

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 1, 2026

To: Mayor and Town Council
From: Rich Metcalfe, Project Manager
Subject: Award a Major Construction Agreement to Quality Telecom Consultants, Inc. for the Fleet Electrification Project Phase 1

Recommendation to Council:

Approve and award a Major Construction Agreement to Quality Telecom Consultants, Inc., in the amount of \$359,250.00 for the construction of the Fleet Electrification Project Phase 1 and authorize the Town Manager to execute the construction contract and any required construction change orders up to 20% of the original agreement price on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

On October 1, 2023, the California Air Resources Board passed an Advanced Clean Fleets (ACF) Regulation, which requires fleets to purchase an increasing percentage of zero-emission medium and heavy-duty fleet vehicles, beginning January 2024. This regulation applies to specific types of fleets, including those owned by local government agencies. Starting in 2027, all medium-duty and heavy-duty fleet vehicle purchases must be zero-emission vehicles.

Discussion:

At the 4/3/2024 Town Council Meeting, the Town Council Approved an amendment to the Professional Service Agreement with Black & Veatch for a Fleet Electrification Road Map. Town staff completed a Fleet Electrification Roadmap (Roadmap) with Black & Veatch in 2024 to develop a pathway for compliance with the ACF Regulation and evaluate the impact of fully electrifying the Town's entire fleet. The Roadmap included vehicle replacement, emission reduction estimates and a deployment timeline.

During the development of the Roadmap, it was identified that facility improvements would be necessary to provide power and charging infrastructure to a more electrified fleet. Black & Veatch submitted a proposal for EV Charging Preconstruction Services which includes two phases: 1) Expanding charging infrastructure within the Public Works corporation yards existing power capacity; and 2) Expanding charging infrastructure to power a fully electrified fleet.

The Town Council approved a Professional Service Agreement with Black & Veatch for the EV Charging Preconstruction Services at the 10/16/2024 Town Council meeting. Black & Veatch has completed the design of the plans and specifications for the Fleet Electrification Phase 1. The scope of work for phase 1 includes extending existing power supply in overhead conduits under the roof of the

covered area for the equipment storage area and then underrounding conduits to the Public Works fleet parking area. 5 type L3 duel charging stations and 3 type L2 duel charging stations will be installed. Phase 2 is currently in the design phase with Black & Veatch.

A Notice to Contractors soliciting construction bids for the Fleet Electrification Phase 1 was issued by Public Works on January 7, 2026. On February 17, 2026, a bid opening was held for the project. Nine bids were received, with bid prices ranging from \$359,250.00 to \$486,531.00 (Attachment 2). Quality Telecom Consultants, Inc. (QTC) submitted the lowest responsible bid of \$359,250.00, which is approximately 10% lower than the Engineer's Estimate. QTC has 25 years' experience in projects of this type. QTC's bid package has been reviewed and we confirmed they have a current "A" (Civil Engineering) & "C-10" (Electrical) license, their bid bond met the bidding requirements, and no errors were found in their Bid Schedule.

After the Notice of Award is issued to QTC actual work cannot begin. QTC must submit and have approved the executed contract, bonds, insurance certificates, any required permits, schedule of work, an erosion control plan, staging plan, and submittals for materials prior to the Notice to Proceed being issued. Once the Notice to Proceed is issued, they have 7 calendar days to commence work and have 50 working days to complete the project.

Fiscal Impact:

The total fiscal impact of the proposed contract will allocate up to \$431,100, which includes a 20% contingency from the Water Capital and Water Reclamation Capital Operating Funds in the Council-approved budget for Fiscal Year 2025-2026. Funding will come from a combination of the following G/L Codes previously approved in the 2025-2027 biennium budget.

460-83-25-2607-4510-000 (50%)

430-82-25-2607-4510-000 (50%)

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with guideline section 15301, Class 1 (Existing Facilities). Therefore, no environmental review is required. A Notice of Exemption will be filed prior to construction.

Attachment(s):

1. [Agreement](#)
2. [Bid Summary](#)

Prepared by:

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Reviewed by:

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Approved by:

Jon Davis
Town Manager