

Memorandum

REPORT TO: City Commission

FROM: Griffin Nielsen, Water Resource Engineer
Shawn Kohtz, Director of Utilities

SUBJECT: Authorize the City Manager to Sign a Professional Services Master Task Order Agreement with Advanced Engineering and Environmental Services, LLC for On-call Engineering services for the City of Bozeman Water Reclamation Facility

MEETING DATE: April 15, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign a Professional Services Master Task Order Agreement with Advanced Engineering and Environmental Services, LLC for on-call engineering services for the City of Bozeman Water Reclamation Facility.

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: The City operates and maintains a wide variety of complex systems at the Water Reclamation Facility (WRF) and within the wastewater collection systems. The Water Reclamation Facility and Utilities Department staff work closely to operate and maintain these systems; however, projects and situations occasionally arise that require outside engineering support. Having outside engineering services available through an on-call agreement better positions the division to quickly respond to needs as they arise.

A request for qualifications for on-call engineering services was advertised on November 16th, 2024. Four statements of qualification were received. Upon review of the submission, City staff determined that Advanced Engineering and Environmental Services (AE2S) is qualified to provide the range of engineering services necessary for the Water Reclamation Facility.

The attached Professional Services Master Task Order Agreement (on-call agreement) has been negotiated with AE2S. As work arises, the on-call agreement requires negotiation of individual task orders. The initial term of the on-call agreement expires December 31, 2027, but may be extended upon mutual agreement of the parties for up to two additional years.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the Commission

FISCAL EFFECTS: As work arises, individual task orders will be negotiated prior to proceeding with work. Task order costs will be funded by the Utilities Department's operating budgets.

Attachments:

[2025_WRF_OnCall_Professional Services Agmt_AE2S.docx](#)

Report compiled on: April 3, 2025