

ITEM #:	<u>23</u>
DATE:	<u>01-27-26</u>
DEPT:	<u>ELEC</u>

COUNCIL ACTION FORM

**SUBJECT: ENGINEERING SERVICES FOR ONTARIO ROAD SUBSTATION AND
MORTENSEN ROAD SUBSTATION IMPROVEMENTS**

BACKGROUND:

Electric Services is in need of engineering services to support the design and construction management of substation upgrade projects at Ontario Road Substation and Mortensen Road Substation.

On August 4, 2025, a Request for Proposals (RFP) document was posted on AmesBids by the City's Purchasing division. On September 10, 2025, seven proposals were received. An evaluation team was formed by staff to review proposals. Proposals were evaluated on experience, qualifications of personnel working directly on the project, capability of providing the requested services, and pricing.

FIRM	PRICE	RANK
DGR Engineering Rock Rapids, Iowa	\$1,138,400	1
Kimley-Horn & Associates, Inc. Overland Park, KS	\$1,251,600	2
Stanley Consultants Des Moines, IA	\$2,455,214	3
Olsson Lincoln, NE	\$1,799,500	4
CVR Engineering Reed City, Michigan	\$950,948	5
ENTrust Solutions Group Warrenville, Illinois	\$1,356,405	6
Zachry Engineering Corp San Antonio, TX	Non-Responsive	Non-Responsive

Optional pricing was also requested for per-trip engineering support, per-trip construction management support, additional soil borings, and for switchgear and capacitor bank additions at Mortensen Road Substation.

After evaluating the proposals, staff determined that the proposal from DGR Engineering, of Rock Rapids, Iowa, is most acceptable. The experience and qualifications of the personnel, along with a number of similar projects completed by the firm, best fit the needs of the City.

Staff also determined to include optional design amounts of \$49,500 for metal-clad switchgear and \$19,800 for a capacitor bank addition at Mortensen Road Substation in this award.

Additionally, optional amounts are included for the additional soil borings (\$20,000), Engineer trips (\$22,500), and Construction Management trips (\$52,500) which are all anticipated being needed for the completion of these projects.

The available budget for these projects is \$1,653,620, which includes the carryover amounts for engineering and construction for the CIP projects approved for Mortensen Road and Ontario Road substation improvements. The actual amount of the contract awarded to DGR Engineering will be billed on a time and material basis with a cost-not-to-exceed \$1,302,700.

ALTERNATIVES:

1. Award a contract to DGR Engineering, of Rock Rapids, Iowa, for Engineering Services for Ontario Road Substation and Mortensen Road Substation Improvements, in the amount not-to-exceed \$1,302,700.
2. Award a contract to another firm.
3. Reject all proposals.

CITY MANAGER'S RECOMMENDED ACTION:

Updating and maintaining the Mortensen and Ontario substations is needed in order to maintain reliability of the City's Electric Transmission and Distribution system. Staff has determined that the proposal from DGR Engineering, of Rock Rapids, Iowa, is most acceptable. The experience and qualifications of the personnel, along with a number of similar projects completed by the firm, best fit the needs of the City. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.

ATTACHMENT(S):

[E500-2020 - Contract Substation R1 \(DGR Comments\) and CS comments \(final revisions\) FINAL AM \(DGR signed\).pdf](#)
[E500-2020-Exhibits FINAL.pdf](#)