

# Memorandum

**REPORT TO:** City Commission

**FROM:** Jon Henderson, Strategic Services Director  
Zac Collins, Asset Systems Program Manager

**SUBJECT:** Authorize the City Manager to Sign a Professional Services Master Task Order Agreement with HDR for GIS and Asset Management On-Call Services, and Subsequent Task Orders Within Budget

**MEETING DATE:** January 7, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign a Professional Services Master Task Order Agreement with HDR for GIS and Asset Management On-Call Services, and Subsequent Task Orders Within Budget

**STRATEGIC PLAN:** 2.2 Infrastructure Investments: Strategically invest in infrastructure as a mechanism to encourage economic development.

**BACKGROUND:** Since 2000, the City of Bozeman has largely maintained its GIS platform using internal resources. In 2008, the City began to implement Cityworks as an enterprise-wide asset management platform. As systems have expanded, contracting third-party professional services has become integral in maintaining complex integrations critical to the success of the overall program. To attract a diverse pool of contractors to support a variety of needs, the GIS & Asset Management Division published an [RFQ](#) for general contractors on September 6th 2024, with the intention of placing qualified respondents on a preferred contractor list and establishing agreements to provide general contractor services at pre-negotiated rates. This will help minimize procurement delays in responding to future projects as they arise. Services provided under this Professional Services Maser Task Order Agreement will be provided at the pre-negotiated rates. Services are to be provided on an 'as-needed' basis and individual project expenses are to be project specific with projects initiated via task order. Total contracted project costs are not to exceed approved budget.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:**  
As suggested by City Commission

**FISCAL EFFECTS:**  
Expenses for work performed under this agreement will be charged at rates stated in Attachment A. Total expenses and funding sources for future projects will vary by project.

Attachments:

[Attachment A - City of Bozeman, MT - RFQ GIS & Asset Management On Call Services -HDR.pdf](#)

[Attachment B " Task Order Template.pdf](#)

[Professional Services Master Task Order Agreement " HDR.docx](#)

Report compiled on: December 18, 2024