



REQUEST FOR COUNCIL ACTION

Title: 10th Avenue Electric Vehicle Charging Station Contract

Preferred Agenda: April 25, 2023

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Aspiration I: Desirable Community; Aspiration III: Viable and Sustainable Infrastructure

Attachments: EV Charging Station Contract with North Santiam Paving Co.
Exhibits

Purpose of this RCA:

The purpose of this RCA is to request approval of a contract for the procurement and installation of an Electric Vehicle Charging Station on 10th Avenue between Main and Long Streets with North Santiam Paving Company.

Background/Context:

Late last year, the City received a grant for the construction of an Electric Vehicle Charging Station to be placed within the public right-of-way on 10th Avenue between Main Street and Long Street. The grant agreement was approved by the City Council at the December 13, 2023 meeting. The grant amount is \$200,000 with no required match.

In January, the City issued a Request for Proposals (RFP) for site construction and equipment installation. The City received 4 proposals, which were reviewed by a staff committee. In March the City began negotiations with North Santiam Paving Co., the highest scoring submitter. The attached contract is the result of those negotiations.

All of the estimates provided in the proposals exceeded the City's budget, which required a reduction in the scope of the project. Originally, we requested a charging station with the capacity to charge two vehicles at the same time. The scope of this contract includes a station that can charge only one vehicle at a time, however, it is designed to accommodate up to three more chargers. Staff plan on submitting additional grant applications to install additional chargers, and we expect that, once completed, the work identified in this contract will make future applications very competitive.

The Challenge/Problem:

How does the City meet the needs of current and future travelers and bring additional visitors to Downtown Sweet Home?

Stakeholders:

- Sweet Home Residents – Residents who own electric vehicles have no charging options in Sweet Home other than what they are able to install at their own homes.
- Sweet Home City Council – The City Council is responsible for ensuring that City rights-of-way contain the infrastructure improvements needed to meet the needs of residents, businesses, and visitors.
- Sweet Home Visitors – Visitors benefit from amenities such as electric vehicle charging stations.
- Downtown Sweet Home Businesses – Businesses benefit every time travelers stop, but especially when travelers stop and spend time in our downtown.

Issues and Financial Impacts:

The application proposed a budget of \$250,818, however the proposed grant award is for a maximum of \$200,000. The scope has been adjusted to fall within the grant award. This contract amounts to \$194,200.

Once the charging stations are built, they will be owned by the City. Operational costs are not known at this point, however there are several firms that manage charging stations and are paid only through usage fees. Currently charging stations do not bring in a lot of revenue, but they can at least pay for their own operating costs. Staff recommend seeking a firm to manage the charging stations for the City in such a manner that they are entirely self-sustaining or bring revenue to the City. If any revenue is generated from the charging stations, it could be directed to downtown improvements and events.

Converting 10th Avenue to one-way traffic will require minimal costs—paint and signage—which are outside this contract but can be accomplished with existing funding. Staff estimate those costs to be less than \$2,000.

Elements of a Stable Solution:

A stable solution includes approving a contract for this project that falls within the grant award of \$200,000.

Options:

1. Do Nothing – If the Council chooses to do nothing, then no contract would be signed project, and the City would forfeit the grant award.
2. Authorize the City Manager to sign the attached Contract for Engineering and Construction Services with North Santiam Paving Co. – Once the agreement is fully executed, NSP can begin work on the project.
3. Direct Staff to research other ways to accomplish the same goals.

Recommendation:

Staff recommends option 2: Authorize the City Manager to sign the attached Contract for Engineering and Construction Services with North Santiam Paving Co.