



## CITY COUNCIL STAFF REPORT

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**TO:** Honorable Mayor and City Council      **DATE:** November 22, 2021

**FROM:** Matthew Bronson, City Manager

**PREPARED BY:** Greg Ray, Public Works Director/City Engineer  
Gabriel Munoz-Morris, Senior Engineer

**SUBJECT:** Award of Construction Contract for the City Hall Portable Generator Connection Project

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### **RECOMMENDATION**

Award the construction contract for the City Hall Portable Generator Connection Project to Santa Maria Electric, Inc., in the amount of \$76,680 for the Base Bid; authorize the City Manager to sign and affirm construction change orders up to an aggregate of \$7,670; authorize an encumbrance of \$70,900 from the General Fund; and authorize the Mayor to execute the contracts on behalf of the City.

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### **BACKGROUND**

The City Hall Portable Generator Connection Project includes the interception of existing conduits and power feeds from the existing generator to the existing electrical enclosure and installation of a new pull box that will connect a new portable generator tap box, the existing generator, and the existing electrical enclosure in the building. Work will also include trenching for conduits, backfill of trenching, and hauling and proper disposal of demolished material. This project will allow for continued operation of City Hall and the Police Station in the event of a power outage and fixed generator failure. Staff will be able to power critical facilities using City's portable generator during major emergency situations.

The project bid documents were prepared for the City by Otto Electrical with the Engineer's Estimate of approximately \$55,000 which included contingencies. Bids for this project were opened on September 23, 2021, with the City receiving one bid for \$76,680 from Santa Maria Electric, Inc. Staff has completed a review of Santa Maria Electric, Inc.'s qualifications and capability to complete the project and is recommending the Council award the construction contract to the firm despite the higher cost than estimated given a recommended funding approach described under Fiscal Impact.

Pending the Council's award of construction contract, preliminary construction on this project is expected to begin in January 2022. The actual project schedule will be determined following award of the construction contract.

### **FISCAL IMPACT**

The total project construction cost includes the lowest bid plus contingency as identified above for a total of \$84,350 including a contingency of \$7,670. Council previously approved a mid-year FY 2020-21 adjustment of \$18,500 on February 22, 2021 for the design of this project which cost \$5,050 leaving \$13,450 for construction. The City was subsequently awarded a \$61,430 grant from California Office of Emergency Services (Cal OES) for this project which requires that the

City submit paid invoices for reimbursement. Staff is requesting an encumbrance from the General Fund of \$70,900 to fund the upfront cost of project construction after which staff will submit for reimbursement from Cal OES reducing the total additional cost from the General Fund for this project to \$9,470 with a Budget Adjustment Request shown in Attachment 2. This additional amount will be funded in this year's operating budget.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Award the contract for construction of the City Hall Portable Generator Connection Project to Santa Maria Electric, Inc., in the amount of \$76,680 for the Base Bid; authorize the City Manager to sign and affirm construction change orders up to an aggregate of \$7,670; authorize an encumbrance of \$70,900 from the General Fund; and authorize the Mayor to execute the contracts on behalf of the City; or
2. Delay award of the project and provide additional direction to staff; or
3. Reject all bids, modify the project, and re-advertise for bids as soon as possible.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

### **ATTACHMENTS**

1. Bid Results
2. Budget Adjustment Request

## City of Grover Beach Bid Opening Results

**Bid Opening Date:** Thursday, September 23, 2021 @ 2:00 p.m.

**Bids for:** City Hall Portable Generator Connection Project

Sealed Bids Received from:

No.	Company Name & Address	Total Base Bid (Page 6)
1	Santa Maria Electric, Inc. 408 North Broadway Santa Maria, CA 93454	\$76,680.00
2		
3		
4		
5		
6		
7		

\*Bid results are subject to verification by engineering.

Approvals/workflow 1. Dept Head 2. Admin Svcs 3. City Council 4. City Manager	<b>City of Grover Beach</b> <b>BUDGET ADJUSTMENT REQUEST</b>	Budget JE #
	PW additional \$70,900 appropriation for Portable Generator Connection	AGENDA DATE 11/22/2021

DESCRIPTION	Account #	PROJECT/GRANT #	AMOUNT
<b>REVENUE SOURCES</b>			
General Fund	01-000-30000-000		\$9,470
Cal OES Grant	01-000-44170-000		61,430
<b>TOTAL REVENUES</b>			<b>\$70,900</b>
<b>EXPENDITURE USES</b>			
Facility Maintenance	01-164-55040-000		\$70,900
<b>TOTAL EXPENDITURES</b>			<b>\$70,900</b>

**JUSTIFICATION: (attach letter if required) - PW request-**

See Nov 22, 2021 staff report for detail

**REQUESTED BY:**

**REVIEWED & APPROVED BY:**

\_\_\_\_\_  
Date Department Head

\_\_\_\_\_  
Date Administrative Services

**APPROVED** by the City Council of the City of Grover Beach, State of

California, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Agenda Item No. \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

**APPROVED BY:**

\_\_\_\_\_  
Date City Manager