

Memorandum



CITY OF DALLAS

DATE August 16, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City Hall Power Interruption - November 28th – December 1st**

On January 26, 2019, staff scheduled a power interruption at City Hall for Schneider Electric Buildings Americas, Inc. (Contractor) to conduct preliminary work necessary to complete the removal and replacement of the existing medium-voltage Federal Pacific (FP) main switchgear and to remove and replace the City Hall Uninterruptible Power Supply (UPS) system. The power interruption was scheduled for 10 hours, but work was completed by the Contractor in approximately 7 hours.

The preliminary work completed included taking measurements of the existing panel configuration for the manufacturer to fabricate an exact size replacement. As mentioned in a memorandum dated January 18, 2019 (attached), the switchgear and panels have never been replaced and they no longer meet the current electrical codes. The existing City Hall UPS system operates on outdated technology and the physical equipment is no longer available. Switchgear and panels are also past the manufacturer's suggested service life (approximately 20 years).

NEXT STEPS

- Staff continues to work with the Contractor in preparation for the proposed power interruption at City Hall from November 28, 2019 through December 1, 2019 for the removal and replacement of the Main Distribution Panel (MDP). Below is the project schedule for the MDP replacement:
 - **Day 1 (Main Distribution Panel removal)**
 - On Thursday, November 28, 2019, City Hall is scheduled for a main building power interruption from the ONCOR statewide power grid. The building will be switched over to operate on generator power starting at approximately 6:00 a.m. until approximately 6:00 p.m. During the first day, the Contractor will disconnect and remove all main distribution panels.
 - **Day 2 and Day 3 (Main Distribution Panel installation)**
 - On Friday, November 29, 2019 through November 30, 2019, Dallas City Hall will continue to operate on generator power until all main distribution panels have been installed, reconnected, and tested.
 - **Day 4 (Main Distribution Panel, if needed)**
 - On Sunday, December 1, 2019, City Hall main building power will be switched on to the ONCOR statewide power grid.
- All back-up power for critical infrastructure will be fully operational before the power interruption is completed. City Hall has four generators on-site. The Contractor will have an additional back-up generator on-site and interconnected into the generator system for added redundancy.

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LOGISTICS

- Critical infrastructure including 911 (Dallas Police Department), Dallas Fire-Rescue (DFR), Dallas 311, Office of Emergency Management, Dallas Love Field, and Communication & Information Services backup systems will operate as normal with the generator power. City Hall, in general, will have no power available for daily operations and will be operating on emergency lighting.
- The Bond Program Office, Building Services Department (BSD), and critical infrastructure departments will convene as a group monthly starting on August 27, 2019 in the Emergency Operations Center (EOC) for coordination meetings before power interruption at Dallas City Hall from November 28, 2019 through December 1, 2019.
- BSD will confirm all back-up power systems are fully functional and all backup locations for DPD, DFR and 311 are complete and fully operational by September 2019.
- A command center will be located in the EOC, similar to the one held on January 26, 2019, and will serve as the main point of contact to notify of any issues related to the power shutdown at City Hall. BSD staff (approximately 10 electricians and 6 HVAC staff) will be on-site to respond to any building related issues.

Staff will prepare an internal memorandum to inform all City personnel not to come in to work from Thursday, November 28, 2019 until Monday, December 2, 2019, unless it is absolutely critical.

If you have any questions, please contact me, or Adriana Castaneda, Bond Program Director (Interim) at adriana.castaneda@dallascityhall.com.



Majed Al-Ghafry, P.E.
Assistant City Manager

[Attachment]

c: T. C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE January 18, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT City Hall Power Shutdown on January 26, 2019

On November 7, 2017, the Dallas voters approved the 2017 Bond Program which included City Hall Interior and Exterior Renovations project under Proposition H. On October 24, 2018, the City Council authorized a construction services contract with Schneider Electric Buildings Americas, Inc. (Contractor) to remove and replace the medium-voltage Federal Pacific (FP) main switchgear and to remove and replace City Hall Uninterruptable Power Supply (UPS) system.

SCOPE OF WORK

Since the switchgear and panels have never been replaced, these no longer meet the current electrical codes. The existing City Hall UPS system operates on outdated technology and the physical equipment is no longer available. Switchgear and panels are also past their manufacturer's suggested service life (approximately 20 years).

NEXT STEPS

- Contractor must take measurements of the existing panel configuration to request from the manufacturer for an exact panel configuration match for replacement.
- On Saturday, January 26, 2019, Dallas City Hall is scheduled for a main building power shutdown from the ONCOR statewide power grid and the building will be switched over to operate on generator power starting at approximately 6:00 a.m. until approximately 4:00 p.m.
- This shutdown is necessary for the Contractor to take critical measurements of the main building supply switchgear which is planned to be removed and replaced in the fall of 2019.

LOGISTICS

- Critical Infrastructure including 911 (DPD), DFR, 311, OEM, DLF, and CIS backup systems will operate as normal with the generator power. City Hall, in general, will have no power available for daily operations and will be operating on emergency lighting.
- BPO, BSD, Building Security, and Critical Infrastructure will convene as a group on January 22, 2019 in the Emergency Operations Center (EOC) as final coordination meeting before City Hall shutdown on January 26, 2019.
- BSD confirmed all back-up power systems are fully functional.
- A command center will be located in the City Hall EOC on Saturday, January 26, 2019 to serve as the main point of contact to notify of any issues related to the power shutdown at City Hall. BSD staff (approximately 10 electricians and 6 HVAC staff) will be on-site to respond to any building related issues.

DATE January 18, 2019
SUBJECT City Hall Power Shutdown on January 26, 2019

Please note that this shutdown will also serve as an exercise in the event a City Hall shutdown or an emergency takes place in the future.

Staff will be preparing an internal memo to inform all City personnel not to come in to work on Saturday, January 26, 2019, unless it is essential to do so. If you have any questions, please contact me.



Majed Al-Ghafry, P.E.
Assistant City Manager

- c: T.C Broadnax, City Manager
Chris Caso, City Attorney (I)
Carol Smith, City Auditor (I)
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