



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501  
PO Box 41476, Olympia, WA 98504-1476

January 10, 2019

TO: Cathy Beam, AICP, Principal Planner  
City of Redmond

FROM: Curtis Pate, Contracts Specialist, (360) 407-7913  
Engineering & Architectural Services

RE Agreement No. 2017-070 A (1), Amendment No. 2  
Contract No. 2017-070 G (1-1), Change Order No. 1  
LED Street Lighting and Controls Upgrade

IAA No. K3784

McKinstry Essention, LLC

SUBJECT: Additional Funding Approval

The Dept. of Enterprise Services (DES), Energy Program, requires funding approval for the above referenced contract documents. The amount required is as follows (see page 2 for funding detail):

ESCO Professional Services Total – Amendment No. 2	\$ 14,767.61
ESCO Construction Total – Change Order No. 1	\$ <u>59,070.47</u>
<b>Total Funding</b>	<b>\$ <u>73,838.08</u></b>

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the DES Energy Program that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project

By Cathy Beam, Principal Planner Date 2/24/19  
Name / Title Date

Please sign and return this form to E&AS. If you have any questions, please call me.

Agreement No. 2017-070 A (1), Amendment No. 2  
Project No. 2017-070 G (1-1), Change Order No. 1

Funding Approval Detail

**ESCO Professional Services**

ESCO Professional Services Total – Amendment No. 2	\$	14,767.61
<u>Sales Tax (0%) (Includes tax on Audit proposal)</u>	\$	<u>0.00</u>
<b>Total</b>	\$	<b>14,767.61</b>

**ESCO Construction**

ESCO Construction Total – Change Order No. 1	\$	59,070.47
<u>Sales Tax (0%)</u>	\$	<u>0.00</u>
<b>Total</b>	\$	<b>59,070.47</b>

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DES Energy Program COP-FA Coversheet

Client Name City of Redmond  
 Project Number 2017-070 G(1-1)  
 COP/FA Number 4 - Rev. 1  
 Project Title Street Light LED Upgrade  
 Date 9/7/2018

Construction		
Change Leotek GCM to Design	\$	16,807.80
Change units to Leotek GCL1-60	\$	42,262.57
Cost Reduction Bonding, Permitting, Labor, Materials	\$	-
	\$	-
	\$	-
Subtotal	\$	59,070.47
Bond	\$	-
Subtotal	\$	59,070.47
Sales Tax	0.00% \$	-

col G

Construction Subtotal \$ 59,070.47

Professional Services	Percent		
Design	2.0%	\$	1,181.41
CM	5.0%	\$	2,953.52
OH&P	18.0%	\$	10,632.68
Subtotal		\$	14,767.61
Sales Tax	0.00%	\$	-
PS Subtotal		\$	14,767.61

A and 2

Total Cost of Change \$ 73,838.08

End

Use contingency funds  Use additional owner funds

Acknowledgement of Total Cost of Change Date

<del>OWNER</del> <i>Cathy Bram</i>	10-25-18
ESCO <i>J. C. [Signature]</i>	10/27/18
Energy Project Manager <i>Bala Ranaya</i>	10/26/2018



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** October 16, 2018

**SUBJECT:** Approval to Fund Change Orders for LED Street Light Retrofit Project, in the Amount of \$286,000

**I. RECOMMENDED ACTION**

Approve funding for change orders to complete conversion of City-owned street lights to LED as part of the LED Street Light Retrofit Project.

**II. DEPARTMENT CONTACTS**

Martin Pastucha, Director of Public Works	425-556-2733
Rob Crittenden, P.E., Engineering Manager	425-556-2838
Cathy Beam, A.I.C.P., Principal Planner	425-556-2429
Paul Cho, P.E., Senior Traffic Operations Engineer	425-556-2751

**III. DESCRIPTION/BACKGROUND**

Council approved the LED Street Light Retrofit Project and Approval of Amendment No.2 to the Interagency Agreement between the State of Washington Department of Enterprise Services and City of Redmond on March 21, 2017.

The LED Street Light Retrofit Project is replacing approximately 1750 existing high-pressure sodium (HPS) and metal halide (MH) fixtures with energy efficient light emitting diode (LED) fixtures through a contract with McKinstry, an energy savings company (ESCO). McKinstry and their contractor, Northwest Edison, have completed converting 950 streetlights to LED to date.

**IV. PREVIOUS DISCUSSIONS HELD**

Date	Action/Committee Presentation
October 11, 2016	Planning and Public Works Committee
February 21, 2017	Staff Report
March 21, 2017	Project Approval and Interagency Agreement Amendment
October 5, 2018	Planning and Public Works Committee Briefing

**V. IMPACT**

**A. Service/Delivery:**

City staff reviewed a total of five change orders and looked closely at alternatives and supporting analysis in developing the above recommendations. Two were rejected and three were found necessary to complete the project:

1. Quantity and specifications difference between City of Redmond's street light database and McKinstry's field audit database. McKinstry's contract cost was based on Redmond's database provided to McKinstry. To compile the actual quantity and specifications for the fixture orders, a field audit was completed and found to be different than Redmond's database. (\$149,000 additional cost)
2. Modifications to decorative fixtures to install LED lighting control components without voiding manufacturer's warrantee. There are several types of existing Old Town and Overlake Village fixtures that still have the manufacturer's warrantee. Special modifications to the fixture are necessary to install the control unit and antenna in these decorative fixtures. (\$63,000 additional cost)
3. Narrow fixture specifications for improved operations and maintenance costs. Redmond requested the contractor to condense the number of fixture options. Also, some size and build materials were not preferred. Narrowing the variations of fixtures allowed for more uniform performance as well as lower the number of fixtures inventory needed for maintenance. (\$74,000 additional cost)

Total Cost of Change Order - \$286,000

**B. Fiscal Note:**

Current Project Budget:	
Dept. of Commerce Grant	\$350,000
PSE Rebate	\$186,070
2015-16 Energy Efficiency Program	\$200,000
General Government CIP	<u>\$1,368,556</u>
Total Funding	\$2,104,626
Project Costs:	
Original Contract	\$2,104,626
Change Order Cost	<u>\$286,000</u>
Total Cost	\$2,390,626
Budget Difference:	(\$286,000)

Transfer from General Government CIP

(\$286,000)

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

If funding is not approved, not all street lights will be converted to LED. Also, part of the project funds must be used to restore the photocell system to the unconverted lights thereby further limiting the total number of street lights converted.

**VII. TIME CONSTRAINTS**

McKinstry would like to have the project substantially completed by the end of 2018. Approval of the change order is required to procure necessary components to meet deadline.

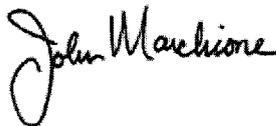
**VIII. LIST OF ATTACHMENTS**

None.



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**Martin Pastucha, Director of Public Works**



Approved for Agenda

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**John Marchione, Mayor**

**CONSENT AGENDA**

MOTION: Councilmember Margeson moved to approve the Consent Agenda. The motion was seconded by Councilmember Carson.

Council Pro Tem Birney read Ordinance Nos. 2931, 2932, and 2933 into the record.

1. Approval of the Minutes: Regular Business Meeting of Tuesday, October 2, 2018
2. Approval of Payroll/Direct Deposit and Claims Checks

**PAYROLL/DIRECT DEPOSITS AND WIRE TRANSFERS:**

#184592 through #184658  
#067125 through #067859  
#964 through #969

\$3,191,889.59

**CLAIMS CHECKS:**

#416131 through #416406

\$3,796,782.30

3. AM No. 18-157: Approval of a Consulting Services Agreement with HSO for On-Call Services for the Dynamics AX Enterprise Resource Planning (ERP) System in an Amount Not-to-Exceed \$650,000
4. AM No. 18-158: Adoption of an Ordinance Amending the Redmond Zoning Code Regarding Development Agreements for High Capacity Transit Facilities
  - a. Ordinance No. 2931: An Ordinance Amending Redmond Zoning Code 21.76.070(L) to Authorize the City Council to Approve Deviations from Development Standards Via Development Agreements for High-Capacity Transit Facilities; Providing for Severability; and Establishing an Effective Date

5. AM No. 18-159: Approval to Fund Change Orders for LED Street Light Retrofit Project, in the Amount of \$286,000
6. AM No. 18-160: Approval of the 2019-2021 Labor Agreement with the Redmond Police Association and Adoption of an Ordinance Setting 2019, 2020 and 2021 Salaries for the Police Pay Plan
  - a. Ordinance No. 2932: An Ordinance Amending the 2019, 2020 and 2021 P Pay Plan for Employees Covered by the Redmond Police Association, Representing Police Officers, Sergeants and Corporals.
7. AM No. 18-161: Adoption of an Ordinance Establishing the New "T" Pay Plan
  - a. Ordinance No. 2933: An Ordinance Establishing Pay Plan T for Employees Covered by Teamsters Local No. 117, Representing Police Lieutenants, and Removing the Said Employees from Pay Plan N for Non-Union Employees

VOTE: The motion passed without objection. (7 - 0)

## HEARINGS AND REPORTS

### PUBLIC HEARINGS

1. AM No. 18-162: Resolution Expressing a Collective Decision on Initiative No. 1631

Initiative Measure No. 1631

Initiative Measure No. 1631 concerns pollution. This measure would charge pollution fees on sources of greenhouse gas pollutants and use the revenue to reduce pollution, promote clean energy, and address climate impacts, under oversight of a public board.

Should this measure be enacted into law?

Yes

No

- a. Resolution No. 1505: A Resolution Endorsing Initiative Measure No. 1631, Relating to Reducing Pollution by Investing in Clean Air, Clean Energy, Healthy Forests, and Healthy Communities by Imposing a Fee on Large Emitters Based on Their Pollution, and Adding a New Chapter to Title 70 RCW, to be Known as The Protect

## Debbie Keranova

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**From:** Cathy Beam  
**Sent:** Monday, September 9, 2019 8:55 AM  
**To:** Debbie Keranova  
**Cc:** Ryan M. Edwardsen  
**Subject:** FW: DES Agreement - Energy Conservation Project Management and Monitoring Services  
**Attachments:** RE\_ LED Street Light Change Order - ESCO Work.pdf

Hi Debbie,

I believe we have all the documentation and we just needed the routing form signed. See the attached email.

Ryan – Can you please close the loop with Debbie? Thank you.

Let me know if there is anything else either of you need.

Thanks!



**Cathy Beam, AICP**  
Principal Planner | Planning and Community Development  
☎: 425.556.2429 | ✉: [cbeam@redmond.gov](mailto:cbeam@redmond.gov) | [Redmond.gov](http://Redmond.gov)  
MS: 4SPL | 15670 NE 85<sup>th</sup> St | Redmond, WA 98052



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**From:** Debbie Keranova <[dkeranova@redmond.gov](mailto:dkeranova@redmond.gov)>  
**Sent:** Friday, September 6, 2019 6:35 PM  
**To:** Cathy Beam <[CBEAM@REDMOND.GOV](mailto:CBEAM@REDMOND.GOV)>  
**Subject:** DES Agreement - Energy Conservation Project Management and Monitoring Services

Hi Cathy,

The Clerk's Office received a contract routing packet for an interagency agreement with DES, related to the LED Streetlight Retrofit. Quick question – was there anything within the contract documents themselves that needed to be signed? Or is it just the Routing Form that needs to be "signed" ...?

Just double-checking, is all! Let me know if you have any questions, of course. Thank you!

**Debbie Keranova**  
Sr. Purchasing Agent | City of Redmond  
☎: 425.556.2159 | ✉: [dkeranova@redmond.gov](mailto:dkeranova@redmond.gov) | [Redmond.gov](http://Redmond.gov)  
MS: 3NFN | 15670 NE 85<sup>th</sup> St | Redmond, WA 98052

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**From:** [Ryan M. Edwardsen](#)  
**To:** [Cathy Beam](#)  
**Cc:** [Carol Helland](#)  
**Subject:** RE: LED Street Light Change Order - ESCO Work  
**Date:** Thursday, September 5, 2019 5:01:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Hi Cathy,

I got good information from Bala to route for the contract addendum, and was able to add the council memo and the minutes from the meeting where the funding was approved as well. I worked with Purchasing to figure out exactly what we needed, so I think we're well-covered. As soon as I hear from Purchasing that the purchase agreement has been updated we will get McKinstry paid.

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**From:** Cathy Beam <[CBEAM@REDMOND.GOV](mailto:CBEAM@REDMOND.GOV)>  
**Sent:** Thursday, September 5, 2019 4:41 PM  
**To:** Ryan M. Edwardsen <[RMEDWARDSEN@redmond.gov](mailto:RMEDWARDSEN@redmond.gov)>  
**Cc:** Carol Helland <[chelland@redmond.gov](mailto:chelland@redmond.gov)>  
**Subject:** LED Street Light Change Order - ESCO Work

Hi Ryan,

I did some digging and I could not find the original contract for the LED Street Light Retrofit Change Order's work. What I found was a Council memo for the 10/16/18 meeting where Council approved the Change Orders in the amount of \$286,000. I also found an email sent from Paul Cho the following day telling the McKinstry team the project was approved by Council and they should move forward with the Change Orders. I was curious why there wasn't a city routing form and why I hadn't caught it. Turns out I was on vacation. Paul Cho and Rob Crittenden covered the Council meeting. Paul gave direction the next day to the consultant to move forward on implementing the change order. My bad for not catching that when I came back from vacation.

Carol Helland and I spoke about this today as you had provided the cover sheet for the City Agreement Routing Form for signatures. The Planning Director has signed this and Carol agreed that we should route it for the appropriate signatures for auditing purposes.

I have attached the Council memo where they authorized the work along with the email referenced above for your records. Please let me know if there is anything else at this point that you need from me to ensure we have all the proper documentation.

Thank you.

Cathy Beam, AICP  
Principal Planner | Planning and Community Development  
☎: 425.556.2429 | ✉: [cbeam@redmond.gov](mailto:cbeam@redmond.gov) | [Redmond.gov](http://Redmond.gov)

# City Agreement Routing Form

The Project Administrator should complete the top section of this form, once Department Head/Designee signature has been obtained, attach the specified number of agreement originals to this form (have the contractor/supplier sign all original copies before routing) and forward the documents to the City Clerk for internal city routing. The City Clerk will route the agreement to the Risk Manager for approval of insurance and indemnification requirements, to the City Attorney for approval as to legal form and to the Mayor for signature. The City Clerk will then attest/authenticate the Mayor's signature and will forward this form and remaining agreement(s) to Project Administrator.

Project Title: Interagency Agreement with WA State Department of Enterprise Services

Type of Service: Energy Conservation Project Management & Monitoring Services

Supplier/Contractor Name: WA State Department of Enterprise Services

Contract/Agreement Amount, Original: See Attached Amended Amount: " "

Council Approval Date: 10-16-18 Nature of Funding: CIP--LED Street Light Retrofit

Project Administrator: Cathy Beam MailStop: 2SPL Phone: 425.556.2429

Anticipated Agreement Start Date: 10-17-18 Estimated Completion Date: 12-31-20

Does this contract contain the purchase of technology related items/services?  YES  NO  
If Yes, route to: I.S. Manager (3SFN)

I.S. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Will federal funds be used to pay for all or part of contract?  YES  NO  
If Yes, check for debarment at [www.sam.gov](http://www.sam.gov)  
(print results and keep a copy in project file)

Department Head/  
Designee Signature: *Cathy Beam* Date: 9/5/19

Comments:

Account Numbers/  
Distribution

NIGP/Commodity Code: \_\_\_\_\_

**ROUTING PROCESS:** (2 copies)

To: <sup>for</sup> City Clerk \_\_\_\_\_ DK Date 9/6/19  
(for routing and tracking)

Risk Manager \_\_\_\_\_ [Signature] Date 9/11/19  
(Signature or initials)

City Attorney \_\_\_\_\_ [Signature] Date 9/12/19  
(Signature or initials)

(Note: If contract exceeds Mayor's authorized signing limits, route to City Clerk (3NFN) for council approval)  
Mayor \_\_\_\_\_ [Signature] Date 9/13/19  
(Signature or initials)

[Signature] City Clerk \_\_\_\_\_ COE Date 9/13/19  
(Signature or initials)

**NOTE:** The agreement becomes fully executable once the Mayor has signed it. The Project Administrator may then forward one set of originals to the Contractor/Consultant and work may begin. The City's original will be retained by the City Clerk. Once all signatures have been obtained, forward a copy of this form to Accounts Payable, with payment instructions.

Finance use ONLY Supplier Id  Date Received  Agreement #

8064-7  
8064-8  
8064-9