



**Meeting Date:** January 29, 2026

**Agenda Type:** Consent Items for Action

**From:** Jeff Morrise  
Substation Manager

**Reviewed by:** Justin Green  
Director of Electric Operations  
and Compliance

**Submitted by:** Mark Steelman  
Chief Operations Officer

**Approved by:** Ryan Kelso  
Chief Executive Officer

**RECOMMENDED ACTION:** Authorize the CEO or His Designee to Execute a Professional Service Agreement with Burns & McDonnell Engineering Company, Inc. For Engineering, Design, and Construction Management Services of the Hortontown Substation Upgrade Project, Located at 1264 Industrial Drive

## **BACKGROUND**

Burns & McDonnell Engineering Company, Inc. (“Burns & McDonnell”) was qualified for substation design and construction management services in a 2023 Request for Qualifications. This Professional Services Agreement engages Burns & McDonnell to support New Braunfels Utilities’ (“NBU”) capital improvement project to improve the reliability and resiliency of its distribution load-serving Hortontown substation.

The legacy Hortontown substation distribution breakers have proven to be unreliable in response to system faults and during extreme temperature conditions. This substation serves growing load demand in the Gruene, Common Street, FM 306, and Creekside areas. Upgrades at the Hortontown substation will improve electric distribution reliability and implement updated system protection technology.

The key components and services of this agreement include: (i) Engineering Design Documents; (ii) Engineering Data Collection; (iii) Substation Civil and Structural Design; (iv) Substation Physical Electrical Design; (v) Substation Relaying and Control Design; (vi) Substation Protective Relay Settings; (vii) Substation Supervisory Control And Data Acquisition (SCADA) and Networks Design; (ix) Procurement Support; (x) Project Management and Planning; (xi) and Project Controls.

These services will provide the technical basis for a safe, reliable, cost-effective, and timely construction phase.

NBU staff recommends that the Board of Trustees approve the Professional Services Agreement with Burns & McDonnell to provide engineering and design services for the Hortontown Substation Upgrade project to NBU.

This item is being presented to the Board because the total amount of this contract exceeds \$500,000.00.

## **FINANCIAL IMPACT**

---

The base contract amount for the duration of the Professional Services Agreement with Burns & McDonnell for the Project is \$676,528.00. There is also an additional \$110,000.00 included for supplemental services. The total amount authorized by the proposed contract is \$786,528.00. The Project is currently budgeted within Fiscal Years 2026 and 2027. Construction will be proposed in the Fiscal Year 2028 NBU Capital Improvement Budget.

## **LINK TO STRATEGIC PLAN**

---

**Infrastructure and Technology**

**Safety and Security**

## **EXHIBITS**

---

1. Professional Services Agreement with Burns & McDonnell