

2020 LONG RANGE TRANSPORTATION PLAN UPDATE

ADDENDUM 1: TRANSPORTATION OPTIONS ACTION PLAN

THIS Addendum 1 (this “Addendum”) made and entered into this date _____, 2021 supplements the Agreement (the “Agreement”) made and entered into on December 9, 2019, by and between the **Missoula Metropolitan Planning Organization**, 435 Ryman Street, Missoula, Montana, 59802 (herein referred to as “MPO”), and **NelsonNygaard Consulting Associates, Inc**, located at 2 Bryant Street, Suite 300, San Francisco, CA, (hereinafter called “NELSON/NYGAARD” or “Consultant”).

This letter agreement is to confirm that the MPO and Consultant hereby agree to amend their existing contract, as follows:

NELSON/NYGAARD shall complete the following tasks to develop Long-Range Transportation Plan (LRTP) implementation recommendations and actions related to Transportation Options.

1. **Additional Services Scope of Work**

As part of Missoula Connect, the Missoula MPO and City of Missoula are interested in exploring the regulatory aspects of Transportation Options (TO) and how it can support growth and community transportation goals outlined in the Long-Range Transportation Plan (LRTP). Missoula already has a robust TO program, Missoula In Motion, that encourages sustainable transportation options. Other partners also work to reduce the number of people driving alone and provide transportation options for residents and employees. The purpose of this project is to develop a TO Regulations Action Plan for the MPO and City that would outline a recommended approach to require and/or incentivize developers and/or employers to invest in TO. It will also provide an assessment of the City’s existing parking code.

The project proposal is broken into three phases to offer flexibility in level of effort, as shown in Exhibit A.

Phase 1 Exploration

The purpose of Phase 1 will be to explore the opportunities for Missoula to require TO through the new development process and/or employers. Through stakeholder engagement, input from a TO Steering Committee, and a peer review, Phase 1 will culminate in a summary of key issues, opportunities, and next steps for Missoula to consider.

Phase 2 Evaluation

Phase 2 will evaluate the effectiveness of different ways Missoula could require TO in the new development process and/or through employers. The culmination of Phase 2 will be a recommended path forward for City/County/MPO adoption.

Phase 3 Implementation Support

TBD – may include code amendments, council adoption, toolkits, pilot projects, communications materials. Budget and scope not included at this time.

- 2. Deliverables:** The following Deliverables will be included as part of this scope. The deliverables will be both original files and PDF format at either 8.5x11 or 24x36 size as appropriate for the deliverable.

Task 1

- a. Kick off meeting agenda and summary notes
- b. Biweekly project management meeting agendas and summary notes
- c. Up to three meetings by phone with the City's legal team
- d. Monthly progress reports

Task 2

- e. List of stakeholder interviews
- f. Draft and final interview guide
- g. Stakeholder meeting scheduling and facilitation of up to ten (10) virtual small group interviews
- h. Stakeholder feedback summary
- i. Meeting materials and summary notes for two (2) virtual Steering Committee meetings

Task 3

- j. List of peers
- k. Draft and final peer interview questions
- l. Phone interviews with up to four (4) peers
- m. Draft and final Existing Conditions and Best Practices Report in Word

Task 4

- n. Draft and final Issues & Opportunities Report in Word

Task 5

- o. Draft and final evaluation criteria
- p. Draft and final scenarios and relative impact analysis; up to three maps

Task 6

- q. Draft and final interview guide interview guide and presentation materials
- r. Stakeholder meeting scheduling and facilitation of up to ten (10) virtual small group interviews
- s. Stakeholder feedback summary
- t. Meeting materials and summary notes for three (3) virtual Steering Committee meetings

Task 7

- u. Draft and final TO Regulations Action Plan in Word
- v. Draft and final TO Code Recommendations in Word

3. **Team:** The team will consist of Nelson/Nygaard.
4. **Professional Fee:** The total cost of the existing contract is increased by **\$85,000** for the aforementioned described additional scope, Tasks 1 through 7, as detailed in Exhibit B – Phase 1 and 2 Budget. Additional meetings will be billed at the established hourly rates.
5. **Reimbursable Expenses:** The professional fee includes reimbursable expenses advanced either in the performance of the Scope of Services or in the service of the MPO. The payment of these sums to the Consultant shall be billed on a monthly basis.
6. **Other Provisions:** All other provisions of the existing contract, dated **December 9, 2019**, shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum 1 the day and year first written above:

NELSON/NYGAARD:

Leah Riley, Managing Director
NELSON/NYGAARD Group, Inc.

MAYOR:

On behalf of the Missoula Metropolitan Planning Organization

John Engen, Mayor

Attest for MPO:

Marty Rehbein, CMC, City Clerk

Approved as to Form for MPO

Jim Nugent, City Attorney

STATE OF OREGON)

) ss.

County of Multnomah)

On this day of , 2021, before me, the undersigned, a Notary Public for the State of Oregon, personally appeared _____, known or sworn to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year in this certificate first herein above written.

(SEAL)

(Print Name)

Notary Public for the State of Oregon

Residing at

My Commission expires