



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pattijean Hooper, Emergency Manager
Dave Snider, P.E., Capital Projects Manager
Kathy Brown, Public Works Director

Date: October 14, 2014

Subject: GENERATOR TRANSFER SWITCHES PROJECT -- ACCEPT WORK

RECOMMENDATION:

That City Council:

- Accepts the work on the Generator Transfer Switches Project, as completed by Pointer Electric, Inc., of Bow, Washington, and establishes the start of the statutory lien period, and
- Approves the use of additional funds available from Fire Department Capital Improvement Project savings for project close-out.

BACKGROUND AND DISCUSSION:

The Generator Transfer Switches Project completes a grant-sponsored project to provide two portable emergency power generators to the City of Kirkland and installs the required manual transfer switches at two locations: Northwest University and Inglewood Presbyterian Church. Both Northwest University and Inglewood Presbyterian Church entered into partnerships with the City to offer the use of their facilities as community shelters during emergencies. These community shelters are vital gathering points for the public in the event of disaster. In the aftermath of such disasters, the City can more effectively support the health, safety, and recovery of our citizens. The portability of the generators provides the City flexibility to identify and activate additional locations in the future.

The project was, in large part, funded through a Community-Oriented Policing Services (COPS) grant awarded in May, 2010 to the Kirkland Police and Fire and Building Departments. This original grant amount provided \$91,900 specifically toward the purchase of two portable generators and \$52,100 for the installation of manual transfer switches to connect those generators at two separate facilities. In total, the grant amount was \$91,900 + \$52,100 = \$144,000.

The two portable generators were delivered to the City on October 28, 2013 and stored until the manual switch installations were completed at each location. It should be noted that the Northwest University location was identified and negotiated quickly; additional time was needed to secure the second location. The total equipment cost was \$89,976 and, as per grant contract requirements, the remaining grant funding of \$1,924 for equipment was returned to the COPS grant.

Based on the grant funding offered for the transfer switch installation, the City proceeded with installation work at two locations. As of August 2013, one of the manual switches was planned

to be installed at Saint John Vianney Church; however, the City was unable to finalize a partnership agreement with the Church for that location. Inglewood Presbyterian Church was subsequently identified as an alternative location. The two locations where manual transfer switches were installed are located on the attached Vicinity Maps: Northwest University (Attachment A) and Inglewood Presbyterian Church (Attachment B).

At their regular meeting on August 21, 2013, Council awarded the Project contract to install manual transfer switches at the two locations to Pointer Electric in the amount of \$53,696.61. At the time of award, the change in location from Saint John Vianney Church to Inglewood Presbyterian Church was not known.

The total amount paid to the contractor for the installations was \$81,291.19, including two change orders totaling \$27,594.58 for additional materials and labor required by the location change from Saint John Vianney Church to Inglewood Presbyterian Church.

Installation work at Northwest University began on October 9, 2013 and was completed by November 5, 2013; follow-up testing was completed on February 14, 2014. Installation work at Inglewood Presbyterian Church began on August 21, 2014 and was complete and fully tested on September 26, 2014.

Funding Recommendation

The current funding for this project includes a final total of \$142,076 from the COPS grant and the original \$11,760 in City funds (total = \$153,836). At their April 8 Public Safety Committee meeting, the Council Committee was informed of a then-projected \$35,000 budget shortfall. Staff presented recommended sources of funding for that shortfall; however, with this memo, the amounts have been updated to reflect current total project close-out costs. With all project costs known, including all soft costs and internal project management expenses not eligible for grant reimbursement, plus those for generator acquisition, miscellaneous electrical parts and the installation costs, the total of all expenses for the project is \$201,764. The result is a final budget shortfall of \$47,928 (a \$12,928 increase from the April 8 projected increase). The table below and Attachment C summarize the recommended funding sources, with the needed increase in funding coming from CPS 57, the Disaster Care Response Vehicle:

Fund Source	Current Balance	Need	Remaining
Funds remaining from CPS 54 – Emergency Operations Center Upgrade, ready to close with positive balance	\$ 18,850	\$ 18,850 *	\$ 0
Funds remaining from CPS 57 – Disaster Care Response Vehicle, ready to close with positive balance	\$ 39,700	\$ 29,078 *	\$10,622
TOTAL	\$ 58,550	\$47,928 *	\$ 10,622

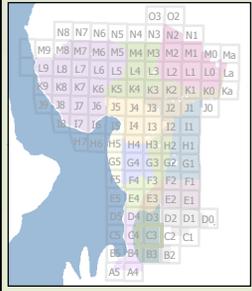
* See Fiscal Note

Staff recommends the acceptance of the work by Pointer Electric, together with the establishment of the statutory lien period, and the use of the funding sources listed above to fully fund the project for close-out. The remaining \$10,622 from CPS 57 will be returned to the original funding source.

- Attachment A – Vicinity Map – Northwest University Location
- Attachment B – Vicinity Map – Inglewood Presbyterian Church Location
- Attachment C – Fiscal Note

Attachment A Northwest University Generator Location

-  Road
-  Major Streets
-  Streets



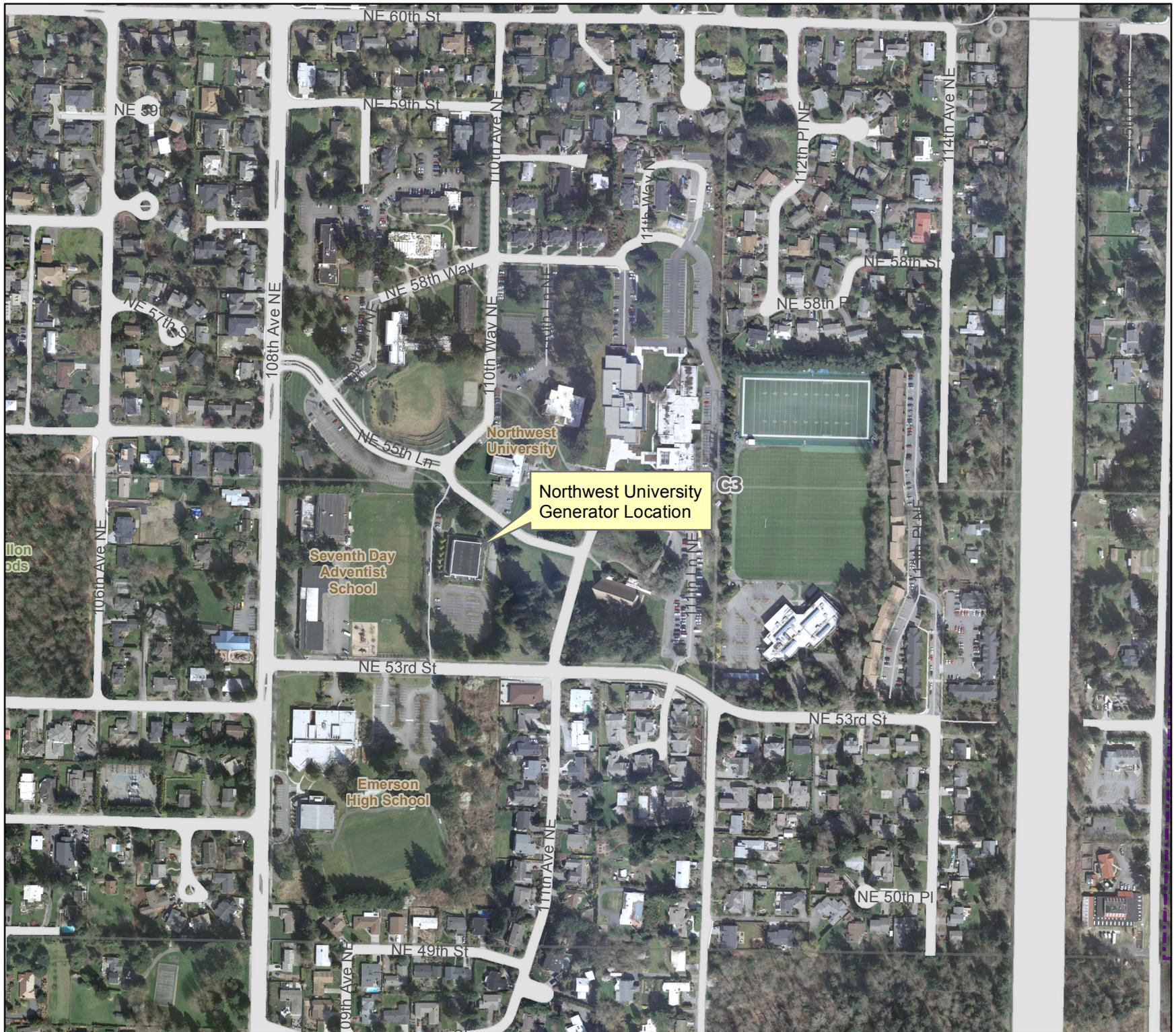
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0 0.015 0.03 0.045 0.06 Miles



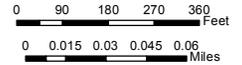
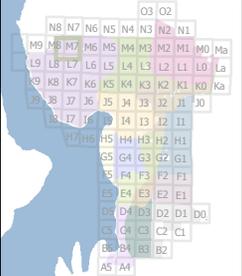
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Author: Frank Reinart
Name: Northwest University Location
Date Saved: 10/14/2014



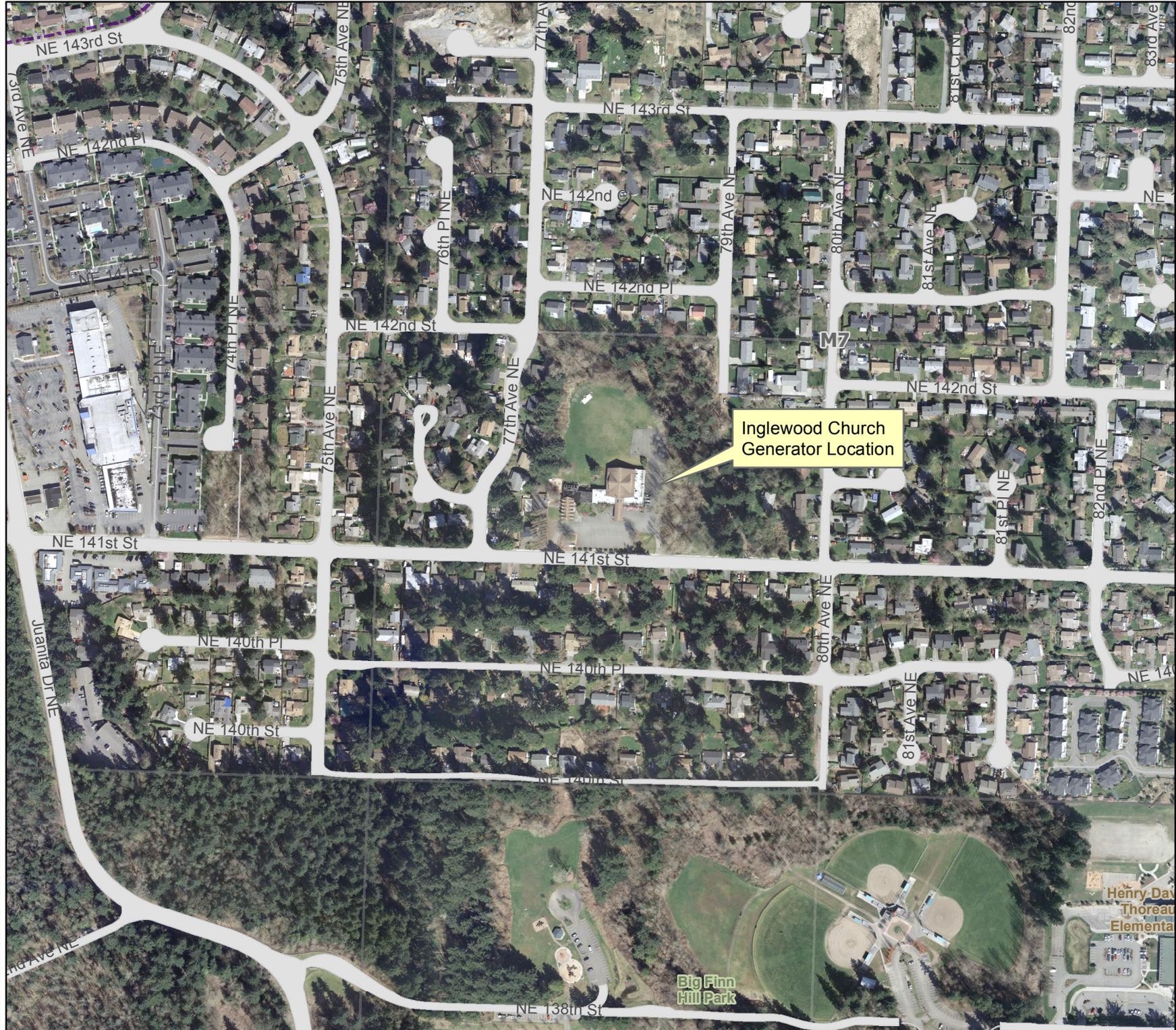
Attachment B Inglewood Church Generator Location

-  Road
-  Major Streets
-  Streets



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Author: Frank Reinart
Name: Inglewood Church Location
Date Saved: 10/14/2014



FISCAL NOTE

CITY OF KIRKLAND

Source of Request							
Kathy Brown, Director of Public Works							
Description of Request							
Provide funding of \$47,928 to complete Disaster Response Portable Generator project, placing two emergency generators in locations in Kirkland to assist in an emergency situation. Funding comes from available balance in other Public Safety CIP projects.							
Legality/City Policy Basis							
Fiscal Impact							
Use of \$18,850 from Emergency Operations Center Upgrade (CPS 0054) and \$29,078 from Disaster Care Response Vehicle (CPS 0057)							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2014 Est End Balance	Prior Auth. 2013-14 Uses	Prior Auth. 2013-14 Additions	Amount This Request	Revised 2014 End Balance	2014 Target
	N/A						
<i>Revenue/Exp Savings</i>	CPS 0054 Emergency Operations Center Upgrade, CPS 0057 Disaster Care Response Vehicle						
<i>Other Source</i>							
Other Information							

Prepared By	George Dugdale, Budget Analyst	Date	October 14, 2014
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