



## MEMORANDUM

To: Leigh Griffing, Finance Director  
From: Aaron Wilson, Infrastructure & Mobility Planning Manager  
Subject: Sole Source Vendor Designation  
Date: June 7, 2021

The Infrastructure & Mobility Planning division is requesting permission to designate Nelson-Nygaard as the sole source vendor for continuation of the Long Range Transportation Plan update. Under the City's purchasing policy, a sole source determination can be made under limited circumstances. Below is the excerpt from the purchasing policy and the italicized comments explain how Nelson-Nygaard meets the criteria:

**Sole source purchases.** Under some limited circumstances, a department may need to consider making a sole source purchase for a supply or service available from only one known vendor. Because this purchase occurs without benefit of competition, departments should exercise great reluctance to use this procurement method.

- i. Sole source procurement is permissible under the following circumstances:
  - a. The compatibility of current services or equipment, accessories, or replacement parts is the paramount consideration;  
*Nelson-Nygaard has been under contract since December, 2019 to assist in updating the Missoula Metropolitan Planning Organization's Long-Range Transportation Plan. As part of that update, they have gained an in-depth knowledge of our transportation planning, goals and existing policies. During the update process, and per the contracted scope of work, Nelson-Nygaard identified a number of programs necessary to achieve the vision of the Plan. One of the objectives of our original Request For Proposals was to "identify opportunities to increase consistency between the LRTP and other regional plans and policies", as well as "identify implementation steps, roles and timelines, with a focus on achieving the mode split goals identified in the 2045 Activate Missoula Long-Range Transportation Plan."*

*The proposed Transportation Options recommendations will be added as an amendment to the Long-Range Transportation Plan, which Nelson-Nygaard developed. No other firm will have the level of familiarity, nor the resources necessary to integrate Transportation Options policy recommendations into the plan update. Content, graphics and other materials were all developed by Nelson-Nygaard.*



**MISSOULA**

**PUBLIC WORKS & MOBILITY DEPARTMENT—Infrastructure & Mobility Planning**

435 Ryman St. • Missoula, Montana 59802 • (406) 552-6674

*As such, Nelson-Nygaard has the familiarity with our current needs, as well as how recommendations for implementing the plan will fit into our current plan update. In addition, they have the staff expertise necessary to develop recommendations for our Transportation Options and regulatory review, and have the data, materials and knowledge of our current Long-Range Plan Update.*

- b. There is no alternative, equivalent product to the one required;  
*Not applicable*
- c. There is only one acceptable or suitable source for the supply or service item;  
*Not applicable*
- d. Grant terms specify the equipment to be purchased.  
*Not applicable*

**Approved:**

*Leigh Griffing*

Leigh Griffing (Jun 9, 2021 11:36 MDT)

Leigh Griffing, Finance Director

06/09/2021

Date

*John Engen*

John Engen (Jun 8, 2021 14:55 MDT)

John Engen, Mayor

06/08/2021

Date