



Engineering Memorandum

April 29, 2025

RE: May 6th Commission Meeting

MASTER SERVICE AGREEMENT AMENDMENT WITH KLJ ENGINEERING, LLC

For your consideration is a master service agreement (MSA) amendment with KLJ Engineering, LLC. The MSA was originally dated January 22, 2018 with an amendment to extend the term to January 22, 2025. This MSA amendment will extend the term to December 31, 2025. Prior to December 31, 2025, Engineering staff will work with KLJ Engineering, LLC to update the MSA to the latest form.

The benefits of having a MSA versus providing individual project contracts are; consistent terms and conditions regardless of the project, clarity to the obligations and rights of both parties which reduces potential conflicts, and reduced review time by staff for future project contracts.

The City Engineering staff recommends approval.

