

# 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 HDR for on-call engineering services for the City of Bozeman Water Treatment Division

**MEETING DATE:** June 3, 2025

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

**RECOMMENDATION:** Authorize the City Manager to sign a Professional Services Master Task Order Agreement with HDR for on-call engineering services for the City of Bozeman Water Treatment Division.

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

**BACKGROUND:** The City's Water Treatment Division operates and maintains a wide variety of complex systems at the City's water treatment plants and within the water distribution system. The Water Treatment Division 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. Three statements of qualification were received. Upon review of the submission, City staff determined that HDR is qualified to provide the range of engineering services necessary for the Water Treatment Division.

The attached Professional Services Master Task Order Agreement (on-call agreement) has been negotiated with HDR. 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:

[WTD\\_2025 OnCall\\_Master Professional Services  
Agmt\\_HDR.pdf](#)

Report compiled on: May 16, 2025