

STAFF REPORT REGULAR MEETING

AGENDA DATE: April 28, 2026

DEPARTMENT: Electric Utility

TITLE:

Professional Services Agreement with Rep Serve, LLC, to provide consulting services related to the design, construction, and completion of the mission critical Electric Utilities New Administration Building

SUMMARY:

The Professional Services Agreement authorizes Rep Serve, LLC to provide consulting and independent owner's representation services for all aspects of the design, erection, mechanical and connectivity performance and schedule adherence of the CAT 5 mission critical Electric Utilities New Administration Building to be located at the City's 1900 2nd Avenue North property at the not to exceed cost of \$299,600.00

BACKGROUND AND JUSTIFICATION:

Rep Serve, LLC provided the City with a proposal for consulting services related to pre-design, architectural management, mechanical and structural engineering and connectivity coordination and field services for the owner's representation of the construction of the mission critical Electric Utilities new administration building. This project has been identified as an element of the City's electric utility System Hardening and Reliability Improvement Project (SHRIP) and for which bonds were sold in 2025.

Rep Serve LLC possesses a distinctive field of expertise in construction management experience with the City's electric utilities project requirements and construction processes. The City's procurement code authorizes a single source of procurement without competitive selection if the single source is the only practical source and in the best interest of the City.

Rep Serve, LLC will provide consulting services to the City for the mission critical project scope, cost and schedule control of the construction and completion of the Electric Utilities new administration building, independent from the project's design professionals and construction services contracting entities and serves a valid purpose.

Based on the scope of services and time required for design, construction, and commissioning oversight for the Electric Utilities new administration building project, the Electric Utility is requesting approval of the Professional Services Agreement with Rep Serve LLC for the not to exceed cost of \$299,600.00

MOTION:

Move to approve/disapprove the Professional Services Agreement with Rep Serve, LLC, to provide owner's representation consulting services at the not to exceed cost of \$299,600.00

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement
Bid Tab

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$59,600.00	\$127,000.00	\$113,000.00	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Electric Utilities
Division	Distribution
GL Description	Improve Other than Build / Infrastructure
GL Account Number	421-6034-531.63-15
Project Number	SH2510
Requested Funds	\$299,600.000
Remaining Balance	\$108,030.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Series 2025 Consolidated Revenue Bond