



MONTANA
DEPARTMENT OF COMMERCE

COMMUNITY DEVELOPMENT DIVISION

October 1, 2013

RECEIVED

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Ravalli County Commissioners

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Commission Chairman Jeff Burrows
Ravalli County
215 S. Fourth, Ste. A
Hamilton, MT 59840-2853

Re: **On Site Monitoring** - Contract #MT-TSEP-CG-12-623,
Bridge Project

Dear Chairman Burrows:

On August 21, 2013, I visited the County to review its efforts toward completion of the awarded bridge project. During the monitoring visit, Glenda Wiles, administrative assistant, Ravalli County, gave generously of her time to help review the records related to the project.

The purpose of the monitoring visit was to evaluate the County's compliance with state requirements of the Montana TSEP program and to assess its progress towards completion of project activities. The goal of the monitoring process is to assist and support efforts to comply with applicable requirements, to prevent situations that could cause problems, and resolve any concerns.

Specifically, the monitoring review addressed the following areas of project administration:

- Project Start-up and Management,
- Procurement,
- Financial Management,
- Labor Standards, and
- Public Facility Construction Management.

Project Start Up and Management

Project start up and management activities appeared acceptable according to TSEP requirements. The County has kept complete and organized files for this project. All documents were easily accessible during the review. As a reminder, all TSEP related records should be kept on file at the County's offices for **three** years from the date of final closeout of your project.

MEG O'LEARY, DIRECTOR

STEVE BULLOCK, GOVERNOR

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Procurement

Documentation of the solicitation for the grant, engineer and construction contractor appeared to be properly accomplished in accordance with procurement requirements.

Financial Management

The County's financial management of TSEP funds for the project was deemed acceptable. Claims and warrants sampled were in order and well documented; at the time of the visit, \$120,459.50 (85% of the grant award) had been reimbursed with TSEP funds.

Labor Standards

All requirements involving state labor standards appeared to have been met. Interviews were attempted twice by the grant manager; documentation was provided that the contractor owners were the only employees, thus interviews were not completed. The certified payrolls documented Montana prevailing wage rates.

Public Facility Project Administration

The construction contract documents, plans, and specifications were found to be in compliance with TSEP requirements. TSEP funds were used to cover a portion of construction costs for the bridge project. All other elements of project administration appeared acceptable.

Conclusion

Congratulations on the administration of this project.

If you have any questions or comments, please call me at 841-2770 or e-mail me at DOCTSEP@mt.gov.

Sincerely,



Valerie Short
TSEP Program Specialist
Montana Department of Commerce

CC: Glenda Wiles, Ravalli County Administrative Assistant
Cindy Kuns, WGM Group, Grant Manager