

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: September 11, 2023**

**Subject:** Professional services award for updating Electrical Comprehensive Plan.

**Department:** Public Works

**Prepared By:** Manroop Kaur  
(Digital Signature)

**Agenda Location:**     Consent Agenda     Council Action     Unfinished Business

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**Action Needed:**

City Council accept the proposal and authorize the City Manager to execute the contract with Braaksma Engineering.

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**Attachments:**

1. Braaksma Engineering contract including proposal letter and fee schedule.
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**Background/Summary:**

The City's Public Work's Department have requested proposals for updating existing draft copy of the Electrical Comprehensive Plan (2026) by identifying & updating missing information for the Power Distribution System. The updates will include evaluation of existing system, update the service area & system characteristics, and include financial & capital improvements planning.

This contract will be negotiated under the General Services Agreement established with Braaksma Engineering on August 17, 2023.

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**Budget Implications:**     Current Budget     New Budget Request     Non-Budgetary

These services are already budgeted in the 2023 Electrical M&O budget.

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**Recommendation:**

Public Works staff respectfully requests that City Council accepts the proposal and authorize the City Manager to execute the contract in an amount not to exceed \$49,160.00 with Braaksma Engineering.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

**City of Blaine  
Electrical Comprehensive Plan Updates  
Task Order #2023-02**

This Task Order is authorized under the Agreement for Professional Services between City of Blaine (City) and Braaksma Engineering Inc. (Consultant) effective August 17, 2023.

**(A) Scope of Work**

Work includes updating the Existing Draft Copy of the Electrical Comprehensive Plan (2016) by identifying and updating the missing information for the Power Distribution System.

Detailed scope of work is included as 'Exhibit A'.

**(B) Deliverables**

Deliverables include the draft and final submittal for the City of Blaine Electrical Comprehensive Plan.

**(C) Schedule**

This Task Order will be terminated on December 31<sup>st</sup>, 2024, unless extended by City in writing through a 'Task Order Amendment'.

**(D) Fee Basis**

The Services indicated above are to be billed on a time and expense basis, not to exceed \$49,160.00.

Detailed fee schedule is included as 'Exhibit B'.

The City may authorize additional supporting or subsequent services on a time and expense basis through written Task Order Amendments.

**CONSULTANT:**

\_\_\_\_\_  
Braaksma Engineering Inc.

\_\_\_\_\_  
Date

**CITY OF BLAINE:**

\_\_\_\_\_  
Michael Harmon, City Manager

\_\_\_\_\_  
Date

**DEPARTMENTAL APPROVAL:**

\_\_\_\_\_  
Harpiar Gandhi, Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gary McSpadden, City Project Lead

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Samuel Crawford  
City Clerk

\_\_\_\_\_  
Date



B R A A K S M A E N G I N E E R I N G  
*electrical engineering*

August 16, 2023

City of Blaine  
Department of Public Works  
Attn: Manroop Kaur  
1200 Yew Avenue  
Blaine, WA 98230

Hello Manroop:

Thank you for the opportunity to propose work to revise the City of Blaine's Electrical Comprehensive Plan.

A Comprehensive Plan may include extensive cultural review such as demographic trending or costs of alternative power. The work included in this proposal is focused on Power Distribution System options, as was previously my experience at a regional power company. The recommendations may be applied as the City of Blaine develops, based on needs identified by field measurements.

Work proposed for Portions of the Comprehensive Plan that discuss cultural trends and general growth, includes time to update the previous report with input from City of Blaine.

The following work is proposed to result in a Document updated to current conditions:

1. Review of the existing document (Comprehensive Plan 2016) to determine what areas remain pertinent and what is to be updated (several of the stated objectives have been achieved).
2. Update of the Service Area and System Characteristics (Section 2 of Comprehensive Plan 2016) to include only feeder circuit measured loads and projections based on identified developments.
3. Update of the Evaluation of Existing System, this will be reduced to descriptions of the overall City of Blaine power system and analysis of each feeder circuit in terms of what may be supported.
4. Update of the Capitol Plan and Budget, to remove work completed and include updated order of magnitude construction cost estimates for recommended work (the cost has changed substantially in recent years).
5. Update of the Financial Plan, to include estimated billing rates and revenue to determine ability to proceed with recommended work.
6. Appendices
  - a. New Summary of Recommendations.
  - b. Revised Analysis of Capitol Cost recommendations, compared to revenue projections.
  - c. Position Paper on consumption revenue (metered electricity income) compared to impact fees. This may be updated with input from the City.



*The estimated time to complete the work based on the above proposed work, total 400 man-hours, billable at \$49,000. It is expected this update may be completed 9 months after authorization to proceed, and when required information is received from the City.*

Please see following pages for work scope descriptions, estimate and assumptions listed.

I look forward to your review of this proposal. Please call me if you have questions or concerns at 360-734-7416.

Sincerely,  
Gary Braaksma

### **Assumptions for this work include:**

- 1) Above estimate is quoted on a time and expense basis. Hourly rates are \$130 for engineer, \$105 for designer/specialist, \$75 for drafter. Rates include local travel (no mileage charge) and nominal office expenses. Large format copies will be billed at cost.
- 2) It is expected that updated peak load measurements will be available from the City of Blaine. Input on Policy will be available from the City of Blaine. Other information such as BPA and PSE conditions will be available from the City of Blaine.
- 3) Work proposed will build from and alter the 2016 Comprehensive Plan.
- 4) The work proposed does not include taking consumer surveys to develop demographic or usage profiles.
- 5) The work proposed does not include deeper projections of societal patterns of consumption such as Electric Vehicle proliferation or Alternate Power sources, reduced or increased development speeds based on interest rates or other studies. These items if desired could require more time than included in this proposal.
- 6) Growth projections will include linear extrapolation of identified housing projects, nominal industrial growth, with general allowances for vacant land. Specific Industrial Projects may be included if identified by the City.
- 7) Recommendations will include projects that may be considered as the growth occurs, including identified concerns for maintenance and capacity, that may be selected as the growth occurs or if increased repairs indicate maintenance items are required.
- 8) Work proposed is listed in attached man-hour estimate. Line items with zero hours associated are not expected to be included in analysis and may be deleted from the revised report.
- 9) The City of Blaine will be kept apprised of work progress and will be billed monthly.
- 10) The volume of work may be adjusted per requirements and availability.
- 11) Work listed above and other services may be rendered at the City of Blaine's option on a time and expense basis at the above rates.
- 12) This proposal will be accepted within one month and work will be completed monthly as required information received.
- 13) Payment is due monthly when billed. 1% interest fee per 30 days overdue accounts.

# EXHIBIT B

**BE**

**BRAAKSMA ENGINEERING**  
electrical engineering

**Project** City of Blaine  
Power Distribution System Comprehensive Plan  
Update, (update of July 2016 report)  
**Date:** 8/14/2023

DURATION	
(Approx.)	
Start Date	Finish Date

Phase	Task Item
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Estimated Time Required					
Engineer	Coordinator	Specialist	Drafter	Intern	Total

Start Date    Finish Date

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		\$130.00	\$105.00	\$105.00	\$75.00	\$40.00	
<b>Work Item 1, Review of document 60 pages</b>							
	Review	8.0	8.0				
	Notation	8.0	2.0				
<b>Work Item 1 Subtotal</b>		16.0	10.0	0.0	0.0		\$3,130.00
							26.0
<b>Work Item 2, Service Area and System Characteristics</b>							
	Electrical Load forecasts						
	Residential	30.0	15.0				
	Senior Disabled						
	Boats						
	Commercial	5.0	3.0				
	Commercial > 50kVA						
	Industrial	5.0	3.0				
	St Lighting						
	Public Authorities						
	Other City						
	Conservation						
	Peak Demand Forecast	20.0	10.0				
	Peak Demand Forecast by circuit	20.0	10.0				
<b>Work Item 2 Subtotal</b>		80.0	41.0	0.0	0.0		\$14,705.00
							121.0
<b>Work Item 3, Evaluation of Existing System</b>							
	Overview	6.0	4.0				
	Circuit 11	6.0	4.0				
	Circuit 15	6.0	4.0				
	Circuit 16	6.0	4.0				
	Circuit 17	6.0	4.0				
	Phase Balancing and Load Shifting	0.0	0.0				
	BPA Contract	16.0	8.0				
	City Underground policy	5.0	4.0				
<b>Work Item 3 Subtotal</b>		51.0	32.0	0.0	0.0		\$9,990.00
							83.0
<b>Work Item 4, Capitol Plan and Budget</b>							
	2015-2021	10.0	5.0				
	2022-2036	10.0	5.0				
	Beyond	10.0	5.0				
<b>Work Item 4 Subtotal</b>		30.0	15.0	0.0	0.0		\$5,475.00
							45.0
<b>Work Item 5, Financial Plan</b>							
	Overview	5.0	5.0				
	Methodology and Assumptions	5.0	5.0				
	Results	5.0	5.0				
<b>Work Item 5 Subtotal</b>		15.0	15.0	0.0	0.0		\$3,525.00
							30.0
<b>Work Item 6, Appendices</b>							
	Appendix A Summary of Recommendations	20.0	15.0				
	Appendix B Projected Revenue Requirements	40.0	20.0				
	Appendix C Position Paper on Charging New Electric Utility Customers for Growth	5.0	2.0				
<b>Work Item 6 Subtotal</b>		65.0	37.0	0.0	0.0		\$12,335.00
							102.0
<b>Estimated Total Hours/Fees</b>		257.0	150.0	0.0	0.0	0.0	\$49,160.0
						407	407.0

Items with low hours will not be emphasized