

COUNCIL ACTION FORM

SUBJECT: UNDERGROUND TRENCHING CONTRACT FOR ELECTRIC SERVICES

BACKGROUND:

This contract is for underground trenching services for the Electric Services Department. The current contracts for this work expire June 30, 2019, and there are no remaining renewal options. The scope of work consists of a contractor furnishing all equipment, tools, labor, and materials not supplied by Electric Services for excavating, trenching, directional-boring and backfilling for installation of conduits, ground sleeves, box pads, vaults, handholes, and other appurtenances. The work also includes the necessary clearing, sheeting and shoring, boring and jacking, dewatering, pipe embedment, and other appurtenant work. Trenching and excavation services can be required as part of new construction or maintenance projects. These services are occasionally needed during off hours as part of emergency repairs.

The bidding documents provide for award to multiple contractors. This has been in practice under the current contract and has worked well to meet deadlines. The primary contractor would be given a majority of the work. Should the primary contractor be unable to meet the City's required completion date on an individual work order under the contract, that individual project work can be issued to a secondary contractor in order to meet the City's required completion date.

The proposed contract documents call for services under this contract to be provided from July 1, 2019, through June 30, 2020. The City would have the option to renew the contract for up to four additional one-year terms, subject to approval by City Council.

The total amount to be awarded for this contract would be a time and materials cost not to exceed \$300,000. Invoices would be based on unit prices bid and actual work performed. The approved FY 2019/20 operating budget for outside services includes \$300,000 for services under this contract. Additional funds, if required, are available from the underground materials budget.

In April 2019, a Request for Information (RFI) was issued to 21 contractors and potential bidders and two plan rooms. The RFI was also advertised on the open bids section of the City's web site. The RFI asked for contractors and potential bidders to provide input and suggestions to improve the technical specifications, descriptions of work, and bid items for this contract. The RFI was issued on April 15, 2019, with a due date of April 30, 2019. One response was received and the potential bidder's comments and requests for clarification were incorporated into the technical requirements for this contract.

ALTERNATIVES:

- 1) Approve preliminary plans and specifications for Underground Trenching Contract for Electric Services Department, and establish June 12, 2019, as the bid due date, and June 25, 2019, as the date of hearing and award of contract.
- 2) Do not approve plans and specifications for Underground Trenching Contract FY 2019/20 and attempt to purchase these services on an as-needed basis.

MANAGER'S RECOMMENDED ACTION:

These services provide trenching and excavation for new construction, maintenance, and emergency repair activities of the Electric Services Department. The annual renewable contracting process reduces the City's exposure to market forces regarding prices and availability for labor, equipment, travel, and supplies for these services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.