

Memorandum

REPORT TO: City Commission

FROM: Jeff Butts, MPO Manager

SUBJECT: Authorize the City Manager to sign a Professional Services Agreement (PSA) with Nelson\Nygaard for the development of the Gallatin Valley Metropolitan Planning Organization's Long Range Transportation Plan

MEETING DATE: May 6, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Consider the motion: I move to authorize the City Manager to sign a Professional Services Agreement with Nelson\Nygaard for the development of the Gallatin Valley Metropolitan Planning Organization's Long Range Transportation Plan.

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

BACKGROUND: The City of Bozeman serves as the host agency for the Gallatin Valley Metropolitan Planning Organization (MPO), a federally designated regional transportation planning body established following the 2020 Census when the Bozeman Urbanized Area exceeded a population of 50,000. The MPO was formally designated by Governor Gianforte in December 2023 after a collaborative process with local, state, and federal partners.

In addition to the City of Bozeman, the MPO includes representation from the City of Belgrade, Gallatin County, the Montana Department of Transportation, and the Gallatin Valley Urban Transportation District. The MPO is governed by the Transportation Policy Coordinating Committee (TPCC). Technical guidance is provided by the Transportation Technical Advisory Committee (TTAC).

Federal law requires MPOs to develop and maintain a Long Range Transportation Plan (LRTP), which establishes the framework for coordinated regional transportation investments. The LRTP defines a shared transportation vision for the Metropolitan Planning Area (MPA) and includes a fiscally constrained list of priority projects. All transportation projects seeking federal funding within the MPO's planning area must align with the adopted LRTP. The MPO is required to adopt its first LRTP by December 26, 2026.

Following a competitive procurement process, the TPCC approved the

selection of Nelson\Nygaard Consulting Associates, Inc. to lead development of the LRTP at its March 26, 2025 meeting. The full scope of work and contract are attached for reference.

As the MPO's host agency, the City of Bozeman serves as the fiscal agent providing administrative oversight and financial management in accordance with federal requirements. Accordingly, the consultant contract will be executed between the City of Bozeman and Nelson\Nygaard on behalf of the MPO.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the Commission.

FISCAL EFFECTS: The total cost of \$347,997.96 is covered by Federal and State MPO planning funds. No contribution from City funds is required.

Attachments:

[MPO_LRTP_PSA_NelsonNygaard_Final.pdf](#)

Report compiled on: March 27, 2025