



**To:** Dustin Anderson, Town Manager  
**From:** Stephen Gunty, Director of Public Works  
**Meeting:** November 1, 2021  
**Re:** SEH Proposal for Municipal Center Arc Flash Analysis

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### **Background**

On August 2<sup>nd</sup> the Town accepted the SEH July 27 proposal (attached) to conduct a generator upgrade study to benefit Town Hall and the Police & Fire Department Buildings. Specifically, none of the three facilities currently are fully backed up by the existing generator set but will be by upgrading to a new and appropriately sized generator sized for all essential needs of each Department. SEH been working with key staff since to write technical specifications for this upgrade. Bids have been solicited since October 15 with an upcoming Bid Opening scheduled on November 5 for Council approval on November 15. Five to six months lead time on a new generator results in expected installation completion by September 2022.

### **Methodology**

Attached for Council consideration is a new proposal for SEH to complete an arc flash study on electrical equipment at the Town Hall in conjunction with the installation of the generator upgrade. This study was not included in the scope of the original SEH design proposal as it was not required by code as part of the design and installation of the equipment. However, it is recommended to provide valuable safety-related information to protect personnel during routine maintenance of the system. Preparing the study in conjunction with the installation of the new generator and associated equipment, versus performing the study at a later date, will provide a cost savings to the Town.

### **Recommendation**

The Town Council to approve attached SEH Proposal No. SEH No. 162684 14.00 dated October 21, 2021, for Municipal Center Arc Flash Analysis (originally priced at \$10,100) revised to \$8,830 (per Jill DiTommaso 10/22/11 email to Dustin Anderson) broken down as follows:

Task 1 – Data collection	\$1,440
Task 2 – Modeling	\$4,320
<u>Task 3 – Analysis (arc flash analysis, short circuit analysis, report, labels)</u>	<u>\$3,070</u>
Total =	\$8,830