



## Scope of Services

# Project Understanding

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The City of Sparks (City) has also requested the HDR Engineering, Inc. (HDR) provided limited shop drawing review and periodic observation during construction and limited construction support for the North Truckee Drain Relocation – Phase 3 (NTD), which were not part of the original contract. This contract amendment is intended to establish a new budget to cover bidding support, shop drawing review services, and provide construction observation and support for Phase 3

## 1 Project Management

HDR personnel will provide extended project management activities in support of the NTD project. HDR project management activities include project initiation, invoices, project tracking, client coordination, and project coordination. These activities will be conducted to consistently monitor project progress, anticipate project needs, and implement action plans to maintain scope, fee, and schedule to the extent possible.

### 1.1 Project Initiation

Upon approval of the agreement, HDR personnel will conduct management activities related to the initiation of the project. These will include contract amendment initiation, preliminary project review, Project Guide update, and electronic project update.

### 1.2 Invoicing and Progress Tracking

Schedule and budget progress will be reported through submission of monthly invoices. Monthly invoices will include summary of tasks worked on in that period, cost to date, and funds remaining for the project to assist the City project manager track progress and project spending.

#### Assumptions:

- Project management tasks are estimated based upon anticipated project duration of 52 weeks.
- HDR staffs are not scoped to attend public meetings.

#### Deliverables:

- Project status summaries to accompany monthly invoices.



## 2 Bidding Assistance

HDR will provide bidding assistance services to the City at the time of bid. These services are anticipated to include coordinating contract document with the City’s Purchasing Department, attendance at the Prebid Meeting, preparing up to two (2) Addenda prior to bid, attendance at the Bid Opening, and tabulation of the contractors’ bid and recommendation to the City on the apparent responsive low bidder.

Assumptions: Addenda prior to bid will be limited to two (2).

Deliverables:

- Compiled bid tabulation spreadsheet.

## 3 Additional Easements

At the direction of the City, HDR will prepare up to a maximum of four (4) additional legal descriptions and exhibits for easements (by subcontractor) that may be needed to accommodate unanticipated utility relocations for Phase 3.

Assumptions:

Deliverables:

- Up to four (4) legal descriptions and easement exhibits.

## 4 Shop Drawing Review

HDR will review shop drawing and material submittals for Phase 3. HDR is anticipating that HDR staff will review material submittals or shop drawings for rebar, shoring, contractor proposed modifications, and etc.

Assumptions:

- HDR assumes a maximum of two (2) reviews for a maximum of twelve (12) submittals for approval.

Deliverables:

- Reviewed submittal and/or shop drawings.



## 5 Construction Support/Observation for Phase 3

HDR staff will attend weekly construction status meetings for the construction duration of 18 months.

HDR will provide coordination services with the Union Pacific Railroad (UPRR), the Contractor, and the City to facilitate the Contractor’s work that falls within the UPRR right-of-way. HDR will coordinate with the UPRR and the City to obtain an agreement in order to construct the NTD RCB across the UPRR right-of-way. All HDR staff that will be supporting construction in the UPRR right-of-way will obtain safety training and badging from the UPRR and will maintain current badging throughout the tenure of the construction contract.

HDR will prepare an application for an encroachment permit for work within the Nevada Department of Transportation right-of-way. HDR will coordinate with NDOT District 2 staff in order to expedite the permit approval.

HDR will provide construction observation of the Contractor’s work regarding the intent of the construction documents, and to facilitate quick resolution to unanticipated field conditions, construction conflicts, and proposed changes to the design. HDR staff will coordinate with the City’s representatives, the Contractor, and the City’s quality control manager for efficient resolution of unanticipated field conditions.

### Assumptions:

- HDR will provide an average of six (6) hours of construction observation/support per week for the duration of the construction contract (18 months).
- HDR staff (up to two (2)) will attend a maximum number of 78 weekly construction status meetings lasting no longer than one-hour each.

### Deliverables:

- Field observation reports

## 6 State Clean Water Revolving Fund Support

In accordance with the guidance contained on the State of Nevada Division of Environmental Protection’s (NDEP) webpage for the Clean Water State Revolving Loan Fund, HDR will collect the pertinent data from past reports and data supplied by the City and prepare a Facility Plan in support of the loan application. The Facility Plan will address such topics as:

- Environmental Reviews
- Existing and Future Conditions



- Development and Screening of Alternatives
- Evaluation of Principal Alternatives and Plan Adoption
- Selected Plan, Description and Implementation Arrangements

HDR will fill out the loan application and related checklists with input from City staff. HDR will submit the application and supporting data to NDEP on behalf of the City

#### **Assumptions:**

- HDR utilize data prepared in the predesign report for the bulk of the Facility Plan. The City will supply data needed by HDR for the development of the Facility Plan and the loan application.

#### **Deliverables:**

- Two (2) hard copies of the Facility Plan, applicable checklists, and the loan application.
- One (1) digital copy in pdf format of the Facility Plan, applicable checklists, and the loan application.

## **7 Record Drawing Preparation**

Following the completion of construction, HDR will prepare record drawing to capture the as-built condition of the NTD box and appurtenant facilities.

#### **Assumptions:**

- The City will provide HDR with the Contractor’s records of changes or deviations from the design drawings and project specifications.

#### **Deliverables:**

- Two (2) hard full size (24”x36”) hard copies and four (4) half-size hard copies of the record drawings.
- 2 (2) digital copies in pdf format of the record drawings for both full and half size format.

## **8 Budget**

Major budget items are summarized below in Table 1.



*Table 1: Anticipated project budget*

	<b>Task</b>	<b>Cost</b>
1	Project Management,	\$28,882
2	Bidding Assistance	\$7,926
3	Easement Document Updates (4 Max)	\$11,468
4	Shop Drawing Review	\$12,905
5	Construction Observation and Support	\$150,769
6	State Clean Water Revolving Loan Plan Support	\$27,975
7	As-Built Drawings	\$12,577
	<b>Total</b>	<b>\$252,503</b>