

**City of Oberlin, Ohio**

**ORDINANCE No. 11-11 AC CMS**

**AN ORDINANCE ACCEPTING THE PROPOSAL FROM  
GPD ASSOCIATES OF AKRON, OHIO, FOR ENGINEERING  
DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE OBERLIN  
MUNICIPAL LIGHT AND POWER SYSTEM SWITCH STATION RELAY  
UPGRADE PROJECT AND DECLARING AN EMERGENCY**

WHEREAS, Oberlin Municipal Light and Power System requires engineering design and construction management services for the Switch Station Relay Upgrade Project; and,

WHEREAS, Oberlin Municipal Light and Power System has selected GPD Associates of Akron, Ohio, to provide engineering and design consulting services for an not to exceed amount of \$43,900.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the City Manager is hereby authorized and directed to contract with GPD Associates of Akron, Ohio, in an amount not-to-exceed \$43,900 for engineering design and construction management services.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

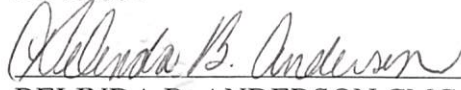
SECTION 3. That this ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio, or to provide for the usual daily operation of a municipal department, to wit:

“To authorize engineering and design services necessary to complete relay improvements within project schedule timelines established by the City’s transmission provider, First Energy”

and shall take effect immediately upon passage.

PASSED:     1<sup>st</sup> Reading – February 22, 2011 (S, E)  
              2<sup>nd</sup> Reading –  
              3<sup>rd</sup> Reading –

ATTEST:

  
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BELINDA B. ANDERSON, CMC  
CLERK OF COUNCIL

POSTED: 2/23/2011

  
\_\_\_\_\_  
KENNETH SLOANE  
PRESIDENT OF COUNCIL

EFFECTIVE DATE: 2/22/2011

February 9, 2011

Mr. Vic Oeftering  
Technical Services  
Oberlin Municipal Light & Power System  
289 S. Professor Street  
Oberlin, Ohio 44074

**Fee Proposal for Professional Services  
Oberlin Municipal Light & Power System  
Switching Station SS12 69kV Relaying Upgrades  
Scope Revision 1**

Dear Mr. Oeftering:

GPD is pleased to provide this proposal for engineering and design services for the Oberlin Switching Station SS12 69kV Relay Upgrade Project. This project involves the upgrade the Henrietta (formerly Johnson) 69kV line exit metering and protective relaying in conjunction with the new First Energy (FE) Henrietta Substation project. Work scope includes removal of the existing SS12 metering, relay and control panel and design of a new metering, relay and control panel with SCADAPack interface to the existing OMLPS RTU.

We propose to perform the following tasks to complete this work:

**TASK 100 - PRELIMINARY ENGINEERING**

1. Perform site inspections to gather field data and determine/verify existing panel layouts and wiring. [2 days]
2. Participate in conference call meetings with Oberlin and FE personnel regarding project scope, schedule, and design related details.
3. Perform preliminary engineering work including design scope discussions with FE personnel.
4. Procure necessary drawings and documents required to begin detailed engineering design.

**TASK 200 - DETAILED ENGINEERING DESIGN**

1. Prepare demolition drawings using existing OMLPS AutoCAD drawings to show wiring and equipment to be removed and to serve as a record of existing wiring during installation of the new relay panel. We plan to issue the demo drawings for record (as-built).
2. Participate in telephone conference calls with Oberlin and FE personnel during the detailed design phase of the project.

3. Update fourteen (14) existing and develop three (3) new OMLPS AutoCAD drawings to show the proposed SS12 relay panel and wiring changes. These drawings would show equipment and control wiring to be installed by OMLPS personnel. Work includes revising (in AutoCAD) panel elevation drawings, AC and DC elementary schematics, and detailed panel wiring diagrams. We will assist OMLPS with verification of the accuracy of the existing drawings at the start of demolition and throughout construction.
4. Work will include installation of a new ammeter, voltmeter and watt/var meter plus a new SCADAPack for interface with the OMLPS SCADA RTU.
5. Develop a bill of material for OMLPS to order relays, panels, terminal blocks, switches, indicating lights, and other equipment items. OMLPS will provide wire, connectors, and all other miscellaneous supplies to complete the work.
6. Assist OMLPS personnel with material ordering.
7. Develop nameplate list for Oberlin to engrave nameplates for the new relay panel.
8. This proposal assumes the following:
  - a. Protective relay settings will be developed and uploaded to the new relays by FE personnel.
  - b. Revisions to FE drawings and related documents will be by FE.
  - c. Work related to the FE RTU dial-in access scheme and other FE RTU I/O connections to the SS12 relay panel will be by FE.

#### **TASK 300 - CONSTRUCTION OBSERVATION & TECHNICAL SUPPORT**

1. Issue construction drawings to OMLPS to begin control panel construction and breaker SS12 wiring.
2. Provide technical support to OMLPS personnel during panel construction.
3. Conduct a pre-construction meeting in Oberlin with OMLPS personnel on 3/7/2011 to field identify existing panel and breaker wiring, review the construction drawings, construction sequencing, and work coordination issues for the remainder of the week. [1 extended day]
4. Assist OMLPS personnel with onsite construction activities from 3/8/2011 thru 3/14/2011. (FE Outage #1) [5 extended days]
5. Provide on-site assistance to FE and OMLPS during testing and startup activities during the week of April 4<sup>th</sup>. (FE Outage #2) [2 extended days]
6. Perform a final project inspection at the end of construction, test and startup activities and develop a punchlist for completion of construction.
7. Complete and issue Oberlin as-built drawings and close out project.

We propose to perform the work on an hourly basis not to exceed \$43,900. An engineering man-hour and fee estimate for the above project tasks is shown below. We plan to invoice monthly based on hours completed.

Task	Description	Estimated Hours	Engineering Fee
100	Preliminary Engineering	64	\$5,750
200	Detailed Engineering Design	266	\$24,200
300	Construction Observation & Technical Support	134	\$13,950
	Total	464	\$43,900

We look forward to working with you on this project. Please call me at 330-572-2258 if you have any questions.

Sincerely,

GPD GROUP



Dwight Niederkofler, P.E.  
Project Manager/ Lead Engineer

cc: Brad Cramer – GPD  
Dan Klecha – GPD