

**WORK ORDER NO. 3
TO ON-CALL AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES NO. 2026-061-3**

MBC-WINNEBAGO EFHB CONSTRUCTION PHASE SERVICES

THIS WORK ORDER NO. 3 TO ON-CALL AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES NO. 2026-061-3 (RFQ NO. 2026-016) (“Work Order”) is made and entered into this ___ day of _____, 20____, by and between the City of Lee’s Summit, Missouri (“City”), and HDR ENGINEERING, INC. (“Engineer”).

WITNESSETH:

WHEREAS, City and Engineer entered into an Agreement dated February 5, 2026 (RFQ No. 2026-016) for professional engineering services for On-Call Professional Engineering Services (“Base Agreement”); and,

WHEREAS, City desires to engage Engineer for a specific scope of engineering services which are covered by the Base Agreement; and,

WHEREAS, Engineer has submitted a proposal for the engineering services and an estimate of engineering costs to perform said services in compliance with the Base Agreement; and,

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, **IT IS HEREBY AGREED** by the parties hereto as follows:

SCOPE OF ON-CALL SERVICES TO BE PROVIDED BY THE ENGINEER

Pursuant to Article I of the Base Agreement, Engineer is hereby engaged to provide the following scope of services and fee:

Attached in Exhibit A

COMPENSATION FOR SCOPE OF SERVICES

Payment to the Engineer for the services identified herein shall not exceed \$174,895.00 pursuant to the rates set forth in Exhibit A to the Base Agreement.

TERMS OF BASE AGREEMENT TO APPLY

All terms of the Base Agreement shall remain in full force and effect and shall apply to this Work Order

This Work Order shall be binding on the parties thereto only after it has been duly executed and approved by City and Engineer.

IN WITNESS WHEREOF, the parties have caused this Work Order to On-Call Agreement to be executed.

City of Lee's Summit, Missouri

MARK DUNNING, CITY MANAGER

Attest:

APPROVED AS TO FORM:

ENGINEER: HDR Engineering Inc



BY: Cory Imhoff

TITLE: Senior Vice President

EXHIBIT A
DETAILED SCOPE OF SERVICES AND FEE

Exhibit A

City of Lee's Summit, Missouri

MBC-Winnebago EFHB Construction Phase Services

Scope of Work

Background

The City has requested the Engineer provide Resident Project Representative (RPR) services during the construction phase of the MBC-Winnebago EFHB project. The goal of this task is to provide field observations of construction progress and represent the City's interests on site.

Scope of Work

1. Project Management

- a. Project Management
 - i. Resource management and allocation based on Project schedule and tasks.
 - ii. Budget and invoice management.
- b. Monthly progress meeting with City
 - i. Meet with key City staff virtually to discuss project status, key decision points, next steps, and interim products.
- c. Internal Management Review and Quarterly Review
 - i. Engineer will conduct seven (7) internal management team review meetings.
 - ii. Engineer will conduct 0% and two (2) internal quarterly review. This is a review of our project approach and internal resource plan by national experts to verify project delivery efficiencies and quality.
 - iii. Engineer will update an internal Project Management Plan and Quality Management Plan. These documents define a roadmap for project execution and include an internal budgeting plan, staffing plan, safety plan, and schedule.

Deliverables

- Monthly invoice (up to 7) with project status report, and scope/schedule changes.
- Monthly progress meeting minutes (up to 5)

Assumptions

- Project duration is anticipated to be seven (7) months.
- Construction duration is anticipated to be five (5) months.
- Project duration may vary depending on selected Contractor/low bidder.
- Progress meetings will be virtual.

2. Bid Phase

- a. Attend pre-bid meeting. Assist City in developing agenda. Prepare minutes and issue an addendum with meeting summary and questions with responses.
- b. Address bidder questions and issue up to three (3) addendums.
- c. Attend bid opening, review bids for completeness and accuracy. Submit a recommendation for award to the City.
- d. Prepare conformed to contract documents.

Deliverables

- Pre-bid meeting agenda.
- Addendums to bid documents.
- Letter of recommendation.
- Conformed to contract documents (plans and specifications).

Assumptions

- City to prepare contracts, bonds and insurance for execution.

3. Construction Administration

- a. Pre-construction meeting (in person).
- b. Construction progress meetings (up to 3 in person).
- c. Submittal reviews (up to 20) including O&M and resubmittals.
- d. Review pay applications (up to 4).
- e. Respond to Contractor Request for Information (RFI) (up to 4).
- f. Review and process Change Order requests (up to 3).
- g. Develop standard operating procedure (SOP) (up to 1) for City review.
- h. Project closeout.
- i. Prepare Conformed to Construction Record Drawings.

Deliverables

- Pre-construction meeting summary
- Progress meeting notes to Contractor (up to 3)
- Submittal Review Forms (up to 20)
- Standard Operating Procedure (SOP) (up to 1) in pdf format
- Email communication for approval of pay applications (up to 4)
- RFI responses (up to 4)
- Change Order (up to 3)
- Electronic PDF of Conformed to Construction Record Drawings

Assumptions

- Project duration is anticipated to be five (5) months.
- Project duration may vary depending on selected Contractor/low bidder.
- Progress meetings will be virtual.

4. Construction Observation

- a. Provide a qualified Resident Project Representative (RPR).
 - i. The RPR is Engineer's agent at the site and will act as directed by and under the supervision of Engineer and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the on-site Work shall, in general, be with Engineer and Contractor keeping City advised as necessary. The RPR shall generally communicate with City with the knowledge of or under the direction of Engineer.

DUTIES AND RESPONSIBILITIES OF RESIDENT PROJECT REPRESENTATIVE

ii. Liaison:

Serve as City's and Engineer's liaison with Contractor.

iii. Review of Work, Rejection of Defective Work, Inspection and Tests:

Conduct on-site observations of the Work in progress to assist City in determining if the Work is in general proceeding in accordance with the Contract Documents.

Report to City and Engineer whenever RPR believes that Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of inspection or test required to be made; and advise City and Engineer of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing or inspection.

iv. Interpretations of Contract Documents:

RPR will report to Engineer's Project Manager who will then contact the City, regarding needed clarifications and interpretations of the Contract Documents.

It will be the responsibility of the Engineer's Project Manager to issue and transmit to Contractor clarifications and interpretations of the Contract Documents.

v. Records:

Keep a diary or log book, recording observed Contractor hours on the job site(s), weather conditions, data relative to questions of Work Directive Changes, Change Orders, or changed conditions, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures; and send copies to City monthly. A weekly update will be provided to the City.

vi. Reports:

Furnish City and Engineer reports upon request. Store reports on the Engineers electronic document management system (Raken).

vii. Other Duties:

- 1) Consult with City, Engineer and Contractor in advance of scheduled major tests, inspections or start of important phases of the Work.
- 2) Report immediately to the Engineer and City in the occurrence of an accident.

b. Document site conditions before construction.

c. Provide routine full-time on-site RPR services during EFHB clay liner construction.

d. Provide routine part-time on-site RPR services three times a week during all other activities.

e. Special Inspections

- i. Series 15 Diversion Structure
- ii. Series 20 Outlet Control Structure
- iii. Series 25 Flow Meter Structure

- f. 3rd Party Inspection Oversight
- g. Attend start-up and commissioning for new utility service and electrical panelboard and equipment and instrumentation listed below:
 - i. Major Equipment:
 1. LCP-01: EFHB Local Control Panel.
 2. 15-GAC01: Diversion Structure Gate Actuator.
 3. 18-DRN-P01: Under Drain Wetwell Pump
 4. 20-GAC02: Control Valve Actuator for Outlet Structure.
 5. RCS01: Remote Control Drain Station for Diversion Structure.
 - ii. Major Field Instrumentation
 1. LIT-1510: Diversion Structure level transmitter.
 2. LIT-2020: Outlet Structure (Holding Basin) level transmitter.
 3. LIT-2010: Manhole SS3-1 level.
 4. FE/FIT-2510: Flow meter for flow meter structure.
- h. Substantial Completion walk-through
- i. Final Completion walk-through

Deliverables

- Initial conditions documentation
- Special Inspection Report
- Weekly RPR Logs
- Substantial completion punch list

Assumptions

- Clay liner construction will take two (2) weeks.
- Concrete and compaction testing (embankment and asphalt) will be performed by 3rd Party.
- Provide oversight and review of 3rd Party Inspection reports (up to 18).
- Special Inspection reports for rebar and concrete for base slab, walls and top slab (up to 18) at Series 15 Diversion Structure, Series 20 Outlet Control Structure and Series 25 Flow Meter Structure to be combined and submitted as a single report upon completion of the project.
- Startup and commissioning will take one (1) full day for RPR and an Electrical Engineer on site including travel.
- Substantial to Final Completion is anticipated to take thirty (30) days.
- Project closeout and final walkthrough completed in one (1) week.
- RPR part-time is defined as 2 hours of daily onsite observation plus 1 hour total travel time plus 0.5 hour to complete daily logs.
- RPR part-time calculated assuming 17.5 hours per week (3.5 hours per day 5 days a week) for 14 weeks during construction activities and 40 hours per week for 2 weeks during clay liner construction activities.
- SCADA monitoring setup will be the City's responsibility.

Site visits are to take place on the same days each week and follow a routine schedule.



Client Name: LSMO MBC
 Project: Winnebago EFHB Project
 Scope and Fee Estimate - 3/31/26

Staff	Bresette, Aaron J	Eisele, Ryan L	Hardee, Ronald B	Vander Meulen, Laura Brigham	McCann, Victoria Ann (Tori)	Boyd, Thomas K III	Dragoo, Drew Dennis	Paxton, Aaron Amos	Geha, Logan Brett	Burchfield, Anna Marie	Schneider, Jacob T			
Project Role	PIC	Client Manager	Project Manager	EIT	Structural Engineer	Electrical Engineer	Construction Manager	RPR	Project Accountant	Admin	CAD Tech			
Billing Rate	\$375	\$350	\$260	\$130	\$155	\$210	\$250	\$125	\$130	\$110	\$185	Total HDR Hours	HDR Expenses	Total
TASKS														
Task 1 - Project Management														
1	Project Management and Administration (Project Setup)	4	4	6					2	4		20		\$5,160
2	Budget and Invoice Management			14					7	7		28		\$5,320
3	Monthly Progress Meeting (up to 5)			5	10			5				20		\$3,225
	Subtotal Hours	4	4	25	10	0	0	5	9	11	0	68		
	Subtotal Dollars	\$1,500	\$1,400	\$6,500	\$1,300	\$0	\$0	\$625	\$1,170	\$1,210	\$0		\$0	\$13,705
	Total Task 1													\$13,705
Task 2 - Bid Phase														
1	Pre-Bid Conference Agenda & Minutes			4	8							12	\$40	\$2,120
2	Respond to Inquiries & Issue up to Three (3) Addenda	4	4	36	30	4	1				24	103		\$21,430
3	Bid Opening, Review Bids, Prepare Recommendation of Award			4	16							20		\$3,120
4	Prepare Conformed Contract Documents			8	8						16	32		\$6,080
	Subtotal Hours	4	4	52	62	4	1	0	0	0	40	167		
	Subtotal Dollars	\$1,500	\$1,400	\$13,520	\$8,060	\$620	\$210	\$0	\$0	\$0	\$7,400		\$40	\$32,750
	Total Task 2													\$32,750
Task 3 - Construction Administration														
1	Pre-Construction Meeting			2	2	2	2	2				10	\$75	\$1,835
2	Construction Progress Meeting (up to 3)			6	6			6				18	\$50	\$3,140
3	Submittal Reviews (up to 20)			8	16	40	40					104		\$18,760
4	Review Pay Applications (up to 4)			4	8			8				20		\$3,080
5	RFI Responses (up to 4)			4	4	4	4	2			8	26		\$4,750
6	Change Order (up to 3)	4		16	12	4	8			2	68	114		\$22,320
7	Project Closeout			4	8				2	4		18		\$2,780
8	Conformed to Construction Record Drawings				16	4	4				60	84		\$14,640
	Subtotal Hours	4	0	44	72	54	58	0	18	2	6	394		
	Subtotal Dollars	\$1,500	\$0	\$11,440	\$9,360	\$8,370	\$12,180	\$0	\$2,250	\$260	\$660	\$25,160	\$125	\$71,305
	Total Task 3													\$71,305
E. Task 4 - Construction Observation														
1	Field Services (RPR)							16	325			341	\$1,600	\$46,225
2	Special Inspection Report			2	4	6						12		\$1,970
3	Start-up and Commissioning						8	8				16	\$50	\$2,730
4	Substantial Completion and Punchlist			4	8	4	4	4				24	\$75	\$4,115
5	Final Completion			2	4	2	2	2				12	\$75	\$2,095
	Subtotal Hours	0	0	8	16	12	14	16	339	0	0	405		
	Subtotal Dollars	\$0	\$0	\$2,080	\$2,080	\$1,860	\$2,940	\$4,000	\$42,375	\$0	\$0	\$0	\$1,800	\$57,135
	Total Task 4													\$57,135
	Total Hours	12	8	129	160	70	73	16	362	11	17	176	1,034	1,034
	Total Billing Amount	\$4,500	\$2,800	\$33,540	\$20,800	\$10,850	\$15,330	\$4,000	\$45,250	\$1,430	\$1,870	\$32,560	\$1,965	\$174,895

Estimated Project Fee \$174,895

Exhibit B - HDR Engineering, Inc. 2026 Hourly Billing Rates
Effective through 12/26/2026

Billing rates will be updated on an annual basis. Employees may move within categories at any time throughout the year based on any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses.

Description	Billing Rate/Hour
Project Principal	\$400
Principal Project Manager/Senior Technical Specialist II	\$375
Principal Project Manager/Senior Technical Specialist I	\$350
Technical Specialist/Senior Project Manager III	\$325
Technical Specialist/Senior Project Manager II	\$300
Technical Specialist/Senior Project Manager I	\$285
Project/Design Manager V	\$265
Project/Design Manager IV	\$245
Project/Design Manager III	\$220
Project/Design Manager II	\$195
Project/Design Manager I	\$175
Engineer/Architect/Designer X	\$275
Engineer/Architect/Designer IX	\$260
Engineer/Architect/Designer VIII	\$240
Engineer/Architect/Designer VII	\$225
Engineer/Architect/Designer VI	\$210
Engineer/Architect/Designer V	\$190
Engineer/Architect/Designer IV	\$170
Engineer/Architect/Designer III	\$155
Engineer/Architect/Designer II	\$140
Engineer/Architect/Designer I	\$130
Cadd/BIM Manager II	\$250
Model Manager II/Cadd/BIM Manager I	\$225
Model Manager I/Cadd/GIS Technician VII	\$200
Cadd/GIS Technician VI	\$185
Cadd/GIS Technician V	\$170
Cadd/GIS Technician IV	\$155
Cadd/GIS Technician III	\$140
Cadd/GIS Technician II	\$120
Cadd/GIS Technician I	\$100
Environmental/Water Quality Scientist/Modeler V	\$250
Environmental/Water Quality Scientist/Modeler IV	\$210
Environmental/Water Quality Scientist/Modeler III	\$180
Environmental/Water Quality Scientist/Modeler II	\$150
Environmental/Water Quality Scientist/Modeler I	\$120
Survey Manager	\$225
Construction Manager II	\$250
Construction Manager I	\$235
Survey Technician/Construction Inspector VI	\$215
Survey Technician/Construction Inspector V	\$180
Survey Technician/Construction Inspector IV	\$160
Survey Technician/Construction Inspector III	\$140
Survey Technician/Construction Inspector II	\$125
Survey Technician/Construction Inspector I	\$100
Public Involvement/Communications/Graphic Designer V	\$250
Public Involvement/Communications/Graphic Designer IV	\$210
Public Involvement/Communications/Graphic Designer III	\$175
Public Involvement/Communications/Graphic Designer II	\$150
Public Involvement/Communications/Graphic Designer I	\$125
Engineering Support Staff V	\$190
Engineering Support Staff IV	\$175
Engineering Support Staff III	\$150
Engineering Support Staff II	\$130
Engineering Support Staff I	\$110
Admin Assistant	\$95

Direct Expenses

Personal Vehicle Mileage	CURRENT IRS RATE
Fleet Vehicle Mileage	*HDR CURRENT ANNUAL RATE
Printing	AT COST
Travel	AT COST
Subconsultants	AT COST

*Fleet Vehicle Mileage - determined based on HDR current annual rate, effective 7/1/25, annual rate is 88 cents *(subject to change)