



**City of Missoula, Montana
City Council Committee Agenda Item**

Committee: Land Use and Planning

Item: Professional Services Agreement Addendum to Contract #A-8737

Date: September 21, 2022

Sponsor(s): Community Planning, Development and Innovation (CPDI)

Prepared by: Ben Brewer

Ward(s) Affected:

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 4
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 6
<input checked="" type="checkbox"/> All Wards	<input type="checkbox"/> N/A

Action Required:

Approve and authorize the Mayor to sign an Addendum to Professional Services Agreement #A-8737 for work related to the City Growth Policy Update.

Recommended Motion(s):

I move the City Council: Approve and authorize the Mayor to sign an Addendum to Professional Services Agreement #A-8737 with Metta Urban Design for work related to the City Growth Policy update for a total amount equal to \$90,000.

Timeline:

Committee discussion:	September 21, 2022
Council action (or sets hearing):	September 26, 2022
Public Hearing (if required):	Click or tap here to enter text.
Final Consideration	Click or tap here to enter text.
Deadline:	Click or tap here to enter text.

Background and Alternatives Explored:

Community Planning, Development, and Innovation is proposing an addendum to a Professional Services Agreement with Metta Urban Design for work related to the City Growth Policy update.

On May 9th, 2022, City Council authorized the Mayor to sign the Professional Services Agreement (Contract #A-8737) with Metta Urban Design for the city’s Comprehensive Code Reform Project. The consultant team that was selected for the project was the preferred candidate based on their team composition and project approach. Some of the key deciding factors for the selection were an emphasis and ability to set the stage through early engagement and messaging in order to bring the community along with changes to code and policy; an ability to communicate in a way that draws everyone to the table; and a style of work product that cuts through the jargon and makes the process more relatable and accessible to the community.

In preparing and planning for the Code Reform project, it was clear early on that there is an integral relationship between code reform and the growth policy. Community Planning staff also anticipated that we would need to supplement the code reform effort with our own resources for conducting the Growth Policy update. This being the case, the code reform Scope of Work

acknowledges the critical relationship between policy and regulation but identifies staff as the lead on the work of reviewing and updating the Growth Policy.

Staff has developed a separate scope of work for the growth policy update project that is responsive to upcoming code reform work and will also accomplish the needs for an update as expressed in the five-year growth policy review document (see Link to External Websites below). The growth policy update scope of work is attached to this referral for background purposes.

The growth policy scope of work indicates the need for some distinct consultant services to accomplish project goals and to reinforce the alignment between code reform and the growth policy. Two areas where distinct consultant services are beneficial relate to assistance with policy refinement and confirmation, and providing enhanced and coordinated community engagement.

Policy refinement and confirmation is a unique service that would benefit from the expertise of a planning team that regularly guides strategic framing of policy and regularly evaluates policy statements for conciseness, reliability, and vision. Members of the code reform consultant team have these skills and are already becoming versed in the current extensive growth policy goals and objectives. It's beneficial to use this same team for the policy refinement and confirmation task.

Due to the integral nature of policy and aligned implementation ideas, and the timing of conducting an update to the city growth policy, staff also recognize the benefit of relating the early growth policy engagement needs with the comprehensive code reform engagement planning. There should be a seamless relationship between the two efforts from early on in plan development to final adoption. The community would also recognize the integral relationship and would benefit from coordinated messaging of the two efforts.

Enhanced and coordinated community engagement directly related to the growth policy update is a unique service that would benefit from using the same consultant team that is conducting engagement for the code reform, since it will reinforce the relationship between the two projects for the public. It will create a more integrated timeline and establish a clearer intent for participants engaging in the process overall, which will help to minimize confusion. The code reform consultant team includes contractors dedicated specifically to engagement, and this proposal is to use that same engagement team for the growth policy update.

Based on the distinct consultant services sought, staff approached the code reform consultant team for a proposal to address the specific added services and associated cost. A proposal was submitted by Metta Urban Design and is attached to this referral, as well as the professional services addendum itself.

Financial Implications:

Funding for this distinct consultant service is \$90,000 and is available through the Community Planning professional services funds (already dedicated). This is not a new request of the general fund.

Links to external websites:

Growth Policy 5-Year Review: <https://www.engagemissoula.com/growth-policy-5-year-review>

Presentation to LUP for Code Reform Professional Services Agreement request: <https://pub-missoula.escribemeetings.com/Meeting.aspx?Id=5a64be23-a280-40bc-84b9-8a098554dbf9&Agenda=Agenda&lang=English>