



Engineering Memorandum

February 25, 2026

RE: March 3rd Commission Meeting

GRANT WRITING SERVICES – TASK ORDER TO KLJ ENGINEERING LLC

For your consideration is a task order amendment for KLJ Engineering LLC to perform grant writing services for 2026 for an hourly not to exceed amount as specified in the contract of **\$68,260.00**. The individual projects will fund the grant writing services which were included in the 2026 capital improvement project budget.

Included in the scope of work are the following tasks:

Project and Task Summary	
Task 1 - Public Training Safety Facility - Project # 202408	\$6,380
Task 2 - Review 2026-2030 CIP / Identification of New Grant Funded Priority Projects	\$12,080
Task 3 - Urban Grant Funding (Downtown) Project Concept Development/Support NDDOT Flex Fund Application	\$21,380
Task 4 - Misc. Support Services/ On Call Grant Writing Support	\$28,420
Total	\$68,260

The city engineering staff recommends approval.

