

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: March 18, 2026

To: Mayor and Town Council
From: David Ernst, Wastewater Superintendent
Subject: Approve Professional Services Agreements with Brelje & Race for the Main Switchboard Replacement Design and Black & Veatch for the Microgrid Feasibility Study

Recommendation to Council:

1. Approve a Professional Services Agreement with Brelje & Race for the design of a new switchboard for the Water Reclamation Facility (WRF) in the amount of \$440,000 (which includes an additional 10% contingency) and authorize the Town Manager to execute said agreement and approve contract documents and amendments up to the authorized budget and scope of work on behalf of the Town.
2. Approve a Professional Services Agreement with Black & Veatch for a Microgrid Feasibility Study in the amount of \$150,000 and authorize the Town Manager to execute said Agreement and approve contract documents and amendments up to the authorized budget and scope of work 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:

The WRF's electric switchboard serves as the central hub for safely distributing, controlling, and monitoring electricity from a main power supply (utility, solar array, or an emergency back-up diesel generator) to smaller distribution boards and motor control centers. The Main Switchboard protects electrical systems from overloads and short circuits using circuit breakers ensuring safety, reliability, and efficient power management. Motor control centers (or MCCs) are a centralized, modular assembly containing motor starters, circuit breakers, and control devices to manage electric motors from a single location. MCCs safely start/stop, protect, and monitor motors in heavy industrial settings.

The main switchboard was assessed in the 2019 Modernization Study as being in "good condition", despite at that time being over 25 years old. In August of 2025, Telstar Inc. with IPS Testing Co. conducted comprehensive maintenance and testing of the Main Switchboard. Minor issues discovered were remedied immediately as able, however the main 2000 Amp breaker was not tested due to its continually energized state. With new processes being implemented within the WRF over the next several years (Aeration Basin construction and the Solids Handling Facility), a larger main breaker has been recommended by both of the engineering consultants assisting the WRF with these projects.

With this information, staff issued a Request for Proposals (RFP) on December 4, 2025, with two main tasks. The first task is to define design requirements for the replacement / refurbishment of the existing

switchboard assembly, automatic transfer switch, and anticipated future electrical demands within the WRF. The second task of the RFP is to conduct a Microgrid Feasibility Study, focused on the Town goals of sustainability, resiliency, security, efficiency, and peak shaving of energy demand to realize time of day cost savings with on site energy storage. The Microgrid Feasibility Study will provide the Town and Windsor Water District with a cost benefit analysis to determine the best way forward with utilizing on-site power generation and energy storage (e.g. solar array with battery storage).

Discussion:

With the RFP divided into two tasks, Town staff were able to select the firm (or firms) with the most relevant experience, and appropriate consultant team for each if needed. Over two days, seven members of Public Works evaluated four separate proposals for the Microgrid Feasibility Study, and eight separate proposals for the Main Switchboard Design Services. As anticipated, the proposals received varied greatly in the anticipated level of effort for each task. For the Main Switchboard Design Services (Task 1), two firms submitted proposals that both had a thorough understanding of the project, and recent / relevant experience to ensure the Town receives a successful outcome. Because these two firm’s evaluation scores were nearly identical, an interview clause within the RFP was executed. On Thursday February 19, the Town conducted these interviews with both firms. After careful consideration, staff recommends Brelje & Race be selected for this project.

For the Microgrid Feasibility Study (Task 2), the proposal submitted on behalf of Black and Veatch was evaluated as the most inclusive of the Town’s stated goals, with the most comprehensive approach and project understanding. Staff recommends Black & Veatch be selected for this project.

Fiscal Impact:

The total fiscal impact of the proposed contracts will allocate \$590,000 from the Water Reclamation enterprise funds capital budget as approved in the 2025-2027 biennium budget.

PSA Task 1 Brelje & Race \$440,000
PSA Task 2 Black & Veatch \$150,000

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15306 because it consists of basic data collection and design of infrastructure which may lead to an action or project which a public agency has not yet approved, adopted, or funded. Therefore, no environmental review is required.

Attachment(s):

1. [PSA - Brelje and Race Main Switchboard Repl Design](#)
2. [Task 1 - Brelje & Race Electrical Switchboard Design Services](#)
3. [PSA - Black and Veatch for Microgrid Feasibility Study](#)
4. [Task 2 - Black & Veatch Microgrid Feasibility Study](#)

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