

Memorandum

REPORT TO: City Commission

FROM: Jeff Butts, MPO Manager
Nick Ross, Director of Transportation & Engineering

SUBJECT: Authorize the City Manager to Sign Amendment 1 to the Professional Services Agreement with Nelson\Nygaard Consulting Associates, Inc. for Development of the Gallatin Valley Metropolitan Planning Organization Long Range Transportation Plan

MEETING DATE: July 14, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: **Consider the motion:** *I move to authorize the City Manager to sign Amendment No. 1 to the Professional Services Agreement with Nelson\Nygaard Consulting Associates, Inc. for the Gallatin Valley Metropolitan Planning Organization Long Range Transportation Plan.*

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

BACKGROUND: Serving as host agency for the Gallatin Valley Metropolitan Planning Organization (MPO), the City of Bozeman (city) entered into a Professional Services Agreement with Nelson\Nygaard Consulting Associates, Inc. for development of the MPO Long Range Transportation Plan (LRTP). The LRTP is the first federally required long range transportation plan for the MPO and is being developed in coordination with local, state, transit, and community partners.

As the planning process advanced, additional technical and engagement needs were identified. A portion of this work was advanced by the consultant team to maintain project continuity and schedule during LRTP development. Amendment No. 1 updates the scope of services and contract budget to reflect this additional work and preserve sufficient contract capacity to complete the remaining LRTP tasks.

The amendment adds work to compile and integrate GIS files from jurisdictions within the Metropolitan Planning Area (MPA), refine Transportation Analysis Zone (TAZ) population projections for use in the Montana Department of Transportation (MDT) hosted gravity model, conduct an Existing Plus Committed model run to establish baseline future conditions, and expand community engagement through three additional in-person open house/workshop-style events.

The amendment expands the scope of services needed to complete the LRTP and increases the Agreement amount by \$53,159.00, for a revised Agreement amount and contract ceiling of \$401,156.95. The increased cost is fully reimbursable to the city through the MPO's federal Metropolitan Planning (PL) funds.

Amendment No. 1 was approved by the MPO Transportation Policy Coordinating Committee, which serves as the governing body for the MPO, on June 24, 2026. City Commission consent is now required to increase budget capacity as the host agency prior to federal reimbursement.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the Commission.

FISCAL EFFECTS: Amendment No. 1 increases the Agreement amount by \$53,159.00. The revised Agreement amount and contract ceiling are \$401,156.95. Funding for the amendment is included in the MPO Unified Planning Work Program (UPWP) and is eligible for 100 percent reimbursement to the City.

Attachments:

[Amendment 1 to Nelson\Nygaard PSA for LRTP](#)

[Amendment 1 to Nelson\Nygaard PSA for LRTP Fee](#)

Report compiled on: June 30, 2026