

City of Lee's Summit

Scope of Services

Water Utilities Department Strategic Plan Update

Project Overview

Lee's Summit Water Utilities Department (WUD) has requested assistance from HDR Engineering Inc. in developing an updated "Strategic Plan for the Lee's Summit Water Utilities Department" (Water Utilities Strategic Plan). Based on preliminary meetings with WUD, many of the objectives outlined in the previous Water Utilities Strategic Plan, developed in 2011, have been met or require updating.

Specific items requested as part of the updated Water Utilities Strategic Plan are continued use of the community survey, incorporation of the Water Utility Advisory Board (WUAB) in lieu of the previous Community Advisory Group (CAG), alignment with the Lee's Summit IGNITE initiative, and discussions of current industry best practices.

Task 1 - Project Management:

1. Plan and administer team resources to meet the project schedule and goals.
2. Prepare monthly status reports. Include in the reports an updated project schedule, summary of the previous month's activities, and summary of the anticipated activities in the coming month.
3. Prepare for, and conduct, a kick off meeting to review available information, review project goals, and confirm the schedule with the WUDMT. Prepare meeting notes.

Task 2 – Preliminary Meetings:

1. Coordinate and conduct a meeting with the City Manager's office to discuss topics and strategies for the updated Water Utilities Strategic Plan. This scope includes one 2-hour meeting and associated coordination and documentation.
2. Coordinate and conduct a meeting with the Public Works Committee (PWC) to discuss topics and strategies for the updated Water Utilities Strategic Plan. This scope includes one 2-hour meeting and associated coordination and documentation.
3. Conduct a survey of key stakeholders, including City Council and the WUAB, regarding perceived system needs and other topics to be identified through discussion with the WUD.
4. Conduct a kick-off meeting with WUD staff to discuss topics and strategies for the updated Water Utilities Strategic Plan. This scope includes one 2-hour meeting and associated coordination and documentation.

Task 3 –Water Utility Advisory Board Meetings:

1. Coordinate with WUAB on the effective strategic planning process. Prepare workshop materials and meet for up to three, three-hour meetings to discuss the following:
 - a. Review strategic planning process, current (2011) Water Utilities Strategic Plan with implemented initiatives, and findings of the 2022 Utilities Assessment.

- i. Staffing levels and vacancy rates
 - ii. Future Water Supply Report and options
 - iii. Future expansion
 - iv. Review of financial metrics
- b. Review topics for inclusion in the strategic plan
 - i. Review gaps from Utility Assessment.
 - ii. Review policies rising from customer survey.
 - iii. Discuss trends in water usage.
 - iv. Discuss opportunities for water conservation.
 - v. Discuss guidance for fees and rates, including financial matrix, connection charges, and rates for fire lines.
 - vi. Discuss low-income assistance programs, including voluntary bill round-up.
 - vii. Discuss cross connections and backflow certification program.
 - viii. Discuss Water and Wastewater Master Plans.
 - ix. Discuss and evaluate future of I/I removal policy.
 - x. Discuss Utility's role in and support of development.
 - xi. Discuss private lateral ownership and maintenance, including maintenance of laterals within the right of way.
 - xii. Discuss green/alternative energy opportunities.
- c. Upon completion of a draft Water Utilities Strategic Plan, solicit feedback from WUAB regarding the proposed items and methods. Incorporate feedback into final Water Utilities Strategic Plan submittal.

Task 4 - Prepare and Present Updated Water Utilities Strategic Plan Report.

1. Prepare the updated Water Utilities Strategic Plan as an extension of the assessment report and the City's IGNITE initiative. Include the following in the document:
 - a. A timeline of the entire process followed to develop this document.
 - b. A summary of input sources.
 - c. The Strategic Plan will emphasize the EUM Ten Attributes of an Effective Utility in the development of the Strategic Plan.
 - d. Summaries of strengths, weaknesses, opportunities, and threat assessments.
 - e. Prioritized goals, objectives, and action items needed to achieve community expectations. Each objective will include a resource estimate in dollars and/or full time equivalents to complete.
 - f. Discuss alignment with the IGNITE initiative.
2. Present the Updated Water Utilities Strategic Plan to Management Team.
3. Present the updated Water Utilities Strategic Plan Report to WUAB.
4. Present the updated Water Utilities Strategic Plan to PWC.
5. Present the updated Water Utilities Strategic Plan to City Council.



**City of Lee's Summit Water Utilities Department Strategic Plan Update
Scope and Fee**

Staff Name	Young, P Senior Technical Specialist	Lewis, K Project Engineer	Carter, M Senior Project Manager	Deffenbaugh, C Senior Project Engineer	Farrow, E Project Engineer	Koorn, S Senior Technical Specialist	Dean, J Project Principal/Qualit y Control	Campbell, J Senior Support Staff	Briggs, J Senior Support Staff			
Rate Schedule Code										HDR Expenses	Subconsultant	Total
Billing Rate	\$307.00	\$135.00	\$238.00	\$212.00	\$150.00	\$307.00	\$230.00	\$117.00	\$100.00			
c. Discussion of the EUM Ten Attributes of an Effective Utility and their role in the strategic planning process.	2	4			4							\$1,754
d. Summaries of strengths, weaknesses, opportunities, and threat assessments.	4	16			8	1	2					\$5,355
e. dollars and/or full time equivalents to complete.	4	36	16		24		12					\$16,256
f. Discuss alignment with the IGNITE initiative.	2	4			4							\$1,754
2 Present the Updated Water Utilities Strategic Plan to Management Team.	4	16			12							\$5,188
3 Present the updated Water Utilities Strategic Plan Report to WUAB.	4	16			8							\$4,588
4 Present the updated Water Utilities Strategic Plan to PWC.	4	16			8							\$4,588
5 Present the updated Water Utilities Strategic Plan to City Council.	4	16			12	1	2	8				\$6,891
Subtotal Hours	34	198	28	0	136	4	26	16	0			
Subtotal Dollars	\$10,438	\$26,730	\$6,664	\$0	\$20,400	\$1,228	\$5,980	\$1,872	\$0	\$0	\$0	\$73,312
Total Task 4												\$73,312
Total Hours	111	450	88	12	270	10	58	18	6			1,023
Total Billing Amount	\$34,077	\$60,750	\$20,944	\$2,544	\$40,500	\$3,070	\$13,340	\$2,106	\$600	\$0	\$0	\$177,931

Estimated Project Fee \$177,931