

EXHIBIT A
DESIGN PHASE SERVICES
SCADA SYSTEM – RADIO COMMUNICATIONS SYSTEM
CITY OF LEE’S SUMMIT (Water Utilities)

SCOPE OF SERVICES

This scope of services describes the work to be performed by HDR on behalf of the City of Lee’s Summit (Water Utilities) for the replacement of the City’s existing T1 telecommunications system with a radio communications system.

TASK 1 – Project Management

Services Provided by HDR:

- Project management and administration (Project setup)
- Budget and invoice management

Deliverables:

- Project Invoices

Meetings:

- None

TASK 2 – On-site Radio Path Studies

Services Provided by HDR:

- Management of the Radio Path Studies subcontract
 - On-site Wireless Data Communications Systems Analysis and Viability Survey to include the following services:
 - Analysis of proposed wireless network based upon 450 MHz radios
 - Temporary installation of system radio to confirm performance
 - Site suitability evaluation
 - Site evaluation of actual radio signal strength
 - Site specification recommendation for antenna systems
 - Summary report

Deliverables:

- Summary report

Meetings:

- Meeting with City to review site access

TASK 3 – Radio Replacement Design Drawings

Services Provided by HDR:

- Create drawing bid set for radio communications system
 - Site map of locations
 - Modifications to Operational Building
 - Modifications to Water Utilities Building
 - Modifications to Water Towers
 - Site upgrades
- Internal QA/QC review of drawing bid set
- Issue to Owner for review
- Respond to any comments from the Owner
- Issue for Bid

Deliverables:

- Drawing Bid Set

Meetings:

- Review meeting with Owner to review Bid Set

TASK 4 – Radio Replacement Specifications

Services Provided by HDR:

- Create bidding documents for radio communications system
 - Utilize City of Lee’s Summit Front End and Division 1 specifications
 - Technical specifications
- Internal QA/QC review of bidding documents
- Issue to Owner for review
- Respond to any comments from the Owner
- Issue for Bid

Deliverables:

- Bidding documents

Meetings:

- Review meeting with Owner to review Bidding Documents

TASK 5 – Bidding Phase Services

Services Provided by HDR:

- Assist Owner with Bidding Phase Services
 - Coordinate with Owner to distribute the bidding documents
 - Answer Bidder’s questions
 - Prepare and distribute addenda
 - Attend and assist at the Pre-bid Conference

- Assist in the bid opening and evaluate the bids
- Make a recommendation of award

Deliverables:

- Addenda
- Recommendation of Award

Meetings:

- Pre-bid Conference

TASK 6 – Construction Phase Services

Services Provided by HDR:

- Assist Owner with Construction Phase Services
 - Assist with the administration of the Contract Documents
 - Provide shop drawing reviews
 - Respond to Contractor’s Request for Information
 - Assist the Owner with Change Orders
 - Review Payment Applications
 - Attend Construction Progress Review Meetings
 - Conduct Construction Inspection
 - Assist in the development of punch list at substantial completion
 - Assist with closeout documentation

Deliverables:

- Contract Documents
- Construction administration documents

Meetings:

- Construction Progress Review Meetings

City of Lee's Summit, Missouri
SCADA System - Radio Communications System
Scope and Fee

| | | Pat Young | J. Riley | K. Boyd | B. Reuss | | Sr. Support Staff | HDR Expenses | Subconsultants | Total |
|--|---|----------------|-------------------|-----------------|----------------|----------------|-------------------|--------------|-----------------|------------------|
| | | Senior PM | Senior Electrical | Electrical | Technician | Admin | | | | |
| Allowable Billing Rates per Client Contract | | 225.00 | 200.00 | 115.00 | 90.00 | 75.00 | 85.00 | | | |
| TASKS | | | | | | | | | | |
| Task 1 - Project Management | | | | | | | | | | |
| 1 | Project Management and Administration | 8 | | | | | 4 | \$50 | | \$2,190 |
| 2 | Budget and invoice management | 8 | | | | | 4 | \$50 | | \$2,190 |
| Subtotal Hours | | 16 | 0 | 0 | 0 | 0 | 8 | | | |
| Subtotal Dollars | | 3600 | 0 | 0 | 0 | 0 | 680 | \$100 | \$0 | \$4,380 |
| Total Task 1 | | | | | | | | | | \$4,380 |
| Task 2 - On-site Radio Path Studies | | | | | | | | | | |
| 1 | On-Site Radio Path Study Subcontractor (Larson Data) | | | | | | | | \$24,500 | \$24,500 |
| 2 | HDR Subcontractor Management | | 8 | 8 | | | | | | \$2,520 |
| Subtotal Hours | | 0 | 8 | 8 | 0 | 0 | 0 | | | |
| Subtotal Dollars | | 0 | 1600 | 920 | 0 | 0 | 0 | \$0 | \$24,500 | \$27,020 |
| Total Task 2 | | | | | | | | | | \$27,020 |
| Task 3 - Radio Replacement Design Drawings | | | | | | | | | | |
| 1 | Cover Sheet/Index | | | 4 | 2 | | | | | \$640 |
| 2 | General Legands | | | 4 | 2 | | | | | \$640 |
| 3 | Standard Details | | 1 | 2 | 2 | | | | | \$610 |
| 4 | Existing System Architecture- Demo Plan | | 2 | 12 | 4 | | | | | \$2,140 |
| 5 | Revised System Architecture | | 2 | 12 | 4 | | | | | \$2,140 |
| 6 | Site Map/Locations | | 2 | 20 | 10 | | | | | \$3,600 |
| 7 | Operational Building- Demo and Sequencing Notes | | 2 | 16 | 4 | | | | | \$2,600 |
| 8 | Water Utilities Building- Additions and Sequencing Notes | | 2 | 16 | 4 | | | | | \$2,600 |
| 9 | Water Towers-Additions and Sequencing Notes | | 3 | 14 | 4 | | | | | \$2,570 |
| 10 | Site Upgrade Types 1 through 5- Details and Notes | | 4 | 50 | 8 | | | | | \$7,270 |
| 11 | QA/QC Review | | 8 | 3 | 3 | | | \$100 | | \$2,315 |
| 12 | Issue for Owner Review | | 1 | 4 | 4 | 8 | | | | \$1,620 |
| 13 | Respond to Owner Comments | | 2 | 10 | 4 | | | | | \$1,910 |
| 14 | Issue for Bids | | | 4 | | 8 | | \$200 | | \$1,260 |
| Subtotal Hours | | 0 | 29 | 171 | 55 | 16 | 0 | | | |
| Subtotal Dollars | | 0 | 5800 | 19665 | 4950 | 1200 | 0 | \$300 | \$0 | \$31,915 |
| Total Task 3 | | | | | | | | | | \$31,915 |
| Task 4 - Radio Replacement Specifications | | | | | | | | | | |
| 1 | 26 05 00 Electrical Basic Requirements | | | 2 | | 1 | | | | \$305 |
| 2 | 26 05 13 Wire & Cable | | | 4 | | 2 | | | | \$610 |
| 3 | 26 05 27 Grounding | | | 3 | | 1 | | | | \$420 |
| 4 | 26 05 33 Racways & Boxes | | | 3 | | 2 | | | | \$495 |
| 5 | 26 43 13 Low Voltage Surge Protection Devices | | | 4 | | 2 | | | | \$610 |
| 6 | 26 41 14 Lightning Protection System | | | 4 | | 2 | | | | \$610 |
| 7 | 27 21 00 Radios | | | 16 | | 4 | | | | \$2,140 |
| 8 | 40 99 00 Instrumentation Surge Protection Devices | | | 6 | | 3 | | | | \$915 |
| 9 | QA/QC | | 12 | | | | | \$100 | | \$2,500 |
| Subtotal Hours | | 0 | 12 | 42 | 0 | 17 | 0 | | | |
| Subtotal Dollars | | 0 | 2400 | 4830 | 0 | 1275 | 0 | \$100 | \$0 | \$8,605 |
| Total Task 4 | | | | | | | | | | \$8,605 |
| Task 5 - Bidding Phase Services | | | | | | | | | | |
| 1 | Coordinate with the Owner for the distribution of the bidding documents | | 2 | | | 4 | | \$80 | | \$780 |
| 2 | Answer bidder's questions | | 2 | 8 | | | | | | \$1,320 |
| 3 | Prepare and distribute addenda | | 2 | 8 | 4 | | | | | \$1,680 |
| 4 | Attend and assist at the Pre-bid Conference | 2 | 4 | | | | | | | \$1,250 |
| 5 | Assist in the public openings of bids and evaluate the bids per the City approval | 2 | | | | | | | | \$450 |
| 6 | Make recommendation of Award | 2 | | | | 4 | | | | \$750 |
| Subtotal Hours | | 6 | 10 | 16 | 4 | 8 | 0 | | | |
| Subtotal Dollars | | 1350 | 2000 | 1840 | 360 | 600 | 0 | 80 | 0 | \$6,230 |
| Total Task 5 | | | | | | | | | | \$6,230 |
| Task 6 - Construction Phase Services | | | | | | | | | | |
| 1 | Assist the Owner in the administration of the Contract Documents | 4 | | | | 2 | | | | \$1,050 |
| 2 | Provide Shop Drawing reviews | | 8 | 40 | | 24 | | | | \$8,000 |
| 3 | Respond to Contractor's Requests for Information | | 12 | 24 | | | | | | \$5,160 |
| 4 | Assist the Owner with Change Orders | | 4 | 8 | | | | | | \$1,720 |
| 5 | Review Payment Applications | | | 6 | | | | | | \$690 |
| 6 | Attend Construction Progress Review Meetings | 2 | 2 | 6 | | | | \$50 | | \$1,590 |
| 7 | Conduct Construction Inspection | | 4 | 20 | | | | \$50 | | \$3,150 |
| 8 | Assist Owner in the development of punch list at substantial completion | | 4 | 20 | | 2 | | \$50 | | \$3,300 |
| 9 | Assist the Owner with closeout documentation | 2 | | | | 2 | | | | \$600 |
| Subtotal Hours | | 8 | 34 | 124 | 0 | 30 | 0 | | | |
| Subtotal Dollars | | 1800 | 6800 | 14260 | 0 | 2250 | 0 | 150 | 0 | \$25,260 |
| Total Task 6 | | | | | | | | | | \$25,260 |
| Total Hours | | 30 | 93 | 361 | 59 | 71 | 8 | | | 622 |
| Total Billing Amount | | \$6,750 | \$18,600 | \$41,515 | \$5,310 | \$5,325 | \$680 | \$500 | \$24,500 | \$103,180 |

Estimated Project Fee

\$103,180