

**Design Phase Services  
SCADA System – Phase II  
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 Phase II of the SCADA system upgrades.

***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 – Design Drawings and Specifications***

**Services Provided by HDR:**

- Create bid set of drawings
  - Facilities and Network Overview Map
  - Network Architecture Diagram– Demolition and Modifications
  - SCADA and Control Panel Modifications
  - Water Utility Facility Electrical Plan and Details
  - Remote Site Modifications
- Create bid set of specifications
  - Utilize City of Lee’s Summit Front End and Division 1 specifications
  - Technical Specifications
  - Construction Sequencing
- Internal QA/QC review of drawing bid set
- Issue to Owner for review
- Respond to Owner comments and revise documents accordingly
- Issue for Bid

**Deliverables:**

- Drawing and specification biddable documents

**Meetings:**

- Site review meeting
- Owner review meeting to review bidding documents

***Task 3 – Bidding Phase Services*****Services Provided by HDR:**

- Assist Owner with Bidding Phase Services
  - 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 4 – Construction Phase Services*****Services Provided by HDR:**

- Assist Owner with Construction Phase Services
  - Assist with the administration of Contract Documents
  - Provide shop drawing reviews
  - Respond to the 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:**

- Pre Construction Meeting
- Construction Progress Review Meetings

**City of Lee's Summit, Missouri - SCADA System Improvements Phase 2  
Scope and Fee**

		Young	Riley	Boyd	Reuss		HDR Expenses		Total
		Senior PM	Senior Electrical	Electrical	Technician	Admin		Sr Support Staff	
<b>Allowable Billing Rates per Client Contract</b>		<b>225.00</b>	<b>200.00</b>	<b>130.00</b>	<b>105.00</b>	<b>80.00</b>	<b>90.00</b>		
<b>TASKS</b>									
<i>Task 1 - Project Management</i>									
1	Project Management and Administration	8					8		\$2,520
2	Budget and Invoice Management	8					8		\$2,520
<b>Subtotal Hours</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>		
<b>Subtotal Dollars</b>		<b>3600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1440</b>	<b>0</b>	<b>\$5,040</b>
<b>Total Task 1</b>									<b>\$5,040</b>
<i>Task 2 - Drawings and Specifications</i>									
1	Drawings		16	103	68				\$23,730
2	Specifications		0	28	0	10			\$4,440
3	QA/QC Review		20						\$4,000
4	Issue for Owner Review		4	4	2		\$100		\$1,630
5	Respond to Owner Comments		2	10					\$1,700
6	Issue for Bid		1	4	4	4			\$1,460
7	Site Review Meeting		8	8			\$25		\$2,665
8	Design Review Meeting	4	8	8			\$25		\$3,565
<b>Subtotal Hours</b>		<b>4</b>	<b>59</b>	<b>165</b>	<b>74</b>	<b>14</b>	<b>0</b>		
<b>Subtotal Dollars</b>		<b>900</b>	<b>11800</b>	<b>21450</b>	<b>7770</b>	<b>1120</b>	<b>150</b>	<b>0</b>	<b>\$43,190</b>
<b>Total Task 2</b>									<b>\$43,190</b>
<i>Task 3 - Bidding Phase Services</i>									
1	Distribution of Bidding documents		2			4			\$720
2	Answer bidder questions		2	8					\$1,440
3	Prepare and distribute addenda		2	8	4	4	\$50		\$2,230
4	Attend and assist at the Pre-bid Conference	2	4						\$1,250
5	Assist in the public openings of bids and evaluate bids	2							\$450
6	Make recommendation of Award	2				2			\$610
<b>Subtotal Hours</b>		<b>6</b>	<b>10</b>	<b>16</b>	<b>4</b>	<b>10</b>	<b>0</b>		
<b>Subtotal Dollars</b>		<b>1350</b>	<b>2000</b>	<b>2080</b>	<b>420</b>	<b>800</b>	<b>50</b>	<b>0</b>	<b>\$6,700</b>
<b>Total Task 3</b>									<b>\$6,700</b>

**City of Lee's Summit, Missouri - SCADA System Improvements Phase 2  
Scope and Fee**

	Young	Riley	Boyd	Reuss			HDR Expenses		Total
	Senior PM	Senior Electrical	Electrical	Technician	Admin	Sr Support Staff		Subconsultants	
<b>Allowable Billing Rates per Client Contract</b>	<b>225.00</b>	<b>200.00</b>	<b>130.00</b>	<b>105.00</b>	<b>80.00</b>	<b>90.00</b>			
<b>TASKS</b>									
<i>Task 4 - Construction Phase Services</i>									
1 Pre-Construction meeting	4	4	4						\$2,220
2 Assist the Owner in the administration of the Contract Document	4				2				\$1,060
3 Provide shop drawing reviews		8	40		24				\$8,720
4 Respond to Contractor's RFIs		12	24						\$5,520
5 Assist the Owner with change orders		4	8						\$1,840
6 Review Payment Applications			6						\$780
7 Attend Construction Progress Review Meetings	2	2	6				\$100		\$1,730
8 Conduct Construction Inspection		4	20						\$3,400
9 Assist the Owner in the development of punch list		4	20		2				\$3,560
10 Assist the Owner with closeout documentation	2				2				\$610
<i>Subtotal Hours</i>	<b>12</b>	<b>38</b>	<b>128</b>	<b>0</b>	<b>30</b>	<b>0</b>			
<i>Subtotal Dollars</i>	<b>2700</b>	<b>7600</b>	<b>16640</b>	<b>0</b>	<b>2400</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>\$29,440</b>
<b>Total Task 4</b>									<b>\$29,440</b>
<b>Total Hours</b>	<b>38</b>	<b>107</b>	<b>309</b>	<b>78</b>	<b>54</b>	<b>16</b>			<b>602</b>
<b>Total Billing Amount</b>	<b>\$8,550</b>	<b>\$21,400</b>	<b>\$40,170</b>	<b>\$8,190</b>	<b>\$4,320</b>	<b>\$1,440</b>	<b>\$300</b>	<b>\$0</b>	<b>\$84,370</b>

**\$84,370**