

Memorandum

REPORT TO: City Commission

FROM: Griffin Nielsen, Water Resources Engineer
Shawn Kohtz, Utilities Director

SUBJECT: Authorize the City Manager to sign Amendment 1 to the Professional Services Agreement with Advanced Engineering and Environmental Services, LLC (AE2S) for the Pressure Reducing Valve Phase 1 Upgrade Project

MEETING DATE: August 4, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign Amendment 1 to the Professional Services Agreement with Advanced Engineering and Environmental Services, LLC (AE2S) for the Pressure Reducing Valve Phase 1 Upgrade Project

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

BACKGROUND: The City operates twenty-five pressure reducing valves (PRVs) that regulate the five pressure zones within the municipal water distribution system. These PRVs range in age from one to twenty-eight years, with most exceeding twenty years in service. Water Division staff perform biannual inspections, operations checks, and routine maintenance on each PRV. Based on these inspections and ongoing water utility planning efforts, the City's current Water Facility Plan recommends upgrading existing PRVs, including removal of select valves, to improve long-term operation and maintenance and support future remote operation capabilities.

The PRV Phase 1 Upgrade Project is included in the City's Capital Improvements Plan as Project No. W72. To support design and construction, the City procured Advanced Engineering and Environmental Services, LLC (AE2S) and executed a [professional services agreement](#) (PSA) for preliminary design. Preliminary design is now complete. The City determined that removal of eight PRVs is the most appropriate initial phase to move into final design and bidding, to align with the project's phased funding.

Amendment No. 1 to the PSA expands the scope of work to include final design and bidding services for the removal of these eight PRVs. A detailed breakdown of the additional services is provided in the attached amendment. A subsequent amendment is anticipated to cover construction engineering services and final design for upgrades to the remaining PRVs.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the Commission

FISCAL EFFECTS: Amendment No. 1 adds a cost of \$65,500.00, bringing the PSA total to \$150,100. Funding is provided from the Water Fund for CIP No. W72, which has an available project budget of \$500,000 available in FY27, as such adequate funding exists.

Attachments:

[Amendment_1_PSA_AE2S_PRV Upgrades Ph 1.pdf](#)

Report compiled on: July 23, 2026