

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 Treatment Division

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 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 systems. 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 Advanced Engineering and Environmental Services (AE2S) 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 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:

[WTD_2025 OnCall Master Professional Services
Agmt_AE2S.docx](#)

Report compiled on: April 3, 2025