

APPENDIX A: BUDGET NARRATIVE

The total requested amount of funding from the EPA Implementation CPRG is \$2,640,331. The City of Fargo is also contributing \$186,114 in Personnel, Fringe Benefits, and Travel costs. All costs for the third year were estimated assuming that the individual will only work for half of the year since the project will finish mid-summer. See Appendix A, the Budget Spreadsheet, for more details.

Finance

i. Personnel

This project requires strong reporting efforts and financial oversight. The City's Finance manager will play a key role in executing these responsibilities. This individual will spend 0.1 FTE. As a City employee, their salary is paid by the annual budget and will therefore is not included in the budget request.

ii. Fringe Benefits

For the purpose of completeness, the fringe benefits for the Finance Manager were included in the budget; however, the grant funding request is \$0 as the payment is covered by the City's budget.

Community Outreach

iii. Personnel

Community outreach is the essential foundation on which this project rests. As such, staff plans to be intentional about how the community outreach is conducted. All outreach efforts will be overseen by the City's Communications Department, with coordination and support integrated across all City Departments, including DEI, Engineering, Facilities, and Planning. To establish the internal leadership of these efforts, the City plans to hire a Communications Project Manager that will devote all of their time (1 FTE) working on this project. The personnel funding requested for this individual is \$191,834, which will cover their full-time salary for a 2½ year contract. The City feels strongly that the individual spearheading the efforts to build community relationships should be a City employee rather than a consultant. The contract period on 2½ years was determined to allow this individual the proper time to support all reporting activities.

iv. Fringe Benefits

As a full-time employee, the Communications Project Manager will receive full benefits. The City is requesting \$78,652 to cover these costs.

v. Travel

The budget includes funds for contractors to be able to spend time in-person with team members, City staff, community organizations, and other stakeholders. Funds are included for personal vehicle mileage around Fargo for day-to-day community meetings, several flights, overnight lodging, personal mileage from another metro area in the Upper Midwest (such as Minneapolis) to travel to Fargo if they don't live in Fargo, and meal stipends. These funds are included in case expertise is not available locally; efforts will be made to have non-local consultants work to build the capacity of City staff and other local stakeholders, so they are well-equipped to lead and assist these types of efforts in the future. The City is requesting \$9,082 for travel.

vi. Supplies

Expenses for supplies primarily entail printing costs for post cards and flyers to support community engagement activities. These resources will help get the word out about upcoming events, build awareness on climate resiliency, and share other pertinent information. An effort will be made to use free social media resources to the greatest extent possible to reduce cost and the environmental impact of any extraneous printing. Based on these tactics, the City is requesting \$12,000 for these supplies.

vii. Contractual

While the Communications Project Manager will take the lead on organizing community outreach, they will need periodic support from an outreach consultant with unique outreach experience. Because of this, additional funding for community outreach personnel is being requested through the contractual category for the purpose of hiring a consultant to support outreach efforts. Staff plan to identify a consultant with expertise in creative outreach that focuses on LIDAC and meeting Fargo residents where they are at; another qualification of this contractor will be to help build skills with the staff so more best practices are carried out through other related City efforts. Therefore, the City is requesting \$93,600 to pay for a Public Outreach Consultant who will collaborate with the Communications Project Manager to coordinate community outreach. This funding would support 6 hours of work per week for 2 years at approximately \$150/hr.

The \$35,000 for the Public Outreach Support Staff is a lump sum request to fund support that the Public Outreach Consultant may need to develop outreach materials, organize meetings, coordinate logistics, disseminate information and prepare content. The City recognizes that this outreach cannot be accomplished by one or two individuals, but rather by a collective effort to connect with the community; this diversity of thought and experience will also strengthen the approach. In summary, the total contractual requested amount for community outreach is \$128,600.

LED Street Light Replacement

i. Personnel

The successful execution of the LED street light replacement project is largely contingent on the strong technical expertise and management of City staff. With nearly three decades of industry experience, the City's Street Lighting Project Manager will serve as the street light replacement Project Manager. In this role, they will develop the plans and conduct periodic construction inspection. This individual will spend 0.25 FTE on this work. As a City employee, their salary is paid by the annual budget and will therefore is not included in the budget request. Similarly, the funding for the City's Transportation Division Engineer who will work 0.1 FTE to oversee the project, sign the plans, and coordinate construction inspections is not included in the budget request. This individual will also lead cross-departmental communication throughout the project. The City recognizes the value of utilizing in-house expertise when possible and has the capacity to support the efforts of this application financially through existing staff roles.

ii. Fringe Benefits

For the purpose of completeness, the fringe benefits for the Street Lighting Project Manager and the Transportation Division Engineer were included in the budget; however, the grant funding request for these positions is \$0 as the payment is covered by the City's budget.

iii. Travel

For the purpose of completeness, the travel to the moving construction site for inspection is included in the budget; however, the grant funding for this expense is \$0 as the payment is covered by the City's budget.

The following travel costs will support the contractor in completing the project. Based on how contractors bid on these types of projects, the travel costs listed in this section will be included in the contract for the electrical contractor at the time of bidding, as they will be responsible for providing and/or procuring the necessary equipment. These quantities and costs are shown in this section to demonstrate that the City has conducted a thorough cost estimate for the project and has accounted for all potential travel costs that could impact the contractor's bid overall bid. These costs are not included in the construction labor cost in the contractual section. Please see the contractual section for the sum of all costs anticipated to be included in the electrical contractor's bid.

The electrical contractor will need to travel throughout the City of Fargo during the two-year project. Staff estimates that this will be a total of \$26,800, which equates to \$0.67/mile for 2 trucks at 250 miles per week for 40 weeks per year for the 2 year project.

iv. Equipment

The following equipment will support the contractor in completing the project. Based on how contractors bid on these types of projects, the equipment listed in this section will be included in the contract for the electrical contractor at the time of bidding, as they will be responsible for providing and/or procuring the necessary equipment. These quantities and costs are shown in this section to demonstrate that the City has conducted a thorough cost estimate for the project and has accounted for all potential equipment costs that could impact the contractor's bid overall bid. These costs are not included in the construction labor cost in the contractual section. Please see the contractual section for the sum of all costs anticipated to be included in the electrical contractor's bid.

The electrical contractor will need two bucket trucks with a 60' boom to access the top of the light poles and safely. The requested funding for this equipment is \$800,000, or \$125 per hour per truck for 8 hours per day for 40 weeks per year for 2 years. Any expenses incurred completing the punch list after the two-year project period are at the expense of the contractor.

v. Supplies

The following supplies will support the contractor in completing the project. Based on how contractors bid on these types of projects, the supplies listed in this section will be included in the contract for the electrical contractor at the time of bidding, as they will be responsible for providing and/or procuring the necessary equipment. These quantities and costs are shown in this section to demonstrate that the City has conducted a thorough cost estimate for the project and has accounted for all potential supply costs that could impact the contractor's bid overall bid. These costs are not included in the construction labor cost in the contractual section. Please see the contractual narrative section for the sum of all costs anticipated to be included in the electrical contractor's bid.

The City is requesting \$526,700 for 400 new 250/400W fixtures at \$400 per fixture, 350 new 100/150W fixtures \$600 per fixture, 3134 LED replacement only bulbs at \$50 per bulb. The fixtures are for the street lights that cannot be retrofitted to fit the new bulbs.

vi. Contractual

The City plans to hire an electrical contractor to replace all of the non-LED bulbs during the two-year project. The anticipated cost of this labor will be \$832,000, which will fund 2 Journeymen at \$80/hour and 2 Apprentice Electricians at \$50/hour for 40 hours per week and 40 weeks per year for 2 years, as well as any administrative costs the contractor may incur as incidental to the project. Any expenses incurred completing the punch list after the two-year project period are at the expense of the contractor.

As mentioned in the Travel, Equipment, and Supplies sections, the contractor is responsible for providing all equipment and procuring all materials as part of their bid price. As such, the anticipated TOTAL cost of the electrical contractor's services is \$2,185,500 (26,800 + 800,000 + 832,000 + 526,700). Note: there is no double counting for these costs, just demonstrating what will be rolled up into the bid package when all contractual expenses are included.

Energy Efficiency Data Management

i. Personnel

The Facilities Department plans to hire a part-time employee to spearhead the uploading of street light meter data into the Energy Star Portfolio Manager. This individual will play an important role in the energy efficiency data collection component of the project. The City is requesting \$34,663, or \$22.00 hourly for 20 hours per week for 1.5 years, to compensate this individual. As a part-time employee, this individual would not receive employment benefits from the City of Fargo.