

Memorandum

REPORT TO: Gallatin Valley MPO - Transportation Policy Coordinating Committee

FROM: Jeff Butts, MPO Manager.

SUBJECT: Approve Final Scope of Work with Nelson\Nygaard for Long Range Transportation Plan

MEETING DATE: March 26, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: **Consider the motion:** *I move to approve the final scope of work with Nelson\Nygaard for the Long Range Transportation Plan.*

STRATEGIC PLAN: 1.3 Public Agencies Collaboration: Foster successful collaboration with other public agencies and build on these successes.

BACKGROUND: Nelson-Nygaard has been selected as the highest-ranked consultant through the competitive procurement process for the Long-Range Transportation Plan (LRTP). At February TPCC meeting, members concurred with this selection. MPO staff has since collaborated with the consultant to refine key contract elements, which are now presented for TPCC review and approval.

Scope of Work

The contract aligns with the six elements approved by TPCC in Fall 2024:

1. **Project Management and Administration** – Includes bi-weekly project management calls, quality controls, scheduling, communication frameworks, and progress reporting.
2. **Community Engagement** – Sets a framework for a mix of in-person, virtual, and innovative outreach methods, guided by the MPO's forthcoming Public Participation Plan. The project will utilize a Community Advisory Panel and include a project-specific engagement strategy. It bi-monthly involvement at the Transportation Technical Advisory Committee (TTAC) and quarterly engagement with the TPCC.
3. **Existing and Projected Conditions** – This task identified compiling datasets on transportation networks, traffic and collision counts, land use, transit, and demographics. Identifies trends, travel patterns, and infrastructure needs, including a high-level safety analysis and freight network documentation.
4. **Additional Transit Focus** – Funded by Streamline, this section will examine long-term transit needs, identifies candidate high-frequency transit corridors, and shares transit-supportive land use and design best practices. A subject matter expert will provide enhanced coordination with the Streamline Board and conduct two in-person

visits.

5. **Plan Development and Recommendations** – Work in this section establishes a vision, goals, objectives, and performance measures. Develops a project evaluation framework, screens potential projects, verifies modeling assumptions, prepares a financial plan, and prioritizes projects.
6. **Draft and Final Plan** – This task will produce a final, actionable document with appendices and an interactive performance dashboard to guide future transportation planning and investment.

Staff will present a comprehensive overview of the scope of work and request TPCC approval. Upon TPCC approval, the contract will proceed to the Bozeman City Commission for final authorization as a consent agenda item. The City of Bozeman, as the MPO’s administrative host, will execute the agreement.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the committee.

FISCAL EFFECTS: Total expenditures are expected to be \$347,997.95. Expenditures are included in the approved FFY2025 Unified Planning Work Program (UPWP) and will require budgeting in the FFY2026 UPWP.

Attachments:

[Final_LRTP_SOW.pdf](#)

Report compiled on: March 19, 2025