



COUNCIL REPORT

DATE: June 28, 2022

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Engineering Services Contract with Telstar Instruments, Inc.**

RECOMMENDATION

Authorize the City Manager or designee to execute an engineering services contract with Telstar Instruments, Inc., for a not-to-exceed amount of \$290,000 for the period of July 1, 2022 through June 30, 2023.

BACKGROUND

The City operates and maintains infrastructure used to deliver potable water, collect and pump wastewater, collect and discharge stormwater, and collect and destroy landfill gas. The facilities used for these functions include a large inventory of electrical and mechanical equipment, including pumps, motors, generators, and electrical control panels.

The City's control system for the electrical and mechanical equipment requires specialized knowledge and experience to handle repairs and replacement of parts. Because staff does not have the capability to perform the complex control system programming, troubleshooting, and repairs for this electrical and mechanical equipment, the City uses a contractor to provide these services. Telstar Instruments, Inc. (Telstar) has been a long-term service provider for the City and has extensive knowledge of the City's equipment and operations. Due to their history with the City, Telstar is able to quickly assess and respond to the City's needs keeping this essential equipment functioning.

ANALYSIS

Staff has evaluated the anticipated workload for Fiscal Year 2022-23 and recommends funding the new annual contract in the amount of \$290,000. Telstar will provide electrical and mechanical engineering services for the landfill gas flare station, microturbines (fueled by landfill gas), generators, the landfill gas collection and emission control system, water and sewer pump stations, and groundwater wells. Telstar will also provide consulting and technical services for electrical systems, instrumentation and controls, and emergency assistance for on- and off-site repairs. The contract will include adequate funding for scheduled preventive maintenance.

FISCAL IMPACT

The contract will be funded from Fiscal Year 2022-23 operating budgets from the Water Fund (\$95,000), Wastewater Fund (\$80,000), Shoreline Regional Park Community Fund (\$15,000), and the Solid Waste Fund (\$100,000) for a total contract not-to-exceed amount of \$290,000. Upon approval of the Fiscal Year 2022-23 budget by the City Council, there will be sufficient funding from these sources for the recommended action.

ALTERNATIVES

1. Reduce the amount of the new contract.
2. Provide other direction.

PUBLIC NOTICING—Agenda posting.

Prepared by:

Mike Vasquez
Utilities Services Manager

Reviewed by:

Lisa Au
Assistant Public Works Director

Approved by:

Dawn S. Cameron
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

MV/TS/8/PWK
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cc: USM, SLCM, SMA—Doan, File