



## Engineering Memorandum

January 27, 2025

RE: February 4<sup>th</sup> Commission Meeting

### **GRANT WRITING SERVICES – TASK ORDER AMENDMENT TO KLJ ENGINEERING LLC**

For your consideration is a task order amendment for KLJ Engineering LLC to perform grant writing services for 2025 for an hourly not to exceed amount as specified in the contract of **\$73,602.00**. The individual projects will fund the grant writing services which were included in the 2025 capital improvement project budget.

Included in the scope of work are the following tasks:

- Task 1 includes a re-submittal to the Bureau of Reclamation WaterSMART grant which was submitted in 2024. Changes to the Notice of Funding Opportunity are anticipated which is why additional time is allocated to the task.
- Task 2 will be a re-submittal of the Department of Defense Community Infrastructure Pilot Program grant which was submitted in 2024. Changes to the Notice of Funding Opportunity are anticipated which is why additional time is allocated to the task.
- Task 3 will be submittal of the funding request for the Baler Building expansion.
- Task 4 will include support for City of Dickinson staff to prepare funding requests to the NDDOT Urban and Regional funding. There will also be support for evaluating and submitting projects for the North Dakota Department of Transportation FLEX program and Urban Grant program.
- Task 5 will include an evaluation of the City of Dickinson capital improvement plan with the intent of best aligning the projects with future funding opportunities.

The city engineering and public works staff recommends approval.

