



AGENDA REPORT

Public Works

DATE:	August 19, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Daniel Chavarria, PE, Director of Public Works Robert Armijo, PE, Deputy Director of Public Works/City Engineer Dan Santos, Assistant Engineer
Subject:	Contracts with Nema Construction, Net Electric Inc., St. Francis Electric, and Telstar Instruments for On-Call Electrical Construction Services
FINANCIAL IMPACT:	<p>Approval of this item will authorize the City to enter into four on-call contracts for electrical construction services, each with a not-to-exceed amount of \$750,000 per year over a three-year term, with the option for up to two one-year extensions of \$250,000 per year.</p> <p>The maximum potential value per contract is \$2 million, and the combined ceiling for all four contracts over five years is \$8 million.</p> <p>No additional appropriations are being requested at this time. Funding for each task will be encumbered at the time of individual Work Authorizations and will be drawn from existing or budgeted Capital Improvement Program (CIP) accounts or other eligible funding sources. All expenditures are contingent on budget availability and project-specific needs.</p>
PREVIOUS COUNCIL ACTION:	None.

STATEMENT OF THE ISSUE:	The City Council is being asked to consider awarding on-call contracts for electrical construction services to four qualified contractors. These contracts—each with a not-to-exceed amount of \$750,000 per year over a three-year term, and two optional one-year extensions of \$250,000 per year—will provide as-needed support for capital projects, emergency repairs, and electrical system upgrades across City facilities and infrastructure.
RECOMMENDED ACTION:	ADOPT a resolution approving on-call electrical construction services contracts with Nema Construction, Net Electric Inc., St. Francis Electric, and Telstar Instruments, each in an amount not to exceed \$750,000 per year for a three-year term beginning August 21, 2025, through August 21, 2028, with two one-year extension options of \$250,000 per year – Public Works (Dan Santos 510-620-6645/Robert Armijo 510-620-5477).

DISCUSSION

The City of Richmond’s electrical infrastructure—including systems within public buildings, parks, and the public right-of-way—requires timely, expert maintenance to ensure safety, operational continuity, and regulatory compliance. The proposed on-call electrical construction services contracts will enable the City to quickly mobilize qualified contractors for a range of urgent and routine needs without the delay of individual procurement cycles.

These on-call services will directly support critical Public Works functions such as:

- **Power System Maintenance:** Troubleshooting and repair of electrical panels, breakers, generators, uninterruptible power supplies (UPS), and transformers in municipal buildings.
- **Lighting and Signalization:** Installation and repair of traffic signals, street lighting, photovoltaic systems, and flashing beacons to enhance roadway visibility and safety.
- **Electrical Infrastructure Improvements:** Small- to mid-scale construction and repairs, including trenching, conduit installation, wiring, and upgrades to control systems in public facilities and parks.

These contracts are essential to the successful implementation of capital improvement projects, emergency repairs, and upgrades tied to the City’s asset management programs.

The City publicly solicited qualifications for as-needed electrical construction services via BidsOnline on March 24, 2025. Submissions were opened on April 18, 2025, with a

total of five (5) proposals received. A panel of Public Works staff with technical expertise in electrical and infrastructure systems evaluated the proposals. Selection criteria included relevant project experience, understanding of the scope of work, ability to manage multiple assignments, and demonstrated capacity to deliver services on time and within budget.

Contractor	Rater 1	Rater 2	Rater 3	Rater 4	Average
Nema Construction	83	80	92	82	84
Telstar Instruments	81	75	80	78	79
Net Electric Inc.	67	60	82	69	71
St. Francis Electric	85	86	86	88	86
Volta Electric	0	0	20	5	8

The fifth firm was not selected due to a significantly lower evaluation score and deficiencies in the submitted documents, which did not adequately demonstrate the firm's ability to meet the City's performance and scheduling requirements. The selection panel determined that awarding contracts to the top four firms would provide sufficient coverage for the City's anticipated workload while ensuring quality and responsiveness.

Based on this evaluation, City staff recommends entering into on-call contracts with the four highest-ranked firms: Nema Construction, Net Electric Inc., St. Francis Electric, and Telstar Instruments (Attachments 1,2,3, and 4). Each contract will have a not-to-exceed amount of \$750,000 per year over a three-year term, with up to two optional one-year extensions of \$250,000 per year. Work will be authorized through task-specific Work Authorizations, and funding will be encumbered at the time of assignment based on available appropriations within CIP budgets or other funding sources.

This on-call structure provides needed flexibility to address a wide range of electrical construction needs across City operations and capital projects while ensuring compliance with procurement standards and operational efficiency.

Consequently, City staff is requesting the City Council adopt a resolution approving on-call electrical construction services contracts with Nema Construction, Net Electric Inc., St. Francis Electric, and Telstar Instruments, each in an amount not to exceed \$750,000 per year for a three-year term beginning August 21, 2025, through August 21, 2028, with two one-year extension options of \$250,000 per year.

DOCUMENTS ATTACHED:

Attachment 1 – Standard Contract - Nema Construction
Attachment 2 - Standard Contract – Net Electric Inc.
Attachment 3 – Standard Contract – St. Francis Electric
Attachment 4 - Standard Contract – Telstar Instruments
Attachment 5 – Resolution