

Memorandum

REPORT TO: City Commission

FROM: Russ Smith, Stormwater Division Project Coordinator
Shawn Kohtz, Utilities Director

SUBJECT: Professional Services Master Task Order Agreement with DOWL, LLC for One Year of On Call Planning, Engineering, and Construction Oversight Services Agreement for a Variety of Stormwater Division Infrastructure Projects

MEETING DATE: August 18, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign a Professional Services Master Task Order Agreement with DOWL, LLC to continue on-call planning, engineering, and construction oversight services for a variety of Stormwater Division infrastructure projects, with an end date of September 26th, 2027.

STRATEGIC PLAN: 6.1 Clean Water Supplies: Ensure adequate supplies of clean water for today and tomorrow.

BACKGROUND: Stormwater Division Staff requires our qualified consultant to continue to assist with the planning, engineering, and construction oversight of a variety of infrastructure projects scheduled in the Division's Capital Improvement Plan (CIP). Examples of required services include hydraulic modeling, permitting, testing, surveying, engineering, and inspection. Staff plans to utilize DOWL, LLC on an on-call basis by creating task orders over an additional year as projects gain approval and funding is made available. Staff prefers this approach because it eliminates the need to administer a consultant selection process for individual projects, saving time and resources. An additional benefit of the agreement is continuity in completing approved capital projects from the prior fiscal year that have been designed but not yet constructed.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As directed by the Commission.

FISCAL EFFECTS: The Stormwater utility's approved CIP outlines \$1,428,300 for projects from FY27-FY28, the span of the proposed contract extension. If required, Staff will utilize a portion of an individual project's budget on professional services delivered under this agreement. Typically, professional services account for 15-30% of a project's overall budget; however, this percentage can vary depending on specific needs, project complexity, and internal capacity at

project initiation. Not all Stormwater Division CIP projects require services from DOWL, LLC.

Attachments:

[Engineering PSA for On-Call Services with DOWL 2026.pdf](#)

Report compiled on: July 27, 2026