

COUNCIL ACTION FORM

SUBJECT: ELECTRIC SERVICES UNDERGROUND TRENCHING – CHANGE ORDER NO. 1

BACKGROUND:

This contract consists of excavating, trenching, directional boring, and backfilling for installation of electric conduits, ground sleeves, box pads, vaults, handholes, and other appurtenances. On June 25, 2019, City Council awarded a contract to Ames Trenching & Excavating, Ames, IA, in an amount not-to-exceed \$200,000, funded by the Underground System Improvement account.

Replacement of underground feeders at the Mortensen Road Substation is planned under an existing CIP project. Installation of the new conduits and duct banks for this project will be completed by Ames Trenching using the terms and prices of the above-mentioned contract. Payment for the conduit and duct bank installation will come from the CIP project account instead of the Underground System Improvement account.

The action being requested is to approve Change Order No. 1 to the Electric Services Underground Trenching Contract. This change order will add an additional \$67,000 to the current contract for FY 2021/22. This will bring the total contract amount to \$267,000. The additional \$67,000 will be financed from the Mortensen Road Substation CIP project.

ALTERNATIVES:

1. Approve Change Order No. 1 to Ames Trenching & Excavating in the amount of \$67,000 for additional funds to cover the work at the Mortensen Road Substation increasing the total contract amount to \$267,000.00. All labor and materials will be performed and invoiced on a time and material basis according to rates, terms, stipulations, and conditions specified in the original contract.
2. Do not approve the change order, and direct staff to seek bids for this standalone project.

CITY MANAGER'S RECOMMENDED ACTION:

Approving this change order will allow the installation of conduits and ductbanks at the Mortensen Road Substation under the terms already bid for the Underground System Improvements contract. This contract was originally awarded through a competitive bid process and the change order will increase the not-to-exceed contract amount, with the actual amounts paid based on services provided and invoiced. **Adding this work to the annual trenching contract is more cost effective than bidding this smaller contract separately and will save considerable staff time.**

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