



## *Agenda Briefing*

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**Date of Meeting:** 4/6/2021

**Responsible Department:** Public Works

**Presenter:** Gayle Cook, City Manager and Kevin Padgett, Dir of Public Works

**Briefing Prepared By:** Gayle Cook, City Manager

**Strategic Focus Area:** Well Maintained Infrastructure

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**General Information / Subject:**

Consider and take all appropriate action on an agreement with Ameresco Incorporated to perform services related to the installation of water meters and advanced metering infrastructure within a Performance Contract Project and authorize the City Manager to sign the agreement.

## **Executive Summary / Background:**

During the FY20, Certificates of Obligation - Series 2020 was issued for the Smart Water Meter Conversion (CIP# FAC6). staff initially prepared, noticed and opened an Request for Proposals on the project with over \$1 million in variance between proposals.

Staff researched and alternatively proposed moving forward with a performance contract based vendor for the project. A firm was found on a state cooperative called 1Government Procurement Alliance Cooperative Purchasing Program. On October 20, 2020, Seabrook City Council was given a presentation by Ameresco that explained the performance contracting process in comparison of the RFP process previously conducted on the project.

On November 3, 2020, staff brought before City Council an Agreement to perform an Investment Grade Audit by Ameresco-Phase I. This phase was approved by city council and staff has worked with the firm to finalize proposal and design.

Tonight, City Council will consider moving forward with the performance contract with Ameresco. Phase II - Performance Contract is to contract for a scope of services encompassing the management and installation of the entire smart water meter system city wide.

**Funding / Fiscal Information:**

**Account Number:** Project 326 GL Account 30-300-6116

**Amount Budgeted:** 3,000,000.00

**Amount Requested / Required:**

**Funding Source (if not budgeted):**

Capital Improvement Fund  
Certificates of Obligation - Series 2020

**Supporting Materials Attached:**

**Prior Action / Review by Council, Boards, Commissions:**

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

**Staff Recommendation:**

**APPROVED BY:  
(as appropriate)**

*Gayle Cook*

3/22/2021

\_\_\_\_\_  
Preparer or Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer/Asst. Dir. of PW

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community and Visitor Relations Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Municipal Court

\_\_\_\_\_  
Date

*Sean Landis*

3/26/2021

\_\_\_\_\_  
Deputy City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Director

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Emergency Services Director

*Michael Gibbs*

\_\_\_\_\_  
Date

*3/29/2021*

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

*Kevin Padgett*

\_\_\_\_\_  
Date

*3/26/2021*

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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