



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Remon Habib, City Engineer

Date: May 23, 2023

Subject: Professional Services Agreement for Dry Utilities

Recommendation

Approve and authorize the City Manager to execute a Professional Services Agreement for dry utilities with Monument ROW in an amount of \$103,500 plus an additional 10% contingency in such final form as approved by the City Attorney.

Background

Approved by the City Council at a noticed public hearing on May 10, 2022, the City Hall project will involve the construction of a new 35,000 square feet administrative office and City Council chambers on the southeast corner of Main Street and Graham Avenue.

With the expansion and new building footprint of the new City Hall, utility poles and facilities are required to be relocated and undergrounded within in the alley. Buildings and homes within the project area have overhead services drops, for both electrical and communication lines, that will be required to be fed from the undergrounded utilities. The contract will authorize Monument to start dry utilities coordination related to power and communications for the City Hall Project.

Discussion

Monument ROW will provide dry utility coordination with each of the utility companies and act as a primary point of contact with the utility owners identified on the utility plans. Scope of work includes identifying all utility owners, prepare and send relocation claim letters, obtain relocation plans from utility owners, and draft and issue Notice to Owner to relocate. Due to impact to neighboring buildings, work will include electrical design to provide up to 20 individual services for new service panels.

Environmental Consideration

Approval of the Agreement for Professional Services for coordination of dry utilities relocation is in furtherance of implementing the City Hall project approved by the City Council on May 10, 2022. Additionally, there is no substantial change to the project, no new circumstances under which the project will be developed, nor new information requiring additional analysis. Accordingly, no further environmental review is required.

Fiscal Impact

The Agreement for Professional Services will cost \$103,500 plus an additional 10% contingency. Funding has been budgeted in City CIP budget.

Attachments

Attachment 1 – Agreement
Exhibit A – Proposal
Attachment 2 – Project Map