

**FORM NO. 6:**  
**Bid Form****Bid Item #1: Records Review Services**

The bidder will be expected to review available records to determine the presence, absence, or likelihood of lead in service lines. Records to review may include, but are not limited to:

- construction records
- building codes or ordinances
- as-built drawings
- record drawings
- system maps
- specifications from previous infrastructure projects
- construction contracts
- meter or service line replacement records
- developing an inspection plan

Assume 300 hours of review time.

**Lump Sum Price for record review services: \$ 38,120.00**

**Bid Item #2: In-Field Verification by Excavation**

The bidder will be expected to pothole/excavate (mechanical or vacuum) service lines to determine the material present. This includes excavating both the utility and homeowner's side of the service line within three to five feet of the meter on each side.

The bidder will take photos of the exposed service lines on either side of the water meter and make those photos available to the City in digital format.

The City has 39,600 service lines. The exact number of service lines requiring in-field verification will not be known until after the records review is complete. For the purposes of this proposal, the bidder should assume 30 service lines will need to be excavated and verified in the field. The bidder is required to provide a unit price for excavating each service line (both the customer and the utility's portions). This unit price will include full restoration of the excavation site.

**Unit price for excavating both sides of the service line: \$ 500.00**

**Total price for In-Field Verification by Excavation = \$500.00 X 30 = \$15,000.00**

The City reserves the right to request additional service line verifications up to the total number of lines in the City at the unit price provided in the proposal. The City will not be obligated to pay the bidder for in-field verification work if the number of lines requiring in-field verification is less than the estimate listed above.

### Bid Item #3: In-Field Verification by Visual Inspection

Some service lines may need to be visually inspected in a home, basement, crawlspace, or other location adjacent to the home to determine the service line material. Visual inspection could involve entering these locations with homeowner permission, using lead test kits on exposed piping, magnet testing, and photographing lines for documentation.

The bidder should assume that 1,068 service lines will require visual inspection. The bidder is required to provide a unit price for visually inspecting a service line.

**Unit price for visually inspecting a service line: \$ 55.00**

**Total price for In-Field Verification by Visual Inspection = \$55.00 X 1068 = \$58,740.00**

The City reserves the right to request additional visual inspections up to the total number of lines in the City at the unit price provided in the proposal. The City will not be obligated to pay the contractor for visual inspection work if the number of lines requiring visual inspection is less than the estimate listed above.

### Bid Item #4: Administrative Services

The bidder will be expected to complete a number of administrative services including the following:

- Attending one kick-off meeting and up to four meetings with City Staff to report on inventory progress.
- Outreach efforts with the general public including drafting inventory-related documents to inform the public, disseminating door hangers, speaking with private home owners, etc.
- Assistance with preparing grant reimbursement requests.
- Creating GIS maps indicating location and details of surveyed service lines.
- Completion and Submission of the Missouri Department of Natural Resources Lead Service line Inventory Spreadsheet, by October 16, 2024 or sooner.

**Lump Sum Price for administrative services: \$ 109,348.00**

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Telephone #	Date
Tax ID No.	Entity Type:
Fax #	



April 16, 2024

Kevin York, P.E. – Sr. Staff Engineer  
Lee's Summit Water Utilities  
1200 Southeast Hamblen Road  
Lee's Summit, MO 64081

**Re: Proposal for In-Field Visual Inspection Scheduling Services**

Mr. York,

On behalf of HBK Engineering, LLC, we are pleased to submit our proposal to the City of Lee's Summit for *Scheduling Services*, in support of in-field visual inspections for the upcoming Lead Service Line Inventory. We trust that our approach to performing these services meets your expectations for fulfilling the overall Scope of Services. Please let me know should the following task descriptions differ from your anticipations.

**Scope of Services.**

HBK Engineering will provide for the administrative coordination of in-field visual inspections for an estimated 1,068 residences located in Lee's Summit. The scheduling of the inspections shall be completed by conducting phone calls to each homeowner. HBK project management shall coordinate with Lee's Summit prior to the start of scheduling the inspections, and would propose to plan the scheduling of the calls in a sectionalized process. The process includes the identification and planning of the effort by delineating neighborhoods or areas of the City to complete, and developing an order sequence that aligns with the project schedule for conducting the actual visual inspections. Confirmed appointments with residents shall be maintained in an in-field inspections schedule log.

**Cost Basis.**

The cost of services is based on completing no less than six (6) scheduled appointments per hour by a scheduling coordinator, at a unit price of \$13.00. Given a total of 1,068 scheduled appointments, HBK Engineering proposes to complete this Scope of Services at a total cost of \$13,884.00.

We thank you for the opportunity to provide these services on behalf of Lee's Summit Water Utilities, and look forward to working with your team at Lee's Summit.

Sincerely,  
For HBK ENGINEERING, LLC

*Harry J. Mason*

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Program Lead – LCRR Program Compliance  
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