

## LRBP PROJECT SUBMISSION INSTRUCTIONS 69<sup>th</sup> SESSION

The Architecture & Engineering division is here to help. If you have questions, please contact us so that we can assist you with your submission.

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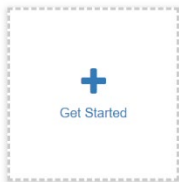
Projects are submitted through the [LRBP Project Submission Portal](#)

When you first access the portal, you will need to create an account. By clicking Sign Up, you will be prompted to enter an email address and create a password. Once you have chosen your password, your account will be created, and you will gain access to the portal. The email provided here will only be used in case you need to reset your password.

- A user does not need to be pre-authorized to use the system. Anyone with the link to the portal can create an account and submit projects.
- If an agency has multiple people entering projects, only the projects entered under the user's login credentials will be visible, even if the submissions are for the same agency.
  - An agency could use one shared login so that all submissions are in one place, but this may cause problems if two users are working in the system at the same time.
  - If projects are entered under multiple accounts, A&E can move the submissions between users.
- A&E will have visibility into project submissions as they are created. This will allow us to view the project info before the submission is final so that we can offer assistance.
- Projects can be saved as a draft and returned to at any time before the program closes on June 30, 2024
- Projects that are submitted can be re-opened and edited at any time before the program closes on June 30, 2024.

Once you are logged in to the Submission Portal, you will need to create a profile by entering a name and email. The email provided here will be used for notifications from the system regarding your project submissions.

When you first enter the portal, you will start your first project submission by clicking on the "Get Started card:



After clicking "Get Started" a new project is created as "Untitled". Click the "Open" button and you can begin entering project information.

## Untitled

## Draft Project Submission

Project submissions can be edited prior to July 1, 2024. Projects must be marked as complete and submitted to be considered for funding.

There are 333 days remaining to submit this.

Long-Range Building Program

2027 Biennium

Action Required

Once you name the project and save the info, the next time you are at the Homepage, you will see a new card with the project name as well as a card to “Add Another” project. You cannot delete projects after you create them, but you can edit them to change any information. You will need to contact A&E if you would like any projects deleted.

+

Add Another

Reroof Scott Hart Building - Helena Capitol

Created on 01/04/2022

LRBP Project Submission

SRS Building Boiler Replacement - Helena Capitol

Created on 01/04/2022

LRBP Project Submission

At the top of the portal, under the banner, is where you navigate your submissions. When you first log in, you will be at the Homepage.

MONTANA DEPARTMENT OF ADMINISTRATION  
ARCHITECTURE & ENGINEERING DIVISION

**LONG-RANGE BUILDING PROGRAM  
PROJECT SUBMISSION PORTAL**

Welcome, sfaherty@mt.gov

Homepage

When you are working in a project, you will see the name of the project you are working on, and you can click on Homepage to get back to the previous screen to create or select another project to work on.

MONTANA DEPARTMENT OF ADMINISTRATION  
ARCHITECTURE & ENGINEERING DIVISION

**LONG-RANGE BUILDING PROGRAM  
PROJECT SUBMISSION PORTAL**

Welcome, sfaherty@mt.gov

Homepage > Reroof Scott Hart Building - Helena Capitol

You will have access to create or modify projects until the program closes on June 30<sup>th</sup>. Required fields are indicated by a red asterisk after the field name. You will not be able to submit the request until all required fields have been entered.

You can print your submission by clicking on the down-arrow shown below and selecting “Print Form”.



MONTANA DEPARTMENT OF ADMINISTRATION  
ARCHITECTURE & ENGINEERING DIVISION  
**LONG-RANGE BUILDING PROGRAM  
PROJECT SUBMISSION PORTAL**

## Long-Range Building Program

Save Draft

**Mark Complete**

Close

[LRBP Submission Instructions](#)

Preview Form  
Print Form

Our new submission process is simple, and most users should be able to navigate the system and fill out the project request form with little instruction. Below is additional information on each field. If you need additional help or information, please contact:

Steve Faherty [sfaherty@mt.gov](mailto:sfaherty@mt.gov) (406) 422-2080

Each Agency is required to rank their proposed projects in order of importance. Agencies with multiple sub-units such as the University System and the Department of Corrections are required to submit a single priority ranking for all projects. After the program closes on June 30, 2024, A&E will provide a complete list of your agency's projects and request that each project be assigned a priority.

**Agency:** Choose from the dropdown list. If "Montana University System" is selected, an additional dropdown (Campus) will appear.

**Project Title:** This should be a concise, descriptive title that clearly identifies the project. For example: "Mechanical Upgrade – Mitchell Building", "Roof Replacement - Ft. Harrison Building 530", "Commodities Warehouse Expansion". For requesting authority only, preface the project title with AUTHORITY ONLY. For requesting additional funding for a previously authorized project, preface the project title with SUPPLEMENTAL.

**Project Location:** City is sufficient unless you need to clarify the location further.

**Brief Description of Project:** Provide a two- or three-line description to further identify the nature of the project.

Examples of Brief Description of Project	
Project Title	Brief Description
Glendive MHP Office & Storage Building	Construct a new Montana Highway Patrol office building with storage space for seized vehicles and drug forfeiture.
Missoula Headquarters Upgrade	Construct a new meeting room, convert the old meeting room to offices and upgrade the lobby security and public space.
Construct Lewistown Area Office	Construct new office and shop facility to replace the short-term rented manufactured building.
FMS #3 Female Latrines & Remodel	Construction of new restroom facilities that provide ADA accessibility for both sexes while simultaneously remodeling portions of the existing facility and building components that have become damaged over years of use.

Renovate Clapp Science Building UM-Missoula	This project renovates space, removes asbestos from the remaining floors of the Clapp Building and completes the remaining HVAC work.
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**Project Cost:** Make sure to enter a number here, even if you need to verify or revise later. This field is used to determine the project type, Major Repair or Capital Development.

**Attach project cost estimates or any other documents to support the requested amount.**

If attaching multiple documents, provide one zip file of all documents.

It is imperative that you provide documents such as consultant or contractor estimates, or any information that helped you arrive at a project cost. You can utilize our Project Cost Calculator to add a contingency or other costs and escalate your estimate to the anticipated mid-point of construction.

**If no information is provided regarding the project cost, the project will not be considered.**

**Type of Project:** Select the type of project this is. The selection here in addition to the project cost will automatically categorize the project as MAJOR REPAIR or CAPITAL DEVELOPMENT.

**Project Contact Information** Provide the name, title, and contact information for the person most familiar with the project.

**Area of New & Remodeled Construction** If the project is a new building or an addition, this question will be visible. You will need to provide the new and remodeled square feet.

**Operation & Maintenance Costs** If the project is a new building or an addition, this question will be visible. If construction of a new facility or an addition requires an immediate or future increase in state funding for program expansion or operations and maintenance, the legislature may not authorize the new facility unless it also appropriates funds for the increase in state funding for program expansion and operations and maintenance.

**Project Funding** Provide the funding breakdown for the project. Please ensure that the total funding equals the amount requested.

**Facility Information**

Provide summary information on the project building or facility.

For example:

For a roof replacement:	
<u>Building Information</u>	
Year Built:	1975
Building Area:	22,966 SF
Building Use	Office
Roof Area	12,770 SF
Roof Type	EPDM/Metal
Age of Roof:	19 years

For a building addition and renovation:	
<u>Building Information</u>	
Year Built:	1982
Total Existing SF:	10,000
Existing SF to be Renovated:	10,000
Existing SF to be Demolished:	0
New SF to be Built:	2,000
Total SF After the Project:	12,000

**Issues/Reasons for the Request** Identify the problems or issues that have led to the request. Is the problem new, or has it been cumulative?

**Solution to the Issues/Problem/Impediment** Describe how the proposed project will solve the defined need as identified above.

**Alternatives** Present alternative methods of addressing the problem. This may include a suggestion of phasing a particularly large or complex project or of “retrofitting” portions of existing facilities in conjunction with a reduced level of new construction. Explain how the proposed solution is the best option.

**Additional Project Information** Provide any additional information or data to support your request. Do not duplicate information already provided in the previous fields.

**Project Photos** It is important to provide photos that will be part of the project request.

- Provide one or two photos of the building, facility, or subject of the request.
- Provide photos of the issue(s). Roof ponding, damage from water infiltration, outdated equipment, accessibility issues, etc.

A few photos can show what the issues are and what the facility looks like to provide better understanding of the request. Compare the two project requests below to see how photos enhance the project request.

**PRIORITY DOC AO MR-03**

**MCE INDUSTRIES REPAIRS**

MONTANA CORRECTIONAL ENTERPRISES  
\$700,000

The existing Industries Building at Montana State Prison houses the Furniture Production Shop, Upholstery Shop, and Print Shop facilities for Montana Correctional Enterprises. The facility is dated, energy inefficient, and does not comply with current building codes for the types of products manufactured in the facility. This project proposes to remedy ventilation issues, install a dust collection system, a fire suppression system, and improve the overall life safety of the building and its occupants.

Due to the age of the facility, the three production shops in the Industries Building do not comply with current building codes because of the hazardous materials and chemicals used or produced during the manufacturing processes. In the Furniture Production Shop, inmates are responsible for and oversee the entire furniture production process. They design, produce and store raw material and numerous types and styles of handmade furniture, craft one-of-a-kind custom pieces and restore furniture. Workers in the Sewing & Upholstery Shop store materials for and produce high-volume sewing (i.e., scrubs, bedding, and mattresses) for DOC and several other facilities throughout the state. In addition to upholstering furniture produced by the Furniture Production Shop, the Upholstery Shop performs custom jobs for a variety of applications in materials ranging from fabric to leather and mohair. The Print Shop is a commercial-grade print and sign shop that stores ink, materials and finished printed products. Inmate graphic designers and workers create and produce printed and engraved products on a variety of media ranging from business cards and banners to street signs. All products manufactured are sold directly to governmental and nonprofit

entities throughout Montana. A dealer network in Montana assists in sales of products to the public.

In addition to making a wage from product sales, the vocational education, on-the-job training, and work experience inmates gain while participating in the industries programs MCE offers are critical to their well-being, self-esteem and success when released from prison. These programs provide them with a marketable job skill and strong work ethic. The wages earned allow inmates to pay for hygiene items, personal clothing, victim restitution and court-ordered fines. Funding to provide the required repairs and install the code compliant ventilation system, dust collection system and fire suppression system in the Industries Building, will insure a safe environment for MSP inmates and staff and continuation of these vital production programs.

FUNDING	
Authority	\$700,000
<b>TOTAL</b>	<b>\$700,000</b>

ESTIMATED PROJECT COSTS	
Construction Costs	\$630,000
Consultant Services	\$70,000
<b>TOTAL</b>	<b>\$700,000</b>

**PRIORITY DOA MR-05**

**ROOF REPLACEMENT - FWP HEADQUARTERS**

DEPARTMENT OF ADMINISTRATION  
\$289,695

This project will replace the existing 9,000 square foot roof at the FWP Headquarters.



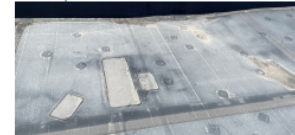
Built in 1975, the FWP Headquarters building is 22,966 square feet and is used as office space.

Extensive ice and hail damage has resulted in the upper copper roof no longer being weather tight. Ice and snow guards, damaged by hail, now allow icicles to form along the upper roof. Copper repairs are extremely costly and potentially cause additional damage to the lower EPDM membrane from solder welding. Years of penetrations and patches have trapped a significant amount of moisture within the lower roof assembly. Adjacent to the upper copper



roof, the lower roof area of approximately 400 square feet requires complete removal and replacement to mitigate any further moisture damage through the roof assembly. Further delay in re-roofing this facility will potentially cause future damage to other components of the building such as ceilings, flooring, electrical, finishes, etc. and significant expenditures to correct further damage.

This project will replace the existing upper copper roof with new pre-finished standing seam metal, improve insulation below the roof to encourage uniform thawing and install new ice and snow guards. The skylight adjacent to upper roof will be removed and the slope below the upper roof will be modified to encourage proper drainage. In addition, 400 square feet of the lower roof area will be replaced.



FUNDING	
State Special Revenue	\$289,695
<b>TOTAL</b>	<b>\$289,695</b>

ESTIMATED PROJECT COSTS	
Construction Costs	\$260,725
Consultant Services	\$28,970
<b>TOTAL</b>	<b>\$289,695</b>



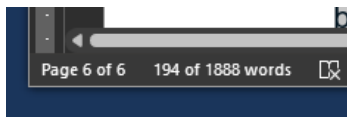
**Project Narrative** Write a narrative that clearly presents your project. You will likely be using much of the information you provided in the Project Justification section (*Issues/Reason for the Request & Solution to the Issues/Problems*). A project page in the LRBP book usually has 1 to 3 photos. Limit your narrative to about 340 words when using one photo or about 200 – 240 words when using 2 to 3 photos.

Be clear and concise. The length of the narrative is not as important as the clarity. A shorter narrative with multiple photos is preferable to a full page of text. Avoid repetitive statements. When using uncommon acronyms, spell them out. While most readers will know that HVAC is Heating Ventilation Air Conditioning, most will not know CSMS (Combined Support Maintenance Shop).

We encourage using a standard structure for all narratives:

- Building Summary
- Paragraph 1: Project Summary
- Paragraph 2: Explanation of the issue(s)
- Paragraph 3: Explanation of how the proposed project will remedy the issue(s)

**Example:** This example for Building Envelope Repairs has 194 words and follows the structure above. A word count in MS Word can be found in the information bar at the bottom of page. It will show the total word count in the document or if you select text it will show the count of the selected text.



### Building Summary

Year Built: 1970  
Building Area: 99,099 SF  
Building Use: Classrooms & Labs

- ¶1. This project will repair deficient brick veneer and parapets, add more control joints, and repair/replace failing window eyebrows.
- ¶2. Cobleigh Hall’s brick veneer and parapet are pulling away from the building due to a lack of control joints. There are numerous cracks in the brick veneer, which generally start at the corner of window openings. Additionally, the window eyebrows are showing signs of deterioration which risk eventual failure and risk to life-safety if not addressed. Some of the precast concrete window covers show signs of deterioration and, in some cases, the reinforcing steel is exposed.
- ¶3. This project addresses failing components of the building envelope by reinforcing the brick veneer and parapet as well as repairing/replacing the failing window eyebrows, which are a major safety concern. Addressing both the brick veneer and parapet, as well as the failing window eyebrows in one project is recommended because it immediately addresses the failing building envelope and safety concerns, and results in significant savings in both scaffolding and labor costs by addressing both the eyebrows and control joints at the same time.