



550 S. 24th STREET W., SUITE 201, BILLINGS, MT 59102 | 406.894.2210

October 28, 2025

Mr. Tim Goodridge
MetraPark
via email - tgoodridge@metrapark.com

RE: MetraPark Arena East Rock Face Stabilization Assistance Proposal

Dear Mr. Goodridge:

WWC Engineering (WWC) is pleased to submit this proposal to provide professional engineering services in support of a rock face stabilization project located adjacent to the Arena at MetraPark. The proposed stabilization will address loose and unstable rock above a high-traffic public area, using a containment system such as pinned mesh to secure the face.

This proposal outlines our scope of services, which includes the development of bid documents, assistance with procurement, and construction-phase support. We intend to build upon previous rock scaling documentation prepared by WWC for earlier work at MetraPark to ensure continuity, efficiency, and cost-effectiveness.

Project Understanding

The proposed stabilization area presents a known risk due to its proximity to the public access area around the MetraPark Arena and its fractured condition is beginning to result in rocks falling off the face at unknown times. Timely action is necessary to ensure public safety and preserve site infrastructure. For purposes of development of documents for this work, we can utilize our prior work at MetraPark for scaling of the rock face behind the Arena to create a performance-based set of bid documents for the County to procure a practical and responsive solution from a rock scaling contractor.

Scope of Work

Task 01 - Survey and RFP Documents

WWC will develop a request for proposal style bid documents based on performance criteria for the rock face stabilization that define the desired outcome rather than specifying exact methods or materials. Work under this task will include:

- Collection of survey data to define the extent and location of the rock face requiring stabilization. Survey results will be used to prepare mapping, inform quantities, and establish contractor limits of work.
- Review and adaptation of WWC's prior project documentation from similar rock scaling efforts at MetraPark to serve as a technical baseline.
- Coordination with Yellowstone County to define site-specific constraints, safety goals, and work zone access requirements. This will include identification of the supported

sidewalk adjacent to the rock face work area such that the contractors can plan accordingly for access.

- Preparation of performance-based bid documents and/or technical specifications that will be used to guide the development of a Request for Proposals (RFP) for contractor selection. Specifications will focus on required outcomes, such as rockfall protection, mesh anchoring integrity, and face coverage.
- Bid documents will be structured to support RFP-based selection of a contractor, with technical qualifications and experience weighted as key evaluation criteria.
- The Montana Department of Transportation (MDT) pre-approved list of rock scaling contractors will be referenced to qualify responsible bidders, ensuring all respondents possess the necessary expertise and equipment for this specialty work.

Task 02 - Bidding and Contracting Assistance

WWC will support the County through the bidding and procurement process by:

- Responding to bidder questions during the advertisement period.
- Preparing and issuing clarifications or addenda as necessary.
- Leading a pre-bid site visit.
- Reviewing submitted proposals and assisting with the evaluation and scoring process based on pre-established RFP criteria.
- Providing an outline of scoring and written recommendation for contract award. Please note, we will work with the County to help identify 3 County staff members for review of the received proposals and evaluation.

Task 03 - Construction Administration Support

WWC will provide limited, on-call support during construction. It is not anticipated that full time oversight will be needed during the work, but rather milestone visits and inspections will be necessary, including:

- Attendance at the pre-construction meeting and periodic site meetings.
- Review of contractor submittals such as material data, installation methods, and mesh anchoring systems.
- Field visits to observe and document conformance with the performance standards described in the contract documents.
- Consultation with County staff regarding contractor coordination, potential modifications, or unforeseen conditions. Including discussion with County, MetraPark, and Contractor regarding future events and construction schedule.
- Review of pay applications or project documentation as requested.

Cost of Services

WWC proposes to provide these services on a lump sum basis for a cost as shown in the following table. These costs will not be exceeded without written authorization from you. Invoicing of Tasks 01 and 02 will be completed simultaneously with Pay App 1 for the

construction contractor and invoicing for Task 03 will be completed at the completion of the work.

Task	Description	Estimated Cost
1	Survey and RFP Documents	\$ 8,400
2	Bidding and Contracting Assistance	\$ 7,600
3	Construction Administration Support	\$ 6,200
Total Required Tasks:		\$ 22,200

Invoices are due upon receipt. Please mail payments to our office at 1849 Terra Ave, Sheridan, WY 82801. You understand that we may stop work until all interim invoices are paid, if payment is not received within thirty (30) days of the invoice date. Any amount not paid within 30 days from the date of the invoice may be assessed an interest charge at 1% per month. If the amount is not paid within 90 days, you agree to pay reasonable costs of collection, including attorney and legal fees in addition to the invoiced amounts and interest charges.

WWC will perform the work with the usual thoroughness and competence of the engineering profession. No warranty or representation, either expressed or implied, is included or intended in this agreement. We agree that WWC's liability is limited to the amount of our fees due to WWC.

If this letter satisfactorily sets forth your understanding of the arrangement between us, please print out and sign a copy of this letter in the space provided and return one to us. An electronic copy of the signed contract will satisfy our needs.

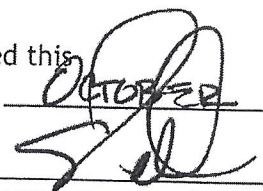
We look forward to working with you on this project. Should you have any questions regarding the proposed scope of work, estimated costs, or approach presented here-in, please do not hesitate to let us know.

Sincerely,

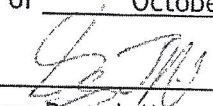


Grég Reid, P.E.
Billings Branch Manager

Client Accepted this
28th day of OCTOBER, 2025

Signature: 
Title: METRAPARK BM

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28 day of October, 2025

Signature: 
Title: Billings Branch Manager