

EXECUTIVE BRIEF UTILITY MEETING

AGENDA DATE: May 31, 2022

DEPARTMENT: Electric Utility

TITLE:

First Amendment to Rep Serve Professional Services Agreement for consulting services

SUMMARY:

This First 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. The services provided under this Professional Service Agreement have 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 November 2020.

BACKGROUND AND JUSTIFICATION:

On February 1, 2021 the City Manager authorized the initial Professional Services Agreement with Rep Serve LLC for consulting services related to the design, construction, and commissioning of electric utility facilities and substation upgrades for the City's Electric Utility in the amount not to exceed \$50,000. Additional services provided under this agreement include but not limited to; field visits, attendance at contractor project review meetings, reviews of payment submittals, submittals of as-built drawings and documentation, receipt/review of related operating manuals and commissioning documents, receipts/review project closeout documents and other related advisory services. The Consultant shall make recommendations to the City on opportunities for cost control, safety, operability, scheduling, logistics and other matters as may be warranted to ensure successful projects completion.

Rep Serve possesses a unique skill set obtained in the 20 years of constructing, managing and commissioning of large-scale electric utility and substation projects. Under the City's procurement code, section 2-112(c), which authorizes the selection of a consultant to provide professional services with a distinctive field of expertise without competitive selection, the City finds that the Consultant possesses unique construction experience and a distinctive field of construction expertise to provide the identified consulting services to the City.

During the past year, the City's Electrical Engineering Department has been working through the design, material procurement, construction and commissioning of several large-scale substation projects. Projects under the initial Agreement and scope of work included; 7th Ave N substation, Main Yard Control House, 138kV Canal Switchyard and Canal 8-Bay Distribution Substation. The bulk of Rep Serve's time under this initial agreement was allocated to construction oversight of the 7th Ave N Substation, review of the 138kV Canal Substation design and design review and construction oversight of the new Main Yard Control House foundation. To date, Rep Serve has provided project management and construction management services to assist the City in making these projects a success.

This First 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. Projects included under the scope of work include; 7th Ave North Substation, Canal 138kV Switchyard, Canal 8-Bay distribution substation, Main Yard Control House, Main Yard insulator & switch replacement, 6th Ave South Substation and the new Electrical System Operations Center. The costs for the professional services will be allocated to the individual projects through 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 Contract value in an amount not to exceed \$200,000.

MOTION:

Move to approve/disapprove First Amendment to Rep Serve LLC for Professional Services Agreement for consulting services in the amount not to exceed \$200,000.

ATTACHMENT(S):

Fiscal Impact Analysis
First Amendment

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	\$200,000	0	0	0	0
Operating Expenditures	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 \$200,000	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

B. Recommended Sources of Funds/Summary of Fiscal Impact: Funds have been identified in account 421-6034-531-63.15 and 421-6034-531-63.16, costs will be distributed to multiple CIP projects.

Account Number	Department Name	Division Name	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
421-6034-531-63.15	Electric	T&D	Improve Other than Build / Infrastructure	Multiple	31,078,734	17,222,344	N/A	-160,000	\$17,062,344
421-6034-531-63.16	Electric	T&D	Improve Other than Build / Transmission	SH 2001 SH 2002	9,143,513	7,260,397	N/A	-40,000	\$7,220,397