LONG-RANGE BUILDING PROGRAM
CAPITAL CONSTRUCTION PROGRAM

PROJECT SUBMISSION INSTRUCTIONS

JANUARY 2022

DEPARTMENT OF ADMINISTRATION
ARCHITECTURE AND ENGINEERING DIVISION

LRBP Project Submission Instructions

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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For the 2025 biennium, the Architecture & Engineering Division has moved the submission process to a new platform (Wizehive) which can be accessed from any web browser. The link to the new submission portal is provided to agency contacts responsible for submitting projects. If you need the portal address, contact Joe Schalk or Steve Faherty.

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.

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. The Profile can be edited to change the email address as well as the name. You may want to do this if the person in charge of inputting projects has changed, and you would like to update the contact information for a new person.

IBARS was the previous system of entering projects. Only authorized users could input and edit submissions and every authorized user could see all the agency's project submissions. Wizehive is the new platform that our submission process is built on and is much easier to use but you will need to revise your agency's process for submissions.

- 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.
- Projects that are submitted can be re-opened and edited at any time before the program closes on June 30th.

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.

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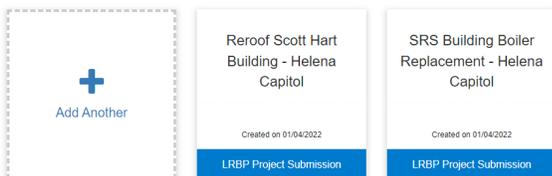
At the top of the portal, under the banner, is where you navigate your submissions. When you first log in, you will be at the Homepage.

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

Homepage > Reroof Scott Hart Building - Helena Capitol   Welcome, sfaherty@mt.gov   ⚙

You will have access to create or modify projects until the program closes on June 30th. 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.

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 us.

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 30th, 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 - 5 S. Last Chance Gulch", "Roof Replacement - Ft. Harrison Building 530", "Commodities Warehouse Expansion"

Brief Description of Project: 1,000-character limit. 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.

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

Project Cost: Make sure to enter a number here, even if you need to verify or revise later. This field is used to determine what type of project this is, Major Repair or Capital Development.

Attach project cost estimates or any other documents to support the requested amount. Provide documents such as consultant or contractor estimates, or any information that helped you arrive at a project cost. You should provide a basic cost breakdown if the estimates to ensure you have considered all costs associated with the project. You can download a project cost template from A&E's website if needed: https://architecture.mt.gov/LRBP

Date that Agency needs project to be operational. The size and complexity of the project will determine whether more or less time is needed, but the timeline presented here should help select a realistic date.

Average Project Timeline		
End of Legislative Session	May 2023	
Project Initiation	6/1/2023	30 days min
A/E Selection Process	8/30/2023	90 days min
Planning and Design	4/26/2024	6 months (4 - 16 months)
Bidding and Award	6/25/2024	60 days
Construction	2/20/2025	8 months (3 to 24 months)

Has a Facility Condition Assessment been completed within the last 3 years? A Facility Condition Assessment must be completed for each LRBP-eligible building at least once every three years and includes an itemized list of the building's deficiencies. If you click "Yes", you will be asked to upload the latest assessment.

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

This project is: Select the type of project this is. The selection here in addition to the project cost will automatically categorize the project as MAJOR REPAIR, CAPITAL DEVELOPMENT, or a FWP program. The Department of Fish, Wildlife & Parks has programs with earmarked funds and do not fall under MAJOR REPAIR or CAPITAL DEVELOPMENT.

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.

Starting with the biennium of the projected completion date, identify projected operational costs and funding sources for three consecutive biennia following the completion date. Please make sure your estimated "annual" operational costs are multiplied by 2 to ensure input of the "biennial" amounts for each cost category and include an inflation factor for the second and

third biennium. For Agencies that don't have information on construction inflation rates the A&E Division recommends a default inflation factor of 3%

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

Project Narratives:

For the project narratives, A&E recommends composing your answers in Word and then paste into the form to avoid losing your work.

Background Provide a short narrative that includes information such as year built, additions/renovations, total square feet, and general use of the building or facility.

Haynes Hall, constructed in 1974, is one of three buildings that forms the Creative Arts Complex (combined 135,000 square feet) and currently houses the School of Art.

The 53,195 square foot Brockmann Center was constructed in 1970 as a multi-discipline academic building. Since the original construction, there has been limited renovation.

Completed in 1959, Montana's executive residence has had few major improvements over the past 60 years. The Executive Residence serves not only as the official residence of Montana's governor but a place to host functions and greet dignitaries as well as visitors from all walks of life. This would be the first major renovation to the Residence since it was built.

Issues/Reasons for the Request Identify the problems or issues that have led to the request. Include in the narrative specific timing and history (e.g., is the problem new, or has it been cumulative?). Specify whether the project is part of a program expansion, or if services will remain the same. In the Supporting Documents section below, include supporting evidence such as violation notices, lawsuits, adverse conditions, events, photos, inspections, or evaluations.

Solution to the Issues/Problem/Impediment Describe how the proposed project will solve the defined need as identified above. If applicable, include other long-range planning goals that will be met through the completion of the project (e.g. better disaster preparedness, connectivity, LID concepts, multi-modal nodes, resource conservation, stormwater mitigation, etc.).

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. Do not use "Do Nothing" as an alternative.

Explain why one alternative was chosen and others rejected. This may relate to such things as program trends or policies, projected demands, or cost/benefit factors.

Alternatives Considered	Rationale for Selection of Particular Alternative

Project: Romney Hall Renovation	
1. Purchase modular buildings. 2. Fund phased or partial renovations. 3. Fund comprehensive building remodel for highest and best uses of the building.	Alternate 3 is the best long-term investment and allows MSU to capture non-utilized and underutilized space to increase classroom capacity for student learning.
Project: New Dental Clinic, Assisting & Hygiene Lab-MSUGF	
1. Build addition to current facility to accommodate larger space and additional students. 2. Renovate and reconfigure existing space to better suit needs of Dental Assisting and Dental Hygiene programs.	Alternative 1 creates an improved space without restricting access or functionality of existing building space. The project allows programs to meet American Dental Association requirements for accreditation and better protects patient privacy.
Project: TRS Building Renovation	
1. Encapsulate Asbestos Containing Materials and deal with them as needed when replacing light fixtures, flooring, and wall finishes. Address accessibility issues in a limited manner. Accessibility will be improved but not completely addressed. 2. Completely renovate the building to remove all ACMs and make the building fully accessible.	Removal costs will only continue to increase over time. ACM removal will require the building to be vacant and most finishes will be affected by the work. Any upgrade to the existing flooring or lighting will incur additional costs to contain any ACMs that are disturbed. A complete renovation is the only way to fully remove ACMs and address the accessibility issues.

Additional Project Information

Provide any additional information or data which cannot be completed or included elsewhere. Do not duplicate information already provided in the previous fields.

Project Photos Provide photos relating to the project for use in the LRBP Budget book.

Supporting Documents Provide any documents that support your request.