

Memorandum

REPORT TO: City Commission

FROM: David Fine, Economic Development Manager
Brian Guyer, Community Development Manager

SUBJECT: Authorize the City Manager to sign Task Order 4 with Cushing Terrell for Fowler Neighborhood Design Workshop

MEETING DATE: July 21, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign Task Order 4 with Cushing Terrell for Fowler Neighborhood Design Workshop

STRATEGIC PLAN: 4.5 Housing and Transportation Choices: Vigorously encourage, through a wide variety of actions, the development of sustainable and lasting housing options for underserved individuals and families and improve mobility options that accommodate all travel modes.

BACKGROUND: The Fowler Neighborhood is envisioned as an affordable, for-sale, community land trust development on city-owned land. The City of Bozeman has been in a process of listening and public engagement for the Fowler Neighborhood project since summer 2025. The next phase of the engagement process includes design workshops with the City's architecture team at Cushing Terrell. The sessions will include neighbors, housing practitioners, city staff and the architecture team. A major goal of the session is to develop enough core design concepts to pursue the appropriate zoning designation for the property.

Cushing Terrell will conduct two community workshops in collaboration with the City of Bozeman Economic Development Department and Whole System Performance for the Fowler Neighborhood project. The workshops will consist of one public morning session, followed by an internal afternoon and next-day morning work session, followed by a public afternoon/early evening session. Prior to the workshops, Cushing Terrell will prepare materials to be used during the public sessions. Following the workshops, Cushing Terrell and the City of Bozeman Economic Development Department will discuss next steps for annexation and zoning of the Fowler Neighborhood property.

UNRESOLVED ISSUES: None at this time.

ALTERNATIVES:

As suggested by the City Commission.

FISCAL EFFECTS:

Cushing Terrell will bill for its services on a lump sum fee of \$25,000 and Reimbursables billed as incurred estimated at \$4,500. Cushing Terrell shall submit invoices to the City of Bozeman for work accomplished during each calendar month. The amount of each monthly invoice shall be determined on the percentage of fee spent for the month of services. Monthly invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. The provisions of the Professional Services Agreement govern the Work. Funding for this work is included in the Community Housing Fund budget.

Attachments:

[CT_URD_Task_Order_4.docx](#)

Report compiled on: July 10, 2026