

STAFF REPORT REGULAR MEETING

AGENDA DATE: November 19, 2024

DEPARTMENT: Electric Utility

TITLE:

Second Amendment to Professional Services Agreement with Rep Serve, LLC. for substation construction consulting services

SUMMARY:

This Second Amendment authorizes Rep Serve to provide consulting services related to the design, construction, and commissioning of electric utility facilities and substation upgrades for the City's Electric Utility at a cost not to exceed \$200,000. 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 May 2022.

BACKGROUND AND JUSTIFICATION:

On May 31, 2022, City Commissioners approved the First Amendment to the Professional Services Agreement for consulting services to represent the City in the performance of field visits, participation at contractor progress meetings, review of payment submittals, review of submittals of as-built drawings and documentation, commissioning and reports of project closeout documents and other related advisory services. To date Rep Serve has provided project management and construction management services allocated to the design review and construction oversight of the 7th Ave., N Switchyard, Main Yard Control House, the 138kV Canal Switchyard and 8 Bay Canal 26kV substation to assist the City in making these projects a success.

This Second Amendment to the Professional Services Agreement will allow for the City's continued use of the services Rep Serve provides and authorizes Rep Serve to continue providing consulting services related to the design, construction and commissioning of electric utility facilities and substation construction upgrades for the City's Electric Utilities at a cost not to exceed \$200,000.00. The costs for the professional services will be allocated to the individual projects throughout the design, construction and commissioning phases. Based on the scope of services, time required for project oversight, and the addition of multiple projects, the Electric Utility is requesting an increase in the Agreement value by an amount not to exceed \$200,000.

MOTION:

Move to approve/disapprove the Second Amendment to the Rep Serve, LLC Professional Services Agreement for consulting services in the amount not to exceed \$200,000.00.

ATTACHMENT(S):

Fiscal Impact Analysis
Rep Serve Second Amendment

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
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)	\$200,000.00	0	0	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	SH2211
Requested Funds	\$200,000.00
Remaining Balance	\$30,641.06
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Series 2022 Consolidated Utility Revenue Bond