



## City Council Staff Report

**From: City Manager**

**Report Type: CONSENT CALENDAR**

**Lead Department: Transportation**

**Meeting Date: October 16, 2023**

Report #:2309-2073

### **TITLE**

Authorization of the City Manager or their designee to execute a change order to Contract C20177344 with Bear Electrical Services for On-Call Traffic Signal and Electrical Services to Extend the Term through March 1, 2024 with No Change to the Not To Exceed Amount of \$375,000; CEQA status – categorically exempt.

### **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager or their designee to negotiate and execute a change order (Attachment A) to the contract with Bear Electrical Services to extend the contract duration through March 1, 2024, with no change in contract amount.

### **BACKGROUND**

In 2019, the City conducted a formal Invitation for Bids (IFB) for the On-Call Traffic Signal and Electrical Services and on February 3, 2020, (CMR 10966). The Council approved a contract with Bear Electrical Services for a term of 36 Months with a Maximum Total Compensation Not-to-Exceed Amount of \$375,000.<sup>1</sup> This contract<sup>2</sup> supports traffic signal and other electrical service work related to the traffic signal and transportation system within Palo Alto. The services supplement implementation, maintenance, and/or repair efforts that cannot be completed by Electric Utilities Department staff and are generally used for the implementation of services and/or technologies that current City Staff has limited capabilities or capacity to conduct. This

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<sup>1</sup> Staff report available at <https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/reports/city-manager-reports-cmrs/year-archive/2020/id-10966.pdf?t=64302.61>

<sup>2</sup> Current Contract No. C20177344 with Bear Electrical  
[https://www.cityofpaloalto.org/files/assets/public/v/1/transportation/city-council-docs/c20177344-bear-electrical-contract\\_final.pdf](https://www.cityofpaloalto.org/files/assets/public/v/1/transportation/city-council-docs/c20177344-bear-electrical-contract_final.pdf)

contract was previously extended by six months in Change Order No. 1<sup>3</sup>. Staff is recommending extending this contract to March 1, 2024.

### **ANALYSIS**

Supply chain issues are causing delays in procuring the necessary parts and materials used to repair and maintain traffic signals. The contract extension will allow pre-planned and emergency work to be conducted around the City as needed. The department is also currently working with the Administrative Services Department to release a new Invitation for Bid for On-Call Traffic Signal and Electrical Services for future needs. This contract extension will allow the City to complete in-progress equipment procurement and repairs that have not yet been delivered and/or finalized. If necessary, this extension will also enable emergency repairs while the formal solicitation takes place.

### **FISCAL/RESOURCE IMPACT**

Staff is requesting a contract extension without any additional funding. The Fiscal Year 2024 Adopted Capital Budget Project Traffic Signal and Intelligent Transportation Systems (PL-05030) has sufficient funding to cover the remaining amount of funds left on the contract, approximately \$103,000, with no additional budgetary action required.

### **STAKEHOLDER ENGAGEMENT**

This change order has been coordinated with internal partners including the City Attorney's Office and Administrative Services Department.

### **ENVIRONMENTAL REVIEW**

This contract is categorically exempt under CEQA regulations 15301 (existing facilities) and 15302 (replacement or reconstruction).

### **ATTACHMENTS**

Attachment A: Change Order No. 2. to Contract No. C20177344 between the City of Palo Alto and Bear Electric

### **APPROVED BY:**

Philip Kamhi, Chief Transportation Official

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<sup>3</sup> Change Order No. 1 with Bear Electrical

[https://www.cityofpaloalto.org/files/assets/public/v/1/transportation/city-council-docs/bear-change-order\\_may-2023.pdf](https://www.cityofpaloalto.org/files/assets/public/v/1/transportation/city-council-docs/bear-change-order_may-2023.pdf)