

Memorandum

REPORT TO: City Commission

FROM: Bob Murray, Project Engineer
Nicholas Ross, Director of Transportation and Engineering

SUBJECT: Authorize City Manager to sign the Professional Services Agreement with Clear Route Real Estate, LLC to provide Right of Way Acquisition Services on a Term Contract Basis for 2 years from the Date of Execution.

MEETING DATE: July 15, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize City Manager to sign the Professional Services Agreement with Clear Route Real Estate, LLC to provide Right of Way Acquisition Services on a Term Contract Basis for 2 years from the Date of Execution.

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: Attached is a copy of the Professional Services Agreement with Clear Route Real Estate, LLC to provide Right of Way Acquisition Services on a Term Contract Basis for 2 years from the Date of Execution. The document is in the City's standard format.

These services were procured through the City's consultant selection process. A Request for Proposals was published in the Bozeman Daily Chronicle on May 3rd and May 17th, with the proposals being due on May 28th. Only one proposal was received on the project which was distributed to a selection committee of 3 city employees. The respondent was determined to be qualified for the project by the committee.

Moving forward, individual task orders will be issued for each separate acquisition to be pursued. Fee for each task order will be on a time and material basis. The term for the contract is two years after which it can be extended through an amendment or a new Request for Proposals issued at the City's discretion.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Fees will be negotiated on a per task basis and paid for from the individual project fund for which the right of way is being acquired.

Attachments:

[Right of Way Acquisition Professional Services Agreement.pdf](#)

Report compiled on: July 2, 2025