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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 7/21/2015

RE: Action: Request to approve contract to Northern Electric for Municipal Services Electrical Upgrades in the amount of \$181,900 with a contingency of \$8,100 for a contract not to exceed \$190,000.

Action: Request to reallocate a not-to-exceed amount of \$90,000 of the positive variance from the Municipal Services Building Trench Drain Repair Capital Improvement Project to perform the Municipal Services Electrical Upgrade project.

Request to approve a contract to Northern Electric to address deficiencies and make upgrades to the current electrical system at the Municipal Services Building. Over the last several years we have identified the need to make improvements to the electrical service at the Municipal Services Building. More specifically, deficiencies were identified during power outages as a result of storms over the last couple of years and also by management at the Municipal Services Building who have added equipment, new technology and changed processes since the facility was first constructed. Recognizing that the Department of Public Works provides many critical services during times of power outages, generally as a result of storms, it is recommended these upgrades be made to ensure the reliability of services provided.

The original intent of the project was to add more circuits to the existing 80 kw emergency generator until the system was loaded to its maximum capacity. After evaluation, it was discovered the system was already beyond capacity if fully utilized. There is no capacity remaining and new power circuits need to be added to the system to prevent events that took place during storms in the past couple years:

- Overhead doors to the vehicle garage could not be opened.
- Overhead doors to the maintenance shop could not be opened.
- Specific equipment in the shop could not be utilized.
- Fuel system failure.

- No offices, conference rooms, computers, or outlets were operational for emergency planning and implementation.

The current emergency power system is code compliant but any new modification requires compliance with the newest National Electrical Code (NEC) which requires a separation of essential and non-essential power loads (examples below) in panels and a separate transfer switch for each.

Essential

Exit lighting
Path of egress lighting
Fire alarm system
Door access control

Non-Essential

Receptacles
Lighting
Offices
Boilers & pumps
Equipment, etc.

This project provides an additional 85 kw generator for desired new loads, separates the essential and non-essential power and redistributes loads to each generator to approximately 40-50% (fully loaded can increase to 80%).

Two bids were received:

Northern Electric	\$181,900
Van Ert Electric	\$207,460

During the 2014 carryover process, monies were approved to address safety and security projects. Of the \$137,979 balance carried over, \$100,000 is available to the Municipal Services Electrical Upgrades after engineering fees of \$12,400 and the addition of cameras and auto-locks at parks that are facing problematic security issues. Note that at the time of the carryover request the scope of improvements was unknown, so an engineer was hired to work with both Facilities Management and Department of Public Works staff to survey current deficiencies and needs. Specifications were then developed. To fund the difference, we are recommending that \$90,000 be reallocated from the positive bid variance of the Municipal Services Trench drain projected to complete this work.

The Parks, Recreation and Facilities Management recommends approving both the contract and budget transfer to allow the department to proceed with the work to improve the dependability of services provided by the Department of Public Works during power outages.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.