



Scope of Services

Project Understanding

HDR was originally contracted to prepare a single set of construction documents for the overall North Truckee Drain Relocation (NTD) project. The original contract did not include support services during construction. Subsequently, the City of Sparks, NV (City) has directed HDR to prepare three separate, phased construction packages. HDR prepared the bid package for Phase 1 under the original contract budget, however the remaining budget is not sufficient for HDR to prepare the other two design packages. The City has also requested the HDR provided limited shop drawing review and periodic observation during construction and limited construction support, which were not part of the original contract. This contract amendment is intended to establish a new budget to cover the cost of preparing a Phase 2 package for Q&D Construction to extend the NTD from the Phase 1 easterly limits to the Truckee River, prepare a bid package for the remaining Phase 3 west of Greg Street, provide shop drawing review services, and provide construction observation and support for Phase 1 and Phase 2.

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 staff are not scoped to attend public meetings.



Deliverables:

- Project status summaries to accompany monthly invoices.

2 Construction Document Modifications

HDR personnel will prepare a construction document package for Phase 2 for Q&D Construction. Phase 2 will extend the NTD construction from the eastern terminus of Phase 1 to the Truckee River. The Change Order 1 package will include construction plans, any special provisions or technical specifications to the Orange Book Standard Specifications not included in the Phase 1 construction package, bid item clarifications, and an opinion of probable cost for Phase 2.

HDR will prepare a bid package for Phase 3 of the NTD project that will extend the NTD RCBs from the western limits of Phase 1 to the upstream terminus of the NTD at I-80. HDR will continue to coordinate with the Union Pacific Railroad (UPRR) to garner approval of the design of the portion of the NTD Phase 3 that is within URRR right-of-way. The Phase 3 package will include construction drawings, special technical provisions, bid item clarifications, and an opinion of probable cost.

Assumptions:

- The construction bid package will be shelved for bid at a later date. No bidding or construction support for Phase 3 is included in this scope.

Deliverables:

- Construction package for Phase 2 for Q&D to extend the NTD from the eastern terminus of Phase 1 to the Truckee River. HDR will deliver ten (10) ½ size, stamped plan sets (11”X17”) and associated construction document to the City along with pdf files of the plans and special provisions, technical specifications, and bid item clarifications. The AutoCAD drawing files will be provided to the City in electronic format. HDR will provide Q&D with AutoCAD files of the line work for the change order for construction staking.
- Bid package for Phase 3 (west of Greg Street) to include one set of full sized, stamped drawings, specifications, special provision, bid item clarifications, and opinion of probable cost. One set of ½ sized plans, and all electronic files of the construction documents (pdf and working files). HDR will provide the City with AutoCAD files of the line work for Phase 2 for construction staking.

3 Shop Drawing Review

HDR will review shop drawing and material submittals for Phase 1 and Phase 2. HDR is anticipating that HDR staff will review material submittals or shop drawings for rebar, shoring,



contractor-proposed modifications, the sanitary sewer lift station, and water line relocation components.

Assumptions:

- HDR assumes a maximum of 2 reviews for a maximum of 12 submittals for approval.

Deliverables:

- Reviewed submittal and/or shop drawings.

4 Construction Activities for Phase 1 and Phase 2

HDR staff will attend weekly construction status meetings.

HDR will provide construction observation to ensure that the Contractor's work meets the intent of the construction documents, and to facilitate quick resolution to unanticipated field conditions, construction conflicts, proposed changes to the design, and etc.

Assumptions:

- HDR will provide an average of four (4) hours of construction observation/support per week for the duration of the construction contract.
- HDR staff will attend a maximum number of 52 weekly construction status meetings lasting no longer than one-hour each.

Deliverables:

- Field observation reports

5 Additional Easements

At the direction of the City, HDR will prepare up to a maximum of six (6) additional legal descriptions and exhibits for easements (by subcontractor) that may be needed to accommodate unanticipated utility relocations for Phase 1 and Phase 2.

Assumptions:

Deliverables:

- Up to six (6) legal descriptions and easement exhibits.

6 Budget

Major budget items are summarized below in Table 1.



City of Sparks – North Truckee Drain Realignment – Extended Scope for Phased Design and Construction Activities
Scope of Services

Table 1: Anticipated project budget

	Task	Cost
1	Project Management, Tech Charge, Copies, Mileage	\$16,394
2	Construction Document Modifications	\$90,440
3	Shop Drawing Review	\$6,288
4	Construction Observation/Support	\$53,219
5	Additional Easements	\$5,074
	Total	\$171,415