

STAFF REPORT UTILITY MEETING

AGENDA DATE: September 26, 2023

DEPARTMENT: Electric Utility

TITLE:

Agreement with Encop, Inc. for the renovation of Men's Room, the Employee Lounge, small Ladies' Room, Supplies Room and for construction of the Linemen's Ready Room at the 1900 2nd Avenue North Building

SUMMARY:

The Agreement authorizes Encop, Inc., to provide construction services for the Renovation of the 1900 Building Phase 2 at a cost not to exceed \$242,467.30.

BACKGROUND AND JUSTIFICATION:

The City issued an Invitation for Bid (IFB 23-117) seeking bids from qualified companies to provide construction services for the Renovation of the 1900 Building Phase 2 at the City's 1900 Building. Encop Inc. was one of four contractors to provide bids and is recommended to provide the construction services.

The Electric Utility, its warehouse facility with outside yard for materials and service vehicles and the Department of Community Sustainability occupy the 1900 Building. Linemen occupy portions of the facility 24/7/365.

Phase 1 Renovation work took place in FY2020. Work included converting warehouse space into offices, a complete renovation of the Women's bathroom and a buildout of the Engineering office area.

The Phase 2 scope of work includes converting warehouse space into a Linemen's Ready Room where linemen have access to dedicated computers for completing reports and attend on-line training, a conference room for meetings and proximity to the Employees Lounge. The Employees Lounge will be updated with new appliances, cabinetry, flooring and ceiling tiles and is intended to be used by all employees in the 1900 building.

Additionally, the Phase 2 renovations include a nursing station for mothers with newborn children as well as updating a smaller Women's Room. The 1900 Building's Men's Room will be totally renovated. Work includes all mechanical, electrical, plumbing work for the associated areas and temporary bathroom facilities while the Men's Room is unavailable.

Encop Inc. will be providing all labor, materials and equipment. The City will provide furniture, computers, video monitors, fire sprinkler work and low voltage IT cabling. The agreement includes contingency and credits price in the final price of \$242,467.30.

MOTION:

Move to approve/disapprove the Agreement with Encop Inc., to provide construction services for the renovation of the 1900 Building Phase 2 at a cost not to exceed \$242,467.30.

ATTACHMENT(S):

Fiscal Impact Analysis
Contract
Bid Tab

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Inflows					
Current Appropriation	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					
Current Appropriation	0	0	0	0	0
Operating	0	0	0	0	0
Capital	0	\$242,467.30	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation	
	Expenditure
Department	Electric Utility
Division	
GL Description	Improve Other than Build / Infrastructure
GL Account Number	421-6010-531-62.00
Project Number	EL2204
Requested Funds	\$225,084.18

Contract Award - Existing Appropriation	
	Expenditure
Department	Capital Project Fund/ Community Sustainability
Division	Building
GL Description	Improve Other than Build
GL Account Number	301-2020-589.63-00
Project Number	GV2302
Requested Funds	\$17,383.12