



STAFF REPORT – CITY COUNCIL MEETING

April 17, 2024

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Brigitte Price, Administrative Specialist

DATE: April 10, 2024

TITLE: **Award Contract in the Amount of \$77,114 to PACE Engineering for the Design and Project Management Services for the Alliance Intertie Electrical System Replacement Project; Authorize the City Manager to Increase the Contract Amount by up to \$3,855.70, (5 Percent, for a Total Amount Not to Exceed \$80,969.70); and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Award a contract in the amount of \$77,114 to PACE Engineering for the design and project management services for the Alliance Intertie Electrical System Replacement Project;
- 2) Authorize the City Manager to increase the contract amount by up to \$3,855.70, (5 percent, for a total amount not to exceed \$80,969.70); and
- 3) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

The City's Alliance Transfer Station Intertie contains critical infrastructure that is responsible for the delivery of drinking water to the City's service area. While the City's service area has several sources of water, the primary water source is water purchased from Humboldt Bay Municipal Water District (HBMWD) and is directly delivered to the Alliance Transfer Station Intertie. The Alliance Transfer Station Intertie is due for an electrical upgrade as its current equipment is aging, and it is an essential connection point to ensure drinking water delivery to residents.

BACKGROUND:

The City's current power system at the Alliance Intertie is a 480 VAC 3-phase ungrounded supply and is intended to be replaced with a 240/120 VAC 3-phase 4-wire delta power supply. An electrical engineering firm is needed to support the City to design an upgraded electrical system that will include a photovoltaic system along with a site battery backup. The firm will also aid the City in the selection of the contractor to perform the construction.

DISCUSSION:

In March of 2024, the City solicited a Request for Proposals (RFP) for this project from electrical engineering firms from the City's on-call professional services list.

The City received two proposals from on-call electrical engineering firms, and the proposal from PACE Engineering was the lowest bid. The proposal was reviewed by City Staff and was deemed technically sound and meets the funding and City requirements for completion of the work.

PACE Engineering will aid the City of Arcata with designing the upgraded electrical system and soliciting bids for the electrical contractor to perform the work once it has completed those designs. The timing for implementing this project will depend upon the availability of PG&E to provide replacement transformers.

ENVIRONMENTAL REVIEW (CEQA):

Environmental review will be conducted for the Alliance Intertie Electrical System Replacement Project as the design process commences with this phase of the project. It is anticipated that the planned improvements will be categorically exempt from environmental review based on Sections 15301 (Existing Facilities) and 15302 (Replacement or Reconstruction) of the CEQA Statute & Guidelines handbook.

BUDGET/FISCAL IMPACT:

The budget for this design and project management contract is available in the current Fiscal Year of 2023/2024 in the Water Fund.

ATTACHMENTS:

- A. PACE Engineering - Alliance Intertie Electrical System Proposal (PDF)