

**City of Missoula, Montana
New Business Item**

Item: **Contract – Parks, Recreation, Open Space and Trails (PROST)
Comprehensive Master Plan Update**

Council Meeting

Date: August 23, 2023

Sponsor(s): **Ryan Applegate and Zac Covington**

Prepared by: Zac Covington

Ward(s) Affected:

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

Action Required:

Approve contract in amount not to exceed \$249,723 and authorize the Mayor to sign.

Recommended Motion(s):

I move the City Council:

Approve a contract with BluePoint Planning, Inc. in an amount not to exceed \$249,723 for professional services related to the PROST comprehensive master plan update and authorize the Mayor to sign.

Background and Alternatives Explored:

On April 9, 2023, Parks and Recreation issued a Request for Proposals (RFP) to update the 2004 Master Parks and Recreation Plan in the form of a comprehensive Parks, Recreation, Open Space, and Trails (PROST) Master Plan. The 2004 plan has been used for many years as a guiding document and has provided excellent direction for the department as the community has grown. However, as the plan is now almost 20 years old, and, as the community has grown substantially, and continues to grow, much of the data and many of the strategies need to be updated. A planning process based on current conditions and anticipated public needs and values over the next 10-15 years is critical.

After the Request for Proposals (RFP) for the project was publicly advertised in the Missoulian from April 9, 2023 to April 16, 2023, in May of this year, six proposals were received in response to the RFP, all of which were from highly qualified consultant teams experienced in PROST planning. A team of fifteen City staff and various project partners with expertise in parks and recreation, community development and planning, transportation, trails, public engagement, climate, equity, GIS, and other related fields, reviewed and scored each proposal and provided relevant comments and recommendations. A Selection Committee consisting of three Parks and Recreation staff, City and County planning staff, and a public engagement and outdoor recreation specialist at the University of Montana, interviewed the top four consultant teams, and BluePoint Planning, Inc. was chosen as the preferred consultant for the plan update. This was based not only on the firm's extensive experience in PROST planning, but also related to their background in climate, equity, and housing integration into various planning processes, which will be critical as Parks and Recreation strives to integrate those three City strategic lenses throughout the process.

The purposes of the plan are to: Collect extensive public input on parks, recreation, open space,

and trails issues and needs in the community, especially input from underserved and under-represented populations; analyze current demographics and relevant trends in the community related to PROST planning; comprehensively inventory and analyze current Levels of Service (LOS) and gaps in the system; assess and integrate the PROST planning process into other concurrent City and partner-led planning processes; guide the city in future comprehensive planning of parks, recreation, open space, and trails needs based on applicable data and analyses, extensive public input, and potential impacts to the three City strategic lenses climate, equity, and housing; facilitate the creation of implementable and effective action plans for the City; and produce a useful plan in both traditional and online formats which is easily accessible to the general public.

Alternatives considered include Parks and Recreation staff updating the PROST plan internally. However, given all other current priorities and commitments of the Department, it was determined that contracting with a consultant was the appropriate route for this plan update.

Financial Implications:

PROST plan update services are funded from the Park District #1 fund balance as part of the Mayor's FY-2024 budget.

Links to external websites:

Click or tap here to enter text.