at St. Patrick Hospital**

Fund 1 FTE LCSW for the Urgent Mental Health Clinic at St. Patrick Hospital for step-down from inpatient services at St. Patrick Neurobehavioral Medicine Inpatient Unit and/or community referrals for more immediate follow-up for psychiatric and co-occurring disorders care provision within Missoula County. Suzie Stokes, LCSW, had been serving in the only Social Work position in the clinic, but recently Joseph Boland was added to the staff. There is a continued need for assistance with case management and therapy services in addition to the crisis intervention services Ms. Stokes and Mr. Boland have been able to provide since the program began.

**Objective A:** Increase level of continuum of mental health care by providing an increase in step-down services from inpatient acute care on the Neurobehavioral Medicine Inpatient Unit at St. Patrick Hospital (Providence Center) or for patients referred from the emergency department or urgent referrals from other providers. This new position will continue to expedite entry into follow-up community care and serve to hold patients in community outpatient care if possible.

**Objective B:** Provide viable options for step-down care from Providence Center inpatient services to the Urgent Mental Health Clinic while clients remain within their community settings (i.e., a reduction in readmissions to inpatient care via emergency department visits through patient stabilization due to an increase in availability of outpatient crisis services).

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**Objective C:** This position provides continuity for hospital inpatient to outpatient transitional service continuum of care (i.e., assistance with completion of this missing link in the community).

**Expected Outcomes:** Assist patients with Mental Health Services Plan (MHSP) applications and clinical assessments; emergency department referrals for social history intakes; linkage with Partnership Health Center referrals for primary care provider assignments and social history intakes; consumer driven needs assessments and planning; coping skills development; solution-focused therapy; independent living skills building; other community services referrals, confirmed linkage, and implementation; promotion of effective, individualized transitional services to ensure basic needs are met upon discharge from acute inpatient care to community living; adherence to treatment according to increased availability of post-acute care. As a result of the preceding measures, fewer admissions to the state hospital are anticipated. Adding a case manager to the existing model will increase the Urgent Clinic's overall capacity to provide crisis management, step-down care from inpatient hospitalization, and assistance with viable housing options.

This position will continue to provide more access to specific case management services via the primary step-down clinic for those being discharged from inpatient care in the Western region of Montana. The clinic serves as a referral source for the entire community when an individual does not qualify for inpatient services, but needs more than what traditional (more limited) outpatient services can offer. Appointments are booked on an urgent status via HB 33 partnership referrals and/or for anyone in need of this level of care within the community.

**Reporting and Measurement Procedures:** Peter Snyder, Laura Ballengee, and Suzie Stokes, LCSW, will maintain admission and program data in addition to outcome data of community referrals and/or placement linkages. Data will be reported and compiled by Erin Kautz of the Missoula County Department of Grants and Community Programs.

**Amount Requested: \$49,213**

#### **GOAL 4: Partnership Health Center – Behavioral Health Program**

Continue to partially fund the Behavioral Health Program at Partnership Health Center (16 hours per week for counseling services to supplement a Department of Corrections contract) for Missoula County pre-release and adult probation and parole (DOC) clients screened as appropriate for therapy for co-occurring disorders.

Together, with the DOC funding, the position fulfills .8 FTE to meet the needs of multiple referrals for mental health services (therapy and case management services) to decrease recidivism and increase

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

community access to mental health care services for those being released from the detention facility or pre-release.

**Objective A:** Continued minimal wait for new intake appointment when a client is referred by Probation and Parole or Pre-release to Partnership Health Center mental health therapy services.

**Objective B:** Continued expanded access to a licensed therapist through the behavioral health program. Access to mental health services continues to allow for jail diversion and a decrease in the number of civil commitments in the following ways:

- Minimal wait time for new intakes referred by Probation and Parole or Pre-release
- Time for case conferences with clients who are struggling, in order to avoid a revocation of probation or parole
- Continued provision of an urgent slot in the schedule for clients in mental health crisis
- Increased ability to advocate on behalf of the clients with Probation, Parole and Pre-release
- Increased time to follow-up with medical providers in terms of psychiatric medication. This allows the therapist to provide treatment to target with increase communication with the multi-disciplinary team when treatment changes are warranted.

**Expected Outcomes:** Partnership Health Center (PHC) has a long history of providing medical care and case management services to pre-release clients on a sliding fee scale. Through a Department of Corrections grant, Partnership Health Center employs a .4 FTE counselor who works with the Missoula Pre-release Center and Probation and Parole clients. The Department of Corrections grant serves as an in-kind match for services provided by state funding.

**Reporting and Measurement Procedures:** Counselor/Case Manager and Program Manager, Andrea Wirshing-Batalla, MA, LCPC, NCC, will report monthly on outcome measures to Department of Grants and Community Programs' Grants Administrator Erin Kautz who will then compile and submit the data to the Addictive & Mental Disorders Division

**Amount Requested: \$19,074**

#### GOAL 5: Training

As stated previously, Missoula's Crisis Intervention Team (CIT) revitalized last year, and thanks to the efforts of Sgt. Jim Anderson and the statewide CIT group, meetings are occurring regularly to further CIT efforts in Missoula. Coordinated by Missoula Police Detective Ben Slater, CIT has a core group of dedicated professionals, including Andrea Springer from WMMHC, Theresa Williams from WMMHC/MCDF, Patrol Sergeant Jeremiah Peterson from Missoula County Sheriff's Department and

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Lt. Sheryl Ziegler from MCDF. This year, Missoula hosted a CIT training academy to help train a new cadre of local law enforcement, first responders, and mental health professionals in CIT response. Due to the overwhelming success of this academy, Missoula plans to conduct another CIT training academy in the upcoming year and is requesting money to help with space and supplies. In addition, local CIT facilitators are scheduled to help facilitate trainings in other Montana communities by providing quarterly mentorship to communities across the state of Montana identified as needing support in establishing CIT in their communities. Lastly, training money is needed to help send Missoula CIT trainers to the national CIT International training. Although these training funds are partially supported within the local law enforcement and mental health agencies, additional training funds are needed to supplement the local amounts available.

**Amount Requested: \$8,000**

**GOAL 6: Grant Administration**

Funding is requested for a .3 FTE Grants Administrator who will coordinate and gather report data from partner agencies (See Data Collection Plan - Attachment F). The Grants Administrator, Erin Kautz, also facilitates a well-attended monthly meeting, the Justice Alliance for Behavioral Health (JABH), to address mental health jail diversion in Missoula. Other duties include coordinating agency efforts around jail diversion, providing support for the CIT Training Academy, assisting with grants that support mental health jail diversion efforts (including the Montana Mental Health Trust grant), and serving as a liaison between law enforcement, mental health agencies, and the hospitals. There has been continued interest in having a mental health coordinator for Missoula County and the demand for help often exceeds Erin's available time. The funding request also includes a \$900 annual Missoula County computer fee. The Department of Grants and Community Programs will provide space, use of office equipment, phone, and other administrative support.

**Amount Requested: \$ 23,280**

**Conclusion**

As Missoula continues to work towards lowering admission rates to the Montana State Hospital, while providing high-quality care to individuals struggling with mental health issues, there remain vital gaps in Missoula's continuum of care. Letters of Support provided in Attachment G show the community support for crisis mental health jail diversion. Providing local emergency detention for individuals experiencing a mental health crisis is one important step in filling that gap. Continuing to

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion

MISSOULA COUNTY APPLICATION

May 2016

provide wrap around services that allow individuals access to a diversity of care is another important step. Educating and training first responders is yet another vital step. The biggest barrier to making these opportunities happen is a lack of funding. With the crucial funding available from the state, Missoula can fill these gaps and create a truly supportive system for people in crisis.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
 MISSOULA COUNTY APPLICATION  
 May 2016

Attachment A – Detailed Budget

**FY 2017 DPHHS County Matching Grant Program for Crisis Intervention and Jail Diversion  
 MISSOULA COUNTY APPLICATION**

Application Components	Brief Description	Total Project Costs	FUNDS REQUESTED	Calculation / Basis for Funds Requested	Matching Funds Provided	Notes pertaining to matching funds
Part 1	Emergency Detention Unit	\$ 1,284,520	\$ 580,850	See Fee Proposal Phase 3 (Attachment C, \$52,850), Dakota Budget (Attachment D, \$464,627), plus \$45,000 contingency, \$18,000 security cameras, intercom system, equipment, and furniture	\$ 703,670	\$400,000 land and existing building; \$5000 in volunteer time by Patty Kent (WMMHC); \$298,670 in staff time by WMMHC (7.7 FTE crisis stabilization workers and 1 FTE clinical therapist)
<b>Part 2</b>						
Goal 1	Continue mental health services at Missoula County Detention Facility (MCDF)	\$ 106,221	\$ 71,101	FY17 (2080 hrs x \$24) + 42.43% fringe	\$ 35,120	Western MT Mental Health Center: Katherine's administrative and clinical oversight, remaining benefits, office space and equipment, supplies, licenses, training, mileage, MCDF LT time w/mental health provider and support staff.
Goal 2	Provide on-call mental health provider to respond to MCDF and Community Medical Center	\$ 304,972	\$ 24,767	FY17 (728 hrs x \$24.30) + 40% fringe	\$ 280,205	Western MT Mental Health Center: Amanda's administrative and clinical oversight, remaining Crisis Response Team salaries for 2.6 FTE, office space and equipment, supplies, licenses, training, mileage, on-call doctor after-hours consultation, and support staff.
Goal 3	Provide services by Urgent Mental Health Clinic at St. Patrick Hospital	\$ 416,753	\$ 49,213	FY17 (2080 hrs x \$18.20) + 30% fringe	\$ 367,540	St. Patrick Hospital: Psychiatric nurse practitioner salary and benefits, on-call stipend for after hours and weekend crisis support, benefits, education, marketing, outreach, training, office and IT equipment, administrative and clinical oversight, office space, supplies, licenses.
Goal 4	Partially fund Partnership Health Center's Access to Therapy Program	\$ 118,457	\$ 19,074	FY17 (832 hrs x \$17.50) + 31% fringe	\$ 99,383	Partnership Health Center: Licensed Clinical Therapist salary & benefits, administrative oversight, office supplies, office facilities, phone.
Goal 5	Training	\$ 35,110	\$ 8,000	Send 4 Missoula CIT members (Ziegler, Slater, Williams, & Peterson) to CIT International (\$4000); Host CIT Academy in Missoula (\$2000); Send Missoula CIT coordinators to assist with other trainings in MT (\$2000)	\$ 27,110	Missoula CIT: Salaries and overtime for CIT academy planning meetings, preparation, training participation for academies at Gallatin County and Ravalli County, mileage, lodging.
Goal 6	Grants Administration & Coordination	\$ 25,980	\$ 23,280	FY17 (624 hrs x \$23.67) + 51.52% fringe plus \$900 computer fees	\$ 2,700	Office space, phone
<b>GRAND TOTAL</b>		\$ 2,292,013	\$ 776,285	<i>not applicable</i>	\$ 1,515,728	
					\$ 1,146,006	50% Required Match Amount based on FY17 Match Rate Table
					\$ 369,722	Matching Funds Over (Under)

Attachment B – Request for Proposals

**REQUEST FOR PROPOSALS  
PRELIMINARY ARCHITECTURAL/ENGINEERING REPORT**

The Western Montana Mental Health Center (Center) is soliciting Requests for Proposals from qualified Architectural/Engineering firms for the development of a Preliminary Architectural/Engineering Report (PAR/PER), for an approximate 700 square foot addition to Dakota Place, 1273 Dakota Street, Missoula, Montana, to add secure psychiatric crisis capacity. PAR fee not to exceed \$20,000, which may be adjusted to reflect ultimate scope. The anticipated scope of work will include schematic site planning, site analysis, facility schematic design, design development and cost estimating as necessary to facilitate informed decision making by the Center in preparing for construction; a detailed scope is provided in the submission requirements. Following PAR completion/design approval, the selected consultant may also be asked to develop construction bid documents, assist the Center in bidding the project and oversee the construction activities and administration of the project. All work must be in compliance with all applicable requirements under Montana and Federal laws and regulations.

For submission requirements and questions, contact:

Patty Kent  
3255 LT Moss Road, Fort Missoula  
Missoula MT 59804  
(406) 532-8414  
pkent@wmmhc.org

Responses must be received by Patty Kent at the Center at the above address on or before February 24, 2016, at 1:00 p.m. Faxed or emailed submissions will not be accepted. Please provide 4 copies plus one original response, total 5.

INSTRUCTIONS TO PROPOSERS/SUBMISSION PROCEDURES

**Single Point of Contact:** All questions concerning the proposal or scope of work should be directed to Patty Kent, Western Montana Mental Health Center, (406) 532-8414

**Consultants will submit Five (5) Copies of the written proposal.** (four copies plus one original) Proposals shall be limited to 15 single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes and sample work products are not included in this limit. One of the five (5) copies of the proposals shall be designated as “original.” Proposals shall be limited in size to 8 ½ X 11” with a minimum of 11 point font. All copies of the proposal shall be made complete.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Proposals are to be delivered in one box or envelope. The outside of the box must be clearly labeled on the front with: **Dakota PAR/PER Proposal**

Any interpretation or correction of the RFP will be made by written addendum duly issued and mailed or faxed to all recipients of this RFP. Addenda shall be acknowledged in all Proposals.

In the event that it becomes necessary to request additional clarifying information, or to revise any part of this RFP, the revisions/amendments/and/or supplements will be provided to all of the initial recipients of this initial RFP.

Modifications to the Proposal will not be entertained after the Proposal due date and time unless specifically requested in writing by the Center. Applicants may, however, withdraw their response.

All proposals submitted shall be legally binding upon the Respondent for 180 calendar days from the Proposal submission deadline. Negligence on the part of the Respondent in preparing the proposal confers no right of withdrawal after the time fixed for submission of Proposals. All costs of preparing the Proposal and any subsequent presentation are to be borne by the Respondent and may not be included in the Proposal price. The Center will prepare a contract for the successful Respondent using the name exactly as it appears on the Proposal. **Therefore, it is absolutely necessary that the Respondent sign the Proposal using the correct and complete legal names and titles of the business entities and individuals.**

The Western Montana Mental Health Center reserves the right to accept or reject any and all proposals.

#### **I. PURPOSE**

The Western Montana Mental Health Center seeks professional Architectural and/or Engineering services to develop a comprehensive Preliminary Architectural/Engineering Report for an approximate 700 square foot addition to Dakota Place, to add secure psychiatric crisis stabilization capacity. PAR fee not to exceed \$20,000, which may be adjusted to reflect ultimate scope. The anticipated scope of work will include schematic site planning, site analysis, facility schematic design, design development and cost estimating as necessary to facilitate informed decision making by the Center in preparing for construction; a detailed scope is provided in the submission requirements. Following PAR completion/design approval, the selected consultant may also be asked to develop construction bid documents, assist the Center in bidding the project and oversee the construction activities and administration of the project. All work must be in compliance with all applicable requirements under Montana and Federal laws and regulations. Outline of the required information of the PAR/PER attached.

The property is located at 1273 at Dakota Street in the City of Missoula and the addition will likely require a parking or other variance.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**II. TENTATIVE SCHEDULE**

1. **January 31, 2016.** RFP issued by the Center. RFP published January 31 and February 7, 2016 and issued to interested individuals and firms.
2. **February 24, 2016. Proposals are due on or before 1:00 P.M.** five (5) copies. If sufficient proposals are not received by this deadline, the Center reserves the right to extend the proposal due date. Appropriate notice of time extensions will be sent to all individuals and firms who have received the RFP.
3. **February 29, 2016.** Interviews, if necessary.
4. **February 29, 2016.** Contract Negotiations and Award
5. **March 1, 2 or 3, 2016: Team Planning Meeting**
6. **April - May, 2016.** Estimated date for PAR/PER completion.

**III. QUALIFICATIONS**

The Center is seeking Architects and/or Engineers with demonstrated expertise in a creating a therapeutic environment, preferably in community-based facilities. Applicants should have a minimum of five (5) years' experience, with references, of projects of similar scope and size, the ability to work with interdisciplinary teams and demonstrated success in project implementation. The Architect/Engineer team should be thoroughly familiar with code requirements for secure crisis facilities of less than five (5) beds, as well as state licensing requirements as they apply to new construction.

**IV. SCOPE OF WORK - Preliminary Architectural/Engineering Report**

The Preliminary Architectural/Engineering Report shall contain a minimum of the following:

1. Zoning, Building Code, Variance and Department of Public Health and Human Services (DPHHS) policies Review and Analysis
2. Site Plan:  
Site grading and drainage  
Site Utilities;  
Access/ Parking / Service delivery

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

3. Building Program Development
4. Schematic Design
  - Schematic Floor Plan Layout
  - Schematic Elevations
  - Major Building Section
  - Schematic Framing and Foundation
5. MEP Narrative
  - System description including options and recommendations
6. Architectural Design Narrative:
  - Site design/drainage/utilities/access;
  - Exterior Materials Envelope: windows/siding/roof/thermal;
  - Interior Finishes: Ceiling/walls/ flooring/lighting/casework;
  - Access/Security.
7. Budget Development/Estimated Cost
8. PAR Schedule / Readiness to Proceed
9. Geotech and Survey, if necessary - by Owner

**V. EVALUATION AND SELECTION**

All RFPs will initially be classified as either “responsive” or “nonresponsive.” A RFP may be found nonresponsive any time during the evaluation process or contract negotiation if any of the required information is not provided. If a proposal is found to be nonresponsive, it will not be considered further.

**Evaluation of Submittals**

Respondents’ RFPs will be evaluated and selected according to the following listed criteria:

**10% Quality of Response and Firm /Relevant Experience:**

- (a) Demonstrated experience in similar projects and administration of state and federal regulations;
- (b) Qualifications, experience and training of staff to be assigned to project;

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

(c) Experience working with building/licensing officials at MT DPHHS.

**10% Capability and Capacity of Firm:**

- (a) Ability to meet professional liability insurance requirements.
- (b) Capacity of firm to meet project time requirements; include description of current and projected work load including pending notification of jobs for which firm is under consideration.

**15% Past Performance of Firm in Previous Projects**

**A minimum of three references shall be provided** including names, addresses, telephone numbers and titles of contacts for similar projects completed within the last five years. References for key project staff specifically are requested.

**Project References: yes/no**

**20% Cost Estimating.**

The Respondent must also include with this RFP submittal a demonstrated ability at effective cost estimating: Please provide three project owner names and contact information AND the estimated cost, bid cost and actual total project cost of each completed within the last three years, plus any other information as appropriate or desired. **Cost Estimating Information: yes/no**

**10% Quality of and Experience in PAR/PER**

Included with this RFP submittal the applicant must provide a copy of at least one previously completed PAR/PER

**15% Pricing.**

- a) Cost for the preparation of the PAR/PER as outlined herein; include reimbursables if any as a separate line item;
- b) Percentage of PAR/PER cost credited to total fee assuming project goes forward.

**20% Schedule.**

- a) When can firm commence programming?
- b) Estimated time to complete PAR/PER
- c) Estimated time to complete construction drawings prepared for public bid.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

If necessary, other pertinent factors may be considered and weights adjusted accordingly.

**VIII. GUIDELINES FOR RESPONSES**

**1. Title Page**

The title page shall include the firm/individual name, address, contact, telephone number and email address to contact for information regarding the RFP. The title page must bear the signature of authorized representative of the Respondent and designate, by name, not more than two individuals authorized to sign agreements with the Center on behalf of the Respondent.

**2. Executive Summary**

This section shall provide an overview of the RFP and the Respondent's understanding of the Center's needs. Emphasis should be placed on the Respondent's expertise in the subject area. The summary should also include any points the Respondent wishes to highlight, as well as any relevant conditions or restrictions.

**3. Firm/Individual Profile**

This section shall provide a profile of the firm/individual including the number of employees and their locations. Brief resumes shall be provided for each key project individual. Any proposed subcontractors should be clearly identified and their profiles described. The percentage of total time key staff people (e.g. project manager, implementation staff) will devote to this project should be listed. A minimum of three references shall be provided including names, addresses, telephone numbers and titles of contacts for similar projects. References for key project staff in particular are requested. Proof of professional liability insurance coverage is required. **(Key staff may not be replaced once a contracting firm has been selected without prior approval of the Center.)**

**4. Scope of Project**

This section shall describe how the Respondent will fulfill the Scope of Work, including past performance on similar projects, cost estimating - historical and proposed methods for this project, and previous experience preparing PAR/PERs.

**5. Cost**

Please outline your proposed fee structures as provided in the scoring criteria including: Cost of PAR/PER; discussion of how the total project fee would be calculated and percentage of PAR costs credited if any to the total fee. Reimbursables should be provided as a separate line item.

**6. Proposed Schedule**

This section shall include the Respondent's schedule for completion. Work will begin upon the approval of a contract between both parties and will continue according to the schedule established as part of the final Scope of Work. Discuss the tasks and the timeline to complete those tasks following completion of the PAR/PER.

*The Center reserves the right to accept or reject any and all Proposals, or parts of Proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor, other than costs. Unless all Proposals are rejected or the solicitation is canceled, a contract may be awarded to the Respondent whose Proposal best meets the requirements and criteria set forth in this request.*

## Attachment C – Preliminary Architectural Report

### EXECUTIVE SUMMARY

The Western Montana Mental Health Center, has completed a preliminary engineering/architectural report (PER/PAR) for the proposed Dakota Place Crisis Stabilization Home. This report is developed to show preliminary architectural floor plans, site planning, engineering approach and cost estimating for the Dakota Place Crisis Stabilization Home.

The construction of Dakota Place is to create a continuum of care for community-based psychiatric crisis stabilization as part of a greater mental health service campus to serve the citizens of Missoula County.

We have been in discussions with Joe Merrill at DPHHS and multiple entities at the City level to get consensus on the deliverable product resulting in the following.

### A. DAKOTA PLACE DEFINITION AND SUMMARY OF SCOPE

#### SCOPE OF PROJECT:

The Secure Emergency Detention Addition to the existing Dakota Place includes the construction of a 1,300 SF single-story structure, driveway and parking lot which will expand the current program located at 1273 Dakota Street, Missoula, Montana.

Dakota Place provides voluntary, community-based care for persons experiencing an acute psychiatric crisis who are not in need of hospitalization. The new building will expand services from the current (7) voluntary bed program to (6) beds of voluntary care and (2) beds in a safe, secure and therapeutic environment for persons in emergency detention. Staffing at Dakota Place is 24/7.

### OVERVIEW OF DESIGN - SITE

#### SITE LAYOUT:

The site is located at 1273 Dakota Street, Missoula, Montana. The site is currently developed to accommodate parking and drainage at the south end of the site, accessed by an alley. Current parking is asphalt with concrete sidewalks.

Existing site will be modified to accommodate the new construction. Demolition will entail approximately 1,000 sf of asphalt removal along with existing sidewalk / ramp removal. New construction will replace existing parking. Discussions have been had with Missoula Parking Authorities to allow new parking in the configuration of (2) parallel spaces accessed from the existing

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

alley. One (1) space will be handicapped van accessible. The site will be graded to provide proper drainage away from the addition. Storm water run-off will continue to flow into an existing drywell in the alley.

ADA compliant ramping will be installed from new parking to the building entry.

Existing utilities will remain and will be tied into with the exception of bringing a new water supply line to the building to accommodate a fire suppression system.

Remaining landscape (non-hardscape areas) will be planted and irrigated to match existing sod. Additional landscape may be required by City of Missoula to achieve necessary landscape points.

## **B. OVERVIEW OF DESIGN – BUILDING**

The existing Dakota Place occupancy type is R4 and is designed to resemble a residence, including the incorporation of covered porches to provide a sense of security yet allows a direct visual connection to the other buildings around the site and allows one to participate in the landscape without leaving the building.

The existing building has (7) voluntary bedrooms and associated support spaces typical of this type of facility.

The Secure emergency detention addition has a separate entrance and is secure from the rest of the building and includes two beds, a staff office, a staff toilet with laundry, one patient bathroom, a seclusion room and a common dining/living area. The addition will also include a new Assessment/Polycom meeting room.

The addition is 1,047 sf with 261 sf of the existing building being renovated. (3) of the (7) existing bedrooms will be modified to accommodate the new program resulting in (6) voluntary beds and (2) secure beds.

### **1. BUILDING MATERIALS – EXTERIOR**

The goal in selecting exterior materials for the Dakota Place was to match existing products.

#### **WALLS:**

Exterior materials will consist of painted fiber cement lap and board and batten siding. Colors will match the existing building. The fiber cement siding is known to be durable and weather resistant.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**WINDOWS & DOORS:**

Exterior windows will be fixed vinyl windows set with a sill height of 5'-0". Laminated safety glass will be utilized in the secure portion of the Place to prevent clients from exiting through window openings. Exterior doors will be insulated wood doors. All door and window trim will be painted fiber cement at the exterior and stained wood at the interior.

**ROOFING:**

All sloped portions of the roof will be covered with 30-year architectural grade asphalt shingles to match existing. Gutters and downspouts will match existing.

**2. BUILDING MATERIALS - INTERIOR**

**FLOORING:**

Like the exterior materials, the goal of selecting interior materials was directed by durability, low maintenance and expense. The flooring in the new entry/vestibule will be porcelain tile. All of the bathrooms in the facility will have ceramic tile on the floors and 4 feet up the walls on all sides of the room. The laundry and staff half bath will be covered with a high quality seamless sheet vinyl. The seclusion room will have a padded floor system to promote the safety of the occupants. All the remaining floors will be covered with a high quality vinyl plank. Vinyl flooring offers exceptional durability, stain, tear and indentation resistance while preserving a sanitary environment.

**WALLS:**

The walls will be painted and textured gypsum wall board. As mentioned above, the bathrooms will have a 4 foot high ceramic tile wainscot on all walls. Laundry rooms and storage rooms containing mop sinks will have a plastic laminate wainscot to protect the walls from moisture. Vinyl wall base will be installed at areas of carpet tile and sheet vinyl. Tile wall base will be used at areas with ceramic tile flooring. Walls will be provided with plywood behind the gypsum wall board to reduce the likelihood of occupant damage to the walls. Walls of the seclusion room will have padded panels to promote the safety of the occupants. Padded wall systems are designed such that occupants cannot find a seam to tear the walls down.

The demising wall between the voluntary facility and the new secure facility will be required to be 2-hr fire rated construction per NFPA 101 Life Safety Code. This will be achieved by providing (2) layers of 5/8" Type 'X' gypsum wall board on each side of the wall.

**DOORS & WINDOWS:**

Interior doors will all be solid core wood doors with some having glass panels. All door hardware will be commercial grade and will comply with all applicable building codes. Electric strikes and keypads will be installed at doors in the secured area to control access. Painted hollow metal door frames will be installed in the secured area for added durability while standard wood door frames will be used throughout the rest of the home, for a warmer and less institutional feel. Doors with wood frames will be trimmed with natural wood trim. Door hardware is will be fail safe such that in an emergency, occupants can safely exit the building.

Interior windows will be laminated safety glass with gypsum board head sill and jamb returns. The inside of exterior windows will have gypsum wall board returns at the jambs and head and sill.

**CEILINGS:**

All of the ceilings in the facility will be painted and textured gypsum wall board. Portions of the ceiling will contain soffiting to help define spaces, provide opportunities for up-lighting and help break up long sections of ceiling. The ceiling of the secure area will be 2-Hr fired rated construction per NFPA 101 Life Safety Code.

**CASEWORK:**

All of the cabinetry in the facility will be constructed from an assortment of manmade wood panel products and be covered with plastic laminate. Plastic laminate is durable, inexpensive, can be easily cleaned and comes in a wide variety of colors and patterns. Some of the cabinetry will be lockable to allow staff persons to limit access as desired. Shelving provided in the secured beds portion will all be fixed while shelving elsewhere will be adjustable.

**C. OVERVIEW OF DESIGN – MECHANICAL AND ELECTRICAL**

**CLIMATE CONDITONS**

Design Heating Temperature: -13 F DB

Latitude: 46.52

Longitude: 114.00

Elevation: 3,181 ft

Indoor Design Temperature: Heating Setpoint: 68 F all occupied spaces.

Cooling Setpoint: 75 F all areas

### **HEATING SYSTEM**

The building is currently heated and cooled with a natural gas fired furnace located in the crawlspace. Ductwork is also currently routed throughout the crawlspace and serving floor grilles. Existing cooling is through the furnaces and generated with DX condensing units located outside.

The intent of the project would be to utilize the existing units in the remodel area and modify duct and diffuser locations for the new floor plan layout. The new addition would be served by a new high efficient, condensing furnace also located in the crawlspace with an outdoor condensing unit. New duct distribution and grilles will be designed to provide conditioned air into all occupied spaces. Floor registers will not be utilized in the secure facility. The preliminary size of new equipment would be: 80MBH heating and 5 tons of cooling. The new unit would be controlled by a single thermostat located in a strategic location to achieve the most reasonable thermal comfort in the spaces. Outside air will be connected to the return side of the furnace to provide code complaint ventilation for the spaces. Manual dampers will be required on terminal units to allow balancing. The outside air duct will include a manual damper for balancing and a motorized damper to only open when the unit is operational. A simple interlock between the motorized damper and the furnace motor will be required.

### **EXHAUST SYSTEMS**

The new restroom would incorporate ceiling mounted exhaust fans and be ducted directly to the exterior and terminate with a sidewall jack. The exhaust fans will be controlled with a switch and be programmed to run for a predetermined amount of time after switch is turned off.

### **PLUMBING**

#### **DOMESTIC WATER**

Water distribution piping will be PEX piping with appropriate fittings. All domestic cold water piping will be insulated with arm-a-flex.

#### **DOMESTIC HOT WATER SYSTEM**

Domestic hot water will be connected to the existing hot water system in the building.

Domestic hot water piping materials and insulation will be similar to domestic cold water piping previously described.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**SANITARY SEWER SYSTEM**

A sanitary drainage and vent system will be provided to serve all plumbing fixtures in the facility. Piping shall be SCH 40 PVC with glue fittings. Connection to existing systems will be at a location in the crawlspace to achieve proper slope. Existing sanitary exits the building in the southeast corner.

**PLUMBING FIXTURES**

Plumbing fixtures will be provided in the facility to meet the code requirements for quantity and ADA accessibility. All fixtures will be water conserving, low flow style.

Water closets will be institutional, floor mount type.

Lavatories will be institutional wall mount.

Floor drains will be PVC bodies with stainless steel grates. Floor drains will be designed into the restrooms to aid in cleaning.

**FIRE SUPPRESSION**

The existing building is not fire sprinklered. A new fire sprinkler system will be required by the AHJ. The proposed system, since the building is a R3/R4 occupancy, would be a NFPA 13R system. The intent would be to route the piping in the crawlspace and up to vandal resistant sidewall heads. Tyco Raven head would be proposed. Due to fuel fired equipment in the crawlspace, the crawlspace would also need to be protected. Attic would not be required due to NFPA 13R requirements. If occupancy changes, a full NFPA 13 system would likely be required.

**ELECTRICAL**

**ELECTRICAL SERVICE**

Electrical power to the facility is provided by Northwestern Energy.

The existing service is 200 A, 120/240V, 1-phase system. Due to the additional square footage and equipment loads, the existing service will need to be upgraded to a 320A, 120/240V, 1-phase service.

### **ELECTRICAL DISTRIBUTION SYSTEM**

The electrical distribution system in the existing remodel areas will be modified for the new floor plan layouts. A new 42 circuit branch panel will be installed to provide additional circuits for the new addition portion of work. MC cable or Romex will be utilized. Minimum #12 conductors will be required for new circuits. Tamper proof and arc fault breakers will be used in all occupied spaces. GFCI receptacles will be utilized in the restrooms.

### **INTERIOR LIGHTING**

All interior lighting will be LED technology. This type of lighting is energy efficient and lamping is generally rated for 50,000 to 100,000 hours of operation. The efficiency reduces the cost of energy consumption and lamp life reduces the cost of maintenance. With LED lighting, a variety of control is available. Occupancy sensors allow the lighting to come on instantaneously to full brilliance.

Exit lighting and emergency egress lighting will also be LED and will be powered by battery in the event of a power outage.

### **EXTERIOR LIGHTING**

All exterior lighting will be LED and it is anticipated one fixture will be installed on the building at the new entry door. It is proposed that all exterior lighting be controlled with a photo-cell and motion sensor unless security concerns dictate that selected lighting remain lit during night time hours.

### **DATA& COMMUNICATIONS SYSTEM**

Data and communication lines will be extended, to locations deemed necessary by the owner, from the existing telephone/data systems. Hard wired data receptacles will be installed in all offices. Phone/data receptacles will be modified in remodel areas for new floor plan layouts.

### **FIRE ALARM SYSTEM**

An upgraded fire alarm system will be required. The new system will be required to include carbon monoxide protection as well as smoke/heat detection throughout. Notification devices with appropriate visual and audible components will be required.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**SECURITY SYSTEM**

A new security will be required. See architectural plans for camera location and monitoring locations.

**INTERCOM SYSTEM**

A new intercom system will be required throughout the facility including entry doors.

**OVERVIEW OF BUILDING CONSTRUCTION**

Conventional wood framing was chosen for the construction of the roof, walls, and floor of the Dakota Place. The roof is to be comprised of flat-bottomed manufactured wood roof trusses spaced at 24 inches on center with blown in cellulose insulation. The manufactured trusses were chosen as the primary roof structure primarily based upon cost, commonness of construction, and to match existing construction. Light framed (2x6) walls with wood sheathing were chosen for the exterior walls of the Dakota Place. Walls will be insulated with R19 insulation. Light framed walls are ideally suited for buildings of one to two stories. The floor system was chosen as wood "I" joists over crawl-space. The joists provide higher strength and stiffness as compared to solid wood framing, which results in longer spans (fewer supports, less cost), and are easily available from at least two lumber yards. All of the above structural systems are the most common building materials and practice in the area.

The foundation system of the Hope Place will comprise of continuous concrete frost wall around the perimeter of the building, bearing on continuous concrete footings with 3" rigid insulation. The interior bearing walls will rest on wood framed pony walls bearing on continuous concrete footings, with isolated columns bearing on isolated concrete footings. This is the most common construction technique for the area, and provides the greatest cost savings. The 2-hr separation wall between the voluntary and secure portions of the building will extend to the underside of the roof and down to the foundation per discussions with Joe Merrill DPHHS

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Attachment D – Proposal for Design Services



April 29, 2016

Western Montana Mental Health Center  
Patricia Kent  
3255 Lt. Moss Rd.  
Missoula, MT 59808

**Re: Proposal for Design Services  
Dakota Place Crisis Stabilization Home, Missoula, MT**

Dear Patty:

Thank you for the opportunity to provide a Preliminary Architectural Report (PAR) along with Professional Services for the Dakota Place Secure Facility Addition, a Psychiatric Crisis Stabilization home located in Missoula. The Project will be an approximately 1,100 sf addition to the existing Dakota House. Our fee agreement is for services beginning with a Phase 1: PAR, then continuing through completion of Phase 2: Construction Documents, then Phase 3: Construction Administration Services. We understand that you do not want us to go on hold between phases. We have broken the phases down so provide logical stopping points if funding or your timing changes.

**PROJECT SCOPE**

**Location**

Dakota Crisis Stabilization Center will be an addition to Dakota Place located at 1273 Dakota Street, Missoula, MT. The existing parking lot shall be altered to accommodate the proposed square footage and uses, required setbacks, and landscaping.

**Project Programming**

The Project will consist of an approximately 1,040 square foot addition and 260 square foot alteration to the existing Dakota Place. The Project will contain:

- Entry/Vestibule

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

- 2 secure bedroom units
- One fully ADA compliant secure restroom facility
- Common living/dining area
- Seclusion room
- Assessment/polycom room
- Supervised Secure office
- Staff laundry/half bath

A portion of the existing facility will be renovated to accommodate a portion of the mentioned spaces

The new secure facility will require separation from the existing facility based upon conversations with Joe Merrill, State of Montana. This separation will be in form of a 2-hr wall and 2-hr ceiling assembly. Fire suppression will be added to only the secure portion of the project.

Video security and intercom systems will be incorporated with (2) locations of communication

A new HVAC system is planned to serve the secure portion of the project. Existing power capacity and future demands will be evaluated to determine if a new service will be required.

Exterior site will be adjusted to accommodate (1) ADA Van accessible parallel parking and (1) standard parallel parking space off of the existing alley. ADA access to the new addition will be provide.

New construction type will be VB to match existing.

Langlas & Associates will develop budget pricing for the project. Bechtle will provide initial information to Langlas for the PAR estimate. Bechtle and its consultants have not included cost estimating services other than that provided by Langlas.

**Excluded Services:**

- No Geotechnical services are included in this contract.
- Survey has been provided by Owner.
- Redrawing of plans and modification of specifications to accommodate value engineering cost savings after the project construction drawings is 80% complete is not included in our fees. If this is required at that time, we can provide those services for an additional hourly fee or can develop a fixed fee for the additional scope.
- Plan review and permitting fees are not included.
- Renderings for marketing purposes may be provided for an additional fee.
- Additional services not listed may be authorized by the Owner and billed at our standard billing rates plus reimbursable expenses.

**Design Services**

**Phase 1: Schematic Design / PAR- Preliminary Architectural Report:**

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

We will document existing conditions, prepare conceptual floor plans, coordinate with necessary building officials, and create engineering narratives to allow you to apply for grant monies to assist with the construction of this project.

Our work will also include preliminary cost estimating to achieve a conceptual budget to assist with your funding acquisition.

- Develop floor plan options for the building
- Discuss code impacts with DHPS officials and City building officials to confirm design approach.
- Develop exterior elevations
- Develop site plan layout.
- Develop narratives and basic layouts for engineering approach.
- Meet with owner to review.

**Phase 2: Design Development / Construction Drawings**

- Develop floor plans incorporating Schematic Design Owner comments
- Start structural consultant: Develop structural layouts and systems
- Start civil consultant: grading and drainage, and utility layouts
- Develop exterior elevations for the proposed floor plans
- Develop major building sections
- Develop enlarged plans and interior elevations
- Develop site plan and landscape plan.
- Start engineering consultants: mechanical/plumbing, fire protection, and electrical layouts with proposed system descriptions
- Budget cost estimate provided by preconstruction services contractor.
- Make drawing changes as required by Owner for maintaining budget.
- Meet with owner to review drawings – approval to move to construction drawings.
- Develop floor plans incorporating Design Development Owner comments
- Develop exterior elevations for the proposed floor plans
- Develop major building sections
- Civil consultant: Revise grading and drainage, and utility layouts
- MEP Consultants: Revised plans
- Constructability Review and Budget update pre-construction contractor
- Structural consultant: Revise structural layouts and systems.
- Meet with owner to review 65% drawings.
- Construction Drawings (95%, 100%)
- Construction Specifications (95%, 100%)
- Submit drawings to State Building Department.
- Incorporate review comments into bid set of construction documents
- Print plans for Bidding (by Owner)
- Meet with owner (95% review)

**Phase 3: BIDDING / CONSTRUCTION ADMINISTRATION**

We will provide these services on an hourly + reimbursable expenses basis  
Our fee proposal is based upon the following assumptions:

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
 MISSOULA COUNTY APPLICATION  
 May 2016

**Bidding:**

- Addendums, Contractor Clarifications, Substitution requests
- Conduct a Pre-bid Meeting and document
- Review Bids with Owner and Contractor
- Develop Owner / Contractor Contract

**Construction Administration:**

- Provide review of shop drawings and submittals.
- Provide regular site visits. (6 months with 1 trip per month)
- Attend monthly coordination meetings. (Owner, Contractor, Architect)
- Review monthly pay requests.
- Respond to RFI's.
- Final punch list and payment approval. (1 trip with architect, mechanical, electrical and 1 trip with architect only)

**COMPENSATION:**

**Phase 1: Schematic Design/ PAR**

Architectural.....	\$ 5,500.00
Architectural site visit (Includes reimbursables).....	\$800.00
Structural .....	\$470.00
Cost Consultant .....	\$500.00
Mechanical / Electrical / Plumbing.....	\$1,500.00
Printing .....	\$300.00
<u>Markup on consultants.....</u>	<u>\$277.00</u>
Subtotal .....	\$9,347.00

**Phase 2: Design Development / Construction Documents**

Architectural.....	\$ 18,700.00
Architectural Site Visit (includes reimbursables).....	\$800.00
Civil.....	\$ 5,500.00
Landscape .....	\$1,500.00
Cost Consultant .....	\$1,000.00
Structural .....	\$ 1,880.00
Mechanical / Electrical / Plumbing.....	\$6,000.00
Printing .....	\$800.00
<u>Markup on Consultants 10% .....</u>	<u>\$1,588.00</u>
Subtotal .....	\$37,768.00

**TOTAL FIXED FEES .....** **\$47,115.00**

**Phase 3: Bidding / Construction Documents**

We have established an hourly allowance for construction administration. This allowance can be further refined once the contract for construction has been awarded to determine the most cost effective scope tailored to the county's needs.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
 MISSOULA COUNTY APPLICATION  
 May 2016

Bidding Documents printing estimate ..... \$3,000.00

**Office Time:**

Architectural ..... \$ 9,000.00  
 Landscape ..... \$250.00  
 Civil ..... \$ 1,000.00  
 Structural ..... \$ 500.00  
 Mechanical / Electrical / Plumbing ..... \$2,000.00  
Markup on Consultants 10% ..... \$575.00  
 Subtotal ..... \$16,325.00

**Site Visits:**

Architectural Trips ..... \$ 6,400.00

- 8 trips @ \$800
- Includes substantial punch-list and final trips

Civil Trips ..... \$ NIC

Landscape Trips ..... \$ NIC

Structural Trips ..... \$ 500.00

- 1 trips @ \$500

Mechanical / Electrical / Plumbing Trips ..... \$1,500.00

- 2 @ \$1,500 combined Mechanical/Electrical
- Includes substantial punch-list

Markup on Consultants 10% ..... \$200.00

Subtotal Site Visits ..... \$8,600.00

Estimated Hourly Allowance for Bidding/Construction Administration ..... \$24,925.00

REIMBURSABLES: Reimbursable Expenses will be billed monthly at 1.10 x cost.  
 Markup on consultants is 1.10 x cost

Reimbursables include printing, postage, renderings, mileage for site visits, etc. The contractor should include construction testing, permits, and special inspections in the construction budget.

**STANDARD BILLING RATES 2016**

Principal Architect ..... \$120/hr.  
 Architect 1 ..... \$95/hr.  
 Architect 2 ..... \$88/hr.  
 Architect 3-4 ..... \$75/hr.  
 Architect in Training ..... \$55/hr.  
 Administrative Assistant ..... \$45/hr.

**PAYMENT SCHEDULE:**

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

No initial payment is required prior to starting any work. The project will be billed monthly. Payments are due and payable twenty-one (21) days from the date of BECHTLE ARCHITECTS's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% per month. Any Additional Services requested, accepted, or approved by the Client will be billed at Standard Billing Rates + expenses.

Thank you for this opportunity to provide design services. If you have any questions please do not hesitate to contact me at 406.585.4161 or scottb@bechtlearchitects.com

Sincerely,

BECHTLE ARCHITECTS



---

Scott Bechtle, AIA  
Principal Architect  
cc: File Dakota Place

Accepted:

Date:

---

Patricia Kent  
Western Montana Mental Health Center

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

**BECHTLE ARCHITECTS'S SERVICES**

Duty of Care. The standard of care for all professional architectural, engineering, and related services performed or furnished by BECHTLE ARCHITECTS will be the care and skill ordinarily used by members of BECHTLE ARCHITECTS's profession practicing under similar conditions at the same time and in the same locality. BECHTLE ARCHITECTS makes no warranty, express or implied, as to its professional services rendered under this Agreement.

Timeliness of Performance. The Client and BECHTLE ARCHITECTS are aware that many factors outside BECHTLE ARCHITECTS's control may affect BECHTLE ARCHITECTS's ability to complete the services to be provided under this Agreement. BECHTLE ARCHITECTS will perform these services with reasonable diligence and expediency consistent with sound professional practices.

Construction observation. If listed in the scope of services above, BECHTLE ARCHITECTS shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and BECHTLE ARCHITECTS, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow BECHTLE ARCHITECTS to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

BECHTLE ARCHITECTS shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor.

BECHTLE ARCHITECTS shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. BECHTLE ARCHITECTS does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the documents provided by BECHTLE ARCHITECTS or any applicable laws, codes, rules or regulations.

Jobsite safety. Neither the professional activities of BECHTLE ARCHITECTS nor the presence of BECHTLE ARCHITECTS at a construction/project site shall relieve the general contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the work in accordance with the documents provided by BECHTLE ARCHITECTS and any health or safety precautions required by any regulatory agencies. BECHTLE ARCHITECTS and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures.

Opinions of probable construction cost. In providing opinions of probable construction cost, the Client understands that BECHTLE ARCHITECTS has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that BECHTLE ARCHITECTS's opinions of probable construction costs are made on the basis of BECHTLE ARCHITECTS's professional judgment and experience. BECHTLE ARCHITECTS makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from BECHTLE ARCHITECTS's opinion of probable construction costs. In the event that bids come in at greater than 20% over BECHTLE ARCHITECTS's opinion of probable construction costs (if such an opinion has been given and scope included in the contract), BECHTLE ARCHITECTS will, at Client's request, redesign the project to bring the costs down to within the budget, and such redesign shall be Client's sole remedy.

**CLIENT'S OBLIGATIONS**

Authorization to Proceed. Client's signature on the Agreement is authorization for BECHTLE ARCHITECTS to proceed.

Ownership of Instruments of Service. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by BECHTLE ARCHITECTS as instruments of service shall remain the property of BECHTLE ARCHITECTS. Client, by paying BECHTLE ARCHITECTS's invoices, receives a license to use the instruments of service on the subject project only. BECHTLE ARCHITECTS shall retain all common law, statutory and other reserved rights, including the copyright thereto.

Notice of Additional Uses. Client must give BECHTLE ARCHITECTS twenty-one (21) days written notice if it intends to reuse the instruments of service on another project(s) so that (1) compensation to BECHTLE ARCHITECTS for such use of its intellectual property may be negotiated (unless already established in the Letter Agreement), and (2) compensation to BECHTLE ARCHITECTS for the risk of liability posed by each additional use can be negotiated – or – BECHTLE ARCHITECTS and Client can agree that no such compensation will be paid in exchange for Client indemnifying BECHTLE ARCHITECTS from any liability whatsoever, including arising from BECHTLE ARCHITECTS's own negligence, arising from such additional use.

Report Defects in Service. The Client shall promptly report to BECHTLE ARCHITECTS any defects or suspected defects in BECHTLE ARCHITECTS's services of which the Client becomes aware, so that BECHTLE ARCHITECTS may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontractors at any level to contain a like requirement. Failure by

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

the Client and/or the Client's contractors or subcontractors to notify BECHTLE ARCHITECTS shall relieve BECHTLE ARCHITECTS of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Permits, Bids, and Professional Advice. Client shall be responsible for the following and shall pay all costs incident thereto:

- (1) Providing any legal, accounting, or other services as may be required for the project.
- (2) Furnishing approvals and permits from all governmental authorities having jurisdiction over the project.
- (3) Paying all costs incident to obtaining bids or proposals from contractors.
- (4) Paying all permit, review, and filing fees required by government agencies.

**ALLOCATION OF RISK**

Causes Beyond BECHTLE ARCHITECTS's Control. The Client agrees that BECHTLE ARCHITECTS is not responsible for damages arising directly or indirectly from causes beyond BECHTLE ARCHITECTS's control. Such causes include, but are not limited to, discovery of any hazardous substances or differing site conditions; failure of performance or delay by the Client or the Client's contractors or consultants; failure of any government agency to act in a timely manner; severe weather disruptions, other natural disasters, or acts of God; strikes or other labor disputes; or fires, riots, war or other emergencies.

In addition, if any such causes increase the cost or time required by BECHTLE ARCHITECTS to perform its services in an orderly and efficient manner, BECHTLE ARCHITECTS shall be entitled to an equitable adjustment in schedule and/or compensation.

Information Provided by Others. Client shall furnish, at Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. BECHTLE ARCHITECTS may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

Unauthorized Changes. In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other documents prepared by BECHTLE ARCHITECTS without obtaining BECHTLE ARCHITECTS's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore the Client agrees to waive any claim against BECHTLE ARCHITECTS and to release BECHTLE ARCHITECTS from any liability arising directly or indirectly from such changes. In addition, the Client agrees to indemnify, defend, and hold harmless BECHTLE ARCHITECTS from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

Betterment. If, due to BECHTLE ARCHITECTS's professional negligence, a required item or component of the Project is omitted from BECHTLE ARCHITECTS's construction documents, BECHTLE ARCHITECTS shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will BECHTLE ARCHITECTS be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Hazardous Materials – Suspension of Services. Both parties acknowledge that BECHTLE ARCHITECTS's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event BECHTLE ARCHITECTS or any other party encounters any hazardous or toxic materials, or should it become known to BECHTLE ARCHITECTS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of BECHTLE ARCHITECTS's services, BECHTLE ARCHITECTS may, at its option and without liability, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrant that the jobsite is in full compliance with all applicable laws and regulations.

Hazardous Materials Indemnity. The Client agrees to indemnify, defend, and hold harmless BECHTLE ARCHITECTS from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of BECHTLE ARCHITECTS.

Definition of "Hazardous Materials". As used in this Agreement, the term *hazardous materials* shall mean any substance, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

Indemnification. In addition to the specific indemnity provisions of this Agreement, and notwithstanding any other provisions, Client agrees to indemnify, defend, and hold harmless BECHTLE ARCHITECTS against all damages, liabilities, or costs including attorney's fees and defense costs, arising out of or in any way connected with the Project, excepting only those damages, liabilities, or costs solely attributable to the negligent acts or negligent failures to act by BECHTLE ARCHITECTS.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Limitation of Liability. In recognition of the relative risks and benefits of the Project to both the Client and BECHTLE ARCHITECTS, the Client agrees to limit the liability of BECHTLE ARCHITECTS to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of BECHTLE ARCHITECTS to the Client shall not exceed the total fee for services rendered on this Project. The fair value of corrective work performed by BECHTLE ARCHITECTS shall be included in, and not in addition to, this amount. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Contractor Insurance and Indemnity Requirements. The Client agrees, in any construction contracts in connection with this Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of

Commercial General Liability Insurance (CGL). The Client further agrees to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors.

Consequential Damages. Notwithstanding any other provision of this Agreement, neither the Client nor BECHTLE ARCHITECTS shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and BECHTLE ARCHITECTS shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

#### PAYMENT FOR BECHTLE ARCHITECTS'S SERVICES

Disputed invoices. If the Client objects to any portion of an invoice, the Client shall so notify BECHTLE ARCHITECTS in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount that is disputed and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Client's payment of any part of an invoice without so notifying BECHTLE ARCHITECTS of an objection constitutes acceptance and approval of that aspect of BECHTLE ARCHITECTS's work.

Collection Costs. If the Client fails to make payments when due and BECHTLE ARCHITECTS incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to BECHTLE ARCHITECTS. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds, and reasonable BECHTLE ARCHITECTS staff costs at standard billing rates for BECHTLE ARCHITECTS's time spent in efforts to collect.

#### SUSPENSION AND TERMINATION OF SERVICES

Suspension of Services. The Client has the right to suspend the Project or BECHTLE ARCHITECTS's services by giving written notice to BECHTLE ARCHITECTS. If the Project or BECHTLE ARCHITECTS's services are suspended by the Client for more than three (3) calendar weeks, consecutive or in the aggregate, over the term of this Agreement, BECHTLE ARCHITECTS shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate BECHTLE ARCHITECTS for expenses incurred as a result of the suspension and resumption of its services, and BECHTLE ARCHITECTS's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, BECHTLE ARCHITECTS may suspend performance of services upon seven (7) calendar days' notice to the Client. BECHTLE ARCHITECTS shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach that caused BECHTLE ARCHITECTS to suspend services, BECHTLE ARCHITECTS shall have the option to resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Termination. Either the Client or BECHTLE ARCHITECTS may terminate this Agreement for convenience and without cause upon giving the other not less than seven (7) calendar days' written notice. In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay BECHTLE ARCHITECTS for all services rendered and all reimbursable costs incurred by BECHTLE ARCHITECTS up to the date of termination, in accordance with the payment provisions of this Agreement.

In the event of any termination that is not the fault of BECHTLE ARCHITECTS, the Client shall pay BECHTLE ARCHITECTS, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by BECHTLE ARCHITECTS in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs, and all other expenses directly resulting from the termination.

#### DISPUTE RESOLUTION

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Mediation. In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and BECHTLE ARCHITECTS agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation, with the parties to split the costs of this process equally, unless the parties mutually agree otherwise.

Attorneys' Fees and Collection Costs. In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert-witness fees, and all other related expenses in such litigation.

**GENERAL PROVISIONS**

Collective Reference. The protections of the Letter Agreement and these General Provisions of Standard Agreement (collectively "Agreement") encompass BECHTLE ARCHITECTS as well as its officers, directors, employees, and subconsultants, who are collectively referred to as "BECHTLE ARCHITECTS" in both documents.

Attorney's Fees. Attorney's fees and defense costs shall include such fees and costs incurred in proving BECHTLE ARCHITECTS's right to indemnity.

Assignment. Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by BECHTLE ARCHITECTS shall not be considered an assignment for purposes of this Agreement.

Entire Agreement. This Agreement, comprising the Letter Agreement signed by BECHTLE ARCHITECTS and the Client and these General Provisions of Standard Agreement, is the entire Agreement between the Client and BECHTLE ARCHITECTS. It supersedes all prior communications, understandings, and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and BECHTLE ARCHITECTS.

Governing Law and Jurisdiction. The Client and BECHTLE ARCHITECTS agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the state the project is located. It is further agreed that any legal action between the Client and BECHTLE ARCHITECTS arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the state the project is located.

Notices. Any notice required under this Agreement shall be in writing, addressed as specified in this Agreement, and sent by electronic mail; facsimile; registered, certified, express or regular U.S. mail; or U.P.S. or Federal Express. All notices shall be deemed delivered when transmitted by any of the methods specified above to the recipient listed in this Agreement. Either party may change its contact information by giving the other party written notice of the change in any manner permitted by this Agreement.

Severability and Survival. Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed modified so as to be valid, if possible, and if not possible then omitted, and the remainder of this Agreement shall remain in full force and effect. Notwithstanding completion or termination of this Agreement for any reason, all rights, duties, and obligations of the parties shall survive and remain in full force and effect until fulfilled.

Record documents. Upon completion of the Work, BECHTLE ARCHITECTS shall compile for and deliver to the Client a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents shall show significant changes made during the construction. Because these Record Documents are based on unverified information provided by other parties, which BECHTLE ARCHITECTS shall assume will be reliable, BECHTLE ARCHITECTS cannot and does not warrant their accuracy.

Shop drawing review. BECHTLE ARCHITECTS shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. BECHTLE ARCHITECTS's review shall be conducted with reasonable promptness while allowing sufficient time in BECHTLE ARCHITECTS's judgment to permit adequate review. Review of a specific item shall not indicate that BECHTLE ARCHITECTS has reviewed the entire assembly of which the item is a component. BECHTLE ARCHITECTS shall not be responsible for any deviations from the documents provided by BECHTLE ARCHITECTS that are not brought to BECHTLE ARCHITECTS's attention in writing by the Contractor. BECHTLE ARCHITECTS shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

Renovations/Remodels. Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by BECHTLE ARCHITECTS regarding existing conditions, and because some of these assumptions may not be verifiable without the Client's incurring substantial costs or destroying otherwise adequate or serviceable portions of the structure, the Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless BECHTLE ARCHITECTS against all liabilities

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with this project, excepting only those damages, liabilities, or costs solely attributable to negligence or willful misconduct by BECHTLE ARCHITECTS

MISSOULA COUNTY APPLICATION  
May 2016

Attachment E – Dakota Addition Budget

Dakota House Addition

5/3/16

BUILDING

DIVISION 1	GENERAL CONDITIONS INCLUSIONS:	BID BY	\$44,003
	Superintendent Project Manager Dumpster Equipment Administration Phone Toilet Scaffolding Temporary Utilities Final Clean Close-out Safety supplies  EXCLUSIONS Builders risk insurance Building permit and plan review fee Impact fees System Development Fees Bond Gross Receipts Tax		
DIVISION 2	EARTHWORK INCLUSIONS:	BID BY	\$12,845
	Building Excavation, Backfill, Compaction, Gravel Misc Excavation during construction  EXCLUSIONS: Structural Overexcavation		
DIVISION 3	CONCRETE INCLUSIONS:	BID BY	\$11,690
	Footings and Foundation walls		
DIVISION 4	STONE/MASONRY		\$0
DIVISION 5	STEEL INCLUSIONS:	BID BY	\$1,000
	Rebar Minor Structural steel		
DIVISION 6	CARPENTRY INCLUSIONS:	BID BY	\$85,949
	Rough framing material, Nails and Hardware Rough framing labor Cabinets Siding/Soffit/Fascia Interior Trim	\$18,000 \$48,000 \$2,800 \$15,200 \$1,945	

MISSOULA COUNTY APPLICATION

May 2016

DIVISION 7	THERMAL/MOISTURE PROTECTION		\$18,088
	INCLUSIONS:	BID BY	
	Batt insulation	\$4,488	
	Roofing	\$8,000	
	Caulking, Flashing, Perimeter Insulation	\$5,600	

DIVISION 8	DOORS AND WINDOWS		\$38,535
	INCLUSIONS:	BID BY	
	Exterior Doors, Frames, Hardware	\$3,950	
	Interior Doors, Frames, Hardware	\$17,200	
	Windows, Relites, Lexan	\$11,505	
	Access Control Hardware	\$5,880	
	EXCLUSIONS		

DIVISION 9	FINISHES		\$59,225
	INCLUSIONS:	BID BY	
	Ceramic Tile and Installation	\$9,000	
	Drywall/Hang/Tape	\$24,500	
	Painting	\$19,800	
	Vinyl Flooring	\$5,925	
	Exclusions		

DIVISION 10	SPECIALTIES		\$31,790
	INCLUSIONS:	BID BY	
	Toilet Accessories, Fire Extinguisher	\$2,900	
	Safety Padding (Walls, Floor, Ceiling)	\$22,800	
	Appliances	\$1,800	
	Bolt down Dinette	\$2,200	
	Floor Hatch	\$1,100	
	Blinds	\$980	

DIVISIONS 11-14	EQUIPMENT/FURNISHINGS/SPECIAL CONSTRUCTION/CONVEYING		\$0
-----------------	--	--	-----

DIVISION 15	MECHANICAL		\$71,082
	INCLUSIONS:	BID BY	
	Plumbing	\$28,029	
	Fire Sprinkler	\$5,492	
	HVAC	\$37,561	
	EXCLUSIONS:		

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
 MISSOULA COUNTY APPLICATION  
 May 2016

DIVISION 16	ELECTRICAL INCLUSIONS:		\$39,008
		BID BY	
	Electrical Fire Alarm		
	EXCLUSIONS:		
	Security Camera, Audio and Video Work		

TOTAL BUILDING	\$413,215
W/ MARKUP @ 6%	\$439,590

SITE

DIVISION 2	SITWORK INCLUSIONS:		\$23,535
		BID BY	
	Landscaping	\$2,535	
	New Fireline	\$5,000	
	Demo, Paving and Striping	\$16,000	

TOTAL SITE	\$23,535
W/ MARKUP @ 6%	\$25,037

BUILDING AND SITE SUBTOTAL	\$464,627
BOND	\$0
TAX w/o MATERIAL SALES TAX	\$0
TOTAL PROJECT	\$464,627

Attachment F – Data Collection Plan

**Missoula County Plan  
Information and Data Collection and Reporting**

Goals

- To complete data reporting in a timely manner
- To standardize reporting procedures

Objectives

- To receive data from partner agencies by the 10<sup>th</sup> of each month for prompt state reporting
- To get all partner agencies using the same data collection form, created by DPHHS-AMDD and distributed in March of 2016

Per DPHHS-AMDD request, Missoula County will collect and report data monthly, using the standardized form created by the State. Expectations will be made to partner agencies that funding is dependent on timely and accurate reporting. Although each agency has their own distinct way of capturing data, reporting will need to happen on the supplied form.

FY 2017 DPHHS County Matching Program for Crisis Intervention and Jail Diversion  
MISSOULA COUNTY APPLICATION  
May 2016

Attachment G – Letters of Support

See following Letters of Support from Partner Agencies.



**Missoula County Sheriff's Office**  
200 W. Broadway  
Missoula, MT 59802

**TJ McDermott**  
Sheriff

**Jason Johnson**  
Undersheriff

---

May 5, 2016

To Whom It May Concern:

Please accept this letter of support on behalf of Missoula's grant application for HB 33 funds from the Department of Public Health and Human Services/Addiction and Mental Disorders Division.

HB 33 funds have been a vital part of Missoula's diversion efforts and have been instrumental in providing quality care for people experiencing a mental health crisis in our jail. Missoula is at an important stage in diversion efforts. Many programs have been strengthened by HB 33 funds but more needs to happen, especially in regards to local emergency detention efforts.

The Missoula County Sheriff's Office is committed to collaborating with local partners and agencies to work through our barriers and decrease the number of individuals in crisis going to the State Hospital. Missoula County will benefit tremendously from the expanded financial support requested in this year's grant application and our agency is happy to help contribute to make this support viable locally.

Thank you for your consideration of Missoula County's grant application and our efforts to better assist people experiencing a mental health crisis.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Johnson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jason Johnson  
Undersheriff/Detention Administrator  
Missoula County Sheriff's Office



# Partnership Health Center

MISSOULA'S COMMUNITY HEALTH CENTER

5 May 2016

Re: Letter of Support  
Missoula Department of Grants and Community Programs

To Whom It May Concern:

It is a pleasure to write on behalf of the Missoula Department of Grants and Community Programs, to recommend them highly for an HB 33 grant. For many years, Partnership Health Center has collaborated with the Missoula Department of Grants and Community Programs to fulfill our mission of ensuring that the primary healthcare needs of the underserved population in our region are met, through a partnership of community resources. Specifically, we have worked together by providing our Behavioral Health services to divert individuals from jail to necessary treatment—a critical service that we feel works to improve the overall health of our community. Partnership Health Center fully supports the Missoula Department of Grants and Community Programs' grant application to continue providing these crucial services in our community.

Partnership Health Center's efforts have consistently overlapped with those of the Missoula Department of Grants and Community Programs, and we consider the department a valuable, long-term partner in sustaining our community's overall well-being and health. Partnership Health Center operates clinics in Missoula, Seeley Lake and Mineral County; for many years, we have been witness and partner to the effective, much-needed services the Missoula Department of Grants and Community Programs has made possible to our vulnerable, target population. Again, we support their efforts without reservation.

Thank you for your time with our letter—and, hopefully, for your support of their HB 33 application.

Sincerely,

Andrea Wirshing-Batalla, MA, LCPC  
Director of Behavioral Health



Clinics: 401 West Railroad Street, Missoula, Montana 59802  
Administration: 323 West Alder Street, Missoula, Montana 59802  
Appointments: 406-258-4789 Administration: 406-258-4183 Fax: 406-258-4180  
E-mail: [partnership@phc.missoula.mt.us](mailto:partnership@phc.missoula.mt.us)



Western Montana  
**MENTAL HEALTH CENTER**

Adult Mental Health Services

1315 Wyoming Street • Missoula, MT 59801

(406) 532-9700 • (406) 541-3035 (Fax)

May 5, 2016

To Whom It May Concern:

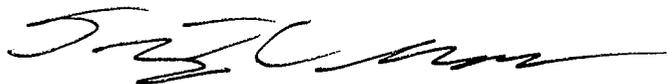
Please accept this letter of support on behalf of Missoula's grant application for HB 33 funds from the Department of Public Health and Human Services/Addiction and Mental Disorders Division.

HB 33 funds have been a vital part of Missoula's diversion efforts and have been instrumental in providing quality care for people experiencing a mental health crisis. Missoula is at an important stage in diversion efforts. Many programs have been strengthened by HB 33 funds but more needs to happen, especially in regards to local emergency detention efforts.

Western Montana Mental Health Center is committed to collaborating with local partners and agencies to work through our barriers and decrease the number of individuals in crisis going to the State Hospital. Missoula County will benefit tremendously from the expanded financial support requested in this year's grant application and our agency is happy to help contribute to make this support viable locally.

Thank you for your consideration of Missoula County's grant application and our efforts to better assist people experiencing a mental health crisis.

Sincerely,



Timothy C Myers LCSW CMHP  
Clinical Director  
WMMHC Missoula Adult Services  
1315 Wyoming St  
Missoula MT 59801

902 North Orange Street  
Missoula, Montana 59802  
t: 406.327.3200

May 5, 2016



To Whom It May Concern:

Please accept this letter of support on behalf of Missoula's grant application for HB 33 funds from the Department of Public Health and Human Services/Addiction and Mental Disorders Division.

HB 33 funds have been a vital part of Missoula's diversion efforts and have been instrumental in providing quality care for people experiencing a mental health crisis. Missoula is at an important stage in diversion efforts. Many programs have been strengthened by HB 33 funds but more needs to happen, especially in regards to local emergency detention efforts.

Providence Psychiatric Services of St. Patrick Hospital is committed to collaborating with local partners and agencies to work through our barriers and decrease the number of individuals in crisis going to the State Hospital. Missoula County will benefit tremendously from the expanded financial support requested in this year's grant application and our agency is happy to help contribute to make this support viable locally.

Thank you for your consideration of Missoula County's grant application and our efforts to better assist people experiencing a mental health crisis.

Sincerely,

A handwritten signature in cursive script that reads "Leanna Ross, RN".

Leanna Ross, RN, BC, BSN  
Clinical Nurse Manager – NBMI/APHP  
Providence St. Patrick Hospital