

# Memorandum

**REPORT TO:** City Commission

**FROM:** Chris Saunders, Community Development Manager  
Erin George, Community Development Director

**SUBJECT:** Authorize the City Manager to Sign a Professional Services Agreement Term Contract with Economic and Planning Systems, or EPS for Professional Services to Support Population Projections for Update to the Land Use Plan and Task Order 11 under the Term Contract

**MEETING DATE:** May 6, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign a Professional Services Agreement Term Contract with Economic and Planning Systems (EPS) for Professional Services to Support Population Projections for Update to the Land Use Plan and Task Order 11 under the Term Contract

**STRATEGIC PLAN:** 4.1 Informed Conversation on Growth: Continue developing an in-depth understanding of how Bozeman is growing and changing and proactively address change in a balanced and coordinated manner.

**BACKGROUND:** Term Contract Background:  
Economic and Planning Systems, Inc. (EPS) and their team members Bridge Economic Development and Agency Landscape + Planning were selected for a five year term contract following a competitive request for proposals (RFP) process. EPS and their team will provide highly technical professional services. The Term Contract enables the City to maintain a continuity of advice and approach across projects, ordering services from the overall scope of service as needed using written task orders.

Task Order 1 Background:  
The City is required to update its plan for land use and development every five years. The City's Bozeman Community Plan 2020 was adopted in 2020. State law governing land use planning changed in 2023 and requires a robust analysis of expected conditions and changes for population and housing needs over the 20 year planning period with more detail than required in the past. The past five years have been unusual in development patterns and economic conditions across the nation. National trends are having an increasing impact on all of the Gallatin valley. Simply assuming a continuation of existing conditions is not likely to be a reliable indication of future conditions. The economy continues to rapidly evolve. Due to workload and specialized skills, the City wishes to retain EPS professional

services to consider several population projections to enable the City to identify and consider alternative outcomes.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As identified by the City Commission

**FISCAL EFFECTS:** Funds for this work have been budgeted. Project cost is \$24,030.

Attachments:

[Task Order - EPS population projections.pdf](#)

[233073 Population Forecast Scope 04-18-2025.pdf](#)

Report compiled on: April 21, 2025