

# **EXECUTIVE BRIEF REGULAR MEETING**

**AGENDA DATE:** June 15, 2021

**DEPARTMENT:** ELECTRIC UTILITY

**TITLE:**

Second Amendment to Task Order No. 1 with E.C. Fennell, PA to complete relay, protection and controls engineering design services for the 7th Ave North Substation

**SUMMARY:**

Second Amendment to Task Order No. 1 authorizes E.C. Fennell, PA, to provide additional engineering design services for relay, protection and control settings for the 7<sup>th</sup> Ave North Substation Project at a cost not to exceed \$53,200. 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 November 2020.

**BACKGROUND AND JUSTIFICATION:**

The City previously issued a Request for Qualifications (RFQ 18-303) to provide letters of interest and Professional Qualifications from consulting companies/firms for civil engineering, geotechnical engineering, surveying, architecture, hydrogeological services, energy management and engineering services. E.C. Fennell, PA, was one of three firms selected under the Energy Management category for the Continuing Contracts for Professional Services.

As part of the City's Electric Utility SHRIP the City Commission previously approved E.C. Fennell to complete Engineering design for the new 7th Ave North Substation. This is the first of several substations to be designed and converted from a 4kV distribution substation to a 26kV switching station.

In November of 2019, the City Manager authorized the First Amendment to E.C. Fennell Task Order No. 1 for additional engineering design services to incorporate phase reactors in the design of the new 26kV switching station for the purpose of limiting fault currents. This Second Amendment to E.C. Fennell Task Order No. 1 is for the provision of additional engineering design services associated with revising and updating the station's relay, protection and control settings. The station protection and control settings are pre-programmed settings into the relays which are essentially small computers that control the functions of the breakers to de-energize the station in the event of an electric fault. The relay settings are essential for the proper operation of the electrical system and provide life-safety protection, equipment protection and enhanced reliability. The design of the 7<sup>th</sup> Ave. North station will serve as the basis of design for other stations to be upgraded under SHRIP.

The engineering design costs for the additional relay, protection and controls settings is not to exceed \$53,200.

**MOTION:**

Move to approve/disapprove Second Amendment to Task Order No. 1 to E.C. Fennell PA. to complete relay, protection and controls engineering design services for the 7th Ave North Substation at a cost not to exceed \$53,200.

**ATTACHMENT(S):**

Fiscal Impact Analysis

Second Amendment to ECF TO#1 7th Ave North Substation Relay, Protection & Controls

**FISCAL IMPACT ANALYSIS****A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Capital Expenditures	\$53,200	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	\$53,200	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 No. 421-6034-531-63.15, Project SH1802**

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance
421-6034-531-63.15	Improve Other than Build / Infrastructure	SH1802	\$595,296	\$108,109	-\$53,200	\$54,909