



Engineering Memorandum

January 14, 2026

RE: January 20th Commission Meeting

MASTER SERVICE AGREEMENT WITH HIGHLANDS ENGINEERING & SURVEYING, PLLC

For your consideration is a master service agreement (MSA) with Highlands Engineering & Surveying, PLLC utilizing the Engineers Joint Contract Documents Committee (EJCDC) form. This is an update to their existing MSA which was executed in January 2018 utilizing a prior version of the EJCDC form. Some of the key changes from the prior version to the new version of the EJCDC form are: updated/increased insurance limits, minor changes and updates to the standard language for the terms and conditions, and the use of documents. 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 Attorney has reviewed the document.

The City Engineering staff recommends approval.

