



M E M O R A N D U M

DATE: April 6, 2020
TO: Phil Zavadil, City Manager
FROM: Michael Dahl
SUBJECT: City Hall Backup Generator Progress Report
CC: Ed Paulus, Public Works Director

Phil,

Drawings have been revised for the backup generator at the City Hall. Specifications and layout drawings for the supply and installation of the backup generator were changed from Kohler, to a Cummins unit to be consistent with units already installed on Island.

We did work with the local Cummins dealer to ensure the specified unit met the requirements of the design.

There are a couple of alternatives to move the project forward if you so choose. As I understand the project, the City was going to install the concrete slab. You would also need to install the under slab conduits and grounding prior to pouring.

1. Obtain a quote from an electrical contractor to obtain the generator, meterbase materials, tank, piping and installation.
 - a. Would recommend provide current site photographs (provided by city) to the bid package, or a site hosted by the City,
 - Would allow project bid to start up and move forward without travel to Island.
 - Contractor submittals and supply of backup generator, load bank, and transfer switch is estimated to take 20 weeks.
 - Construction in late October and take 1-2 weeks to complete.
2. City construction.
 - a. Request updated quote from Cummins for supply of generator, transfer switch, load bank, and technician for startup and connections.
 - b. City order new fuel tank, piping, meterbase, disconnect and conduit,
 - c. City crew complete excavation for conduits and install meterbase, etc.
 - Would allow project bid to start up and move forward without travel to Island.
 - Again, around 20 weeks for fabrication and ready for shipping.
 - Construction of slab and underground at City's convenience.
 - Installation of unit in late October and take 1-2 weeks to complete.
3. Contractor construction. All same as 2, except:
 - c. Request quotes from electricians for installation. Include list of supplied materials and site photos

4. Postpone project and put out to bid next winter for construction first thing in the spring.

No matter which method is used to go forward, the long lead time required to get the generator, load bank and transfer switch govern the time line.

Not sure what to recommend, as not clear on all of the City staffing and other requirements.

Let me know when you can be available to discuss the project schedule and options.

Mike