



## **Introduction**

The following scope of work is to amend the existing contract to provide services during the pre-award phase and during the construction phase of this project. This work includes assisting during advertising, construction submittal reviews, construction engineering services, and part-time construction inspection.

## **General Assumptions**

- Project management effort is a function of the project duration and is based on the assumed construction start date of May, 2023 and a finish date of September 2023 (Approximately 20-weeks). Additional project coordination or an extended project schedule may require a contract amendment.
- No geotechnical, survey, right-of-way, or public involvement services are included with this scope of services.
- Project will be in accordance with Montana Public Works Standard Specifications, City of Missoula Public Work Specifications and supplemented by MDT Standard Specifications.
- Contractor is responsible for identifying, preparing, and obtaining necessary permits including any permits or agreements with the railroad. HDR will not be performing this work.
- Contractor is responsible for the needed material testing. The contractor will have to hire their own sub-consultant to perform this work. HDR will verify submitted results regarding project specifications.
- The City will assemble the contract bid package and advertise the project.

## **Schedule**

The project schedule is not finalized. For the purpose of scoping the project and determining average labor rates, the scope was developed for a November 2022 Advertisement Date and an September 2023 construction completion date. An extended project schedule will require additional project management effort.

## **Scope of Work**

### **Task 1: Pre-Award Phase**

**Description of Work:** The following work is included in this item:

#### **Tasks:**

- 1.1 Project Management: Project setup. Coordinate work with the City, coordinate with HDR staff, track project budget, and invoicing.
- 1.2 Pre-Bidding Phase: Prepare a draft agenda and assist the City in conducting a nonmandatory pre-bid meeting. Effort includes preparation time, attending the meeting which is assumed to last 2 hours and will be attended by the Project Manager and a Sr. Engineer. Provide written documentation of clarifications provided as a result of contractor questions at the meeting. Track and provide written responses to questions during bidding to the City.
- 1.3 Open Bids: Review bids and provide comments to the City to assist in awarding the contract.

#### **Assumptions:**

- The City will review and assemble the contract bid package with the required standard City construction contract provisions.
- Bid package addendums are not included in the scope but can be added by amendment.

#### **Deliverables:**

1. Pre-Bid Meeting Agenda. (electronic .pdf/email/.docx)
2. Responses to bid questions (electronic .pdf/email)



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## Task 2: Construction Services

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**Description of Work:** The following work is included in this item:

**Tasks:**

- 2.1 Project Management: This task includes internal HDR staff coordination, invoicing, monitoring task budgets, coordination with the City, and coordination with the contractor.
- 2.2 Construction Meetings. This task includes preparing, attending, and documenting the following meetings:
  - 1) Preconstruction Meeting. HDR will conduct a Preconstruction Meeting assumed to last up to 3-hours. The meeting will be attended by the Project Manager and a Sr. Engineer. The City will attend the Preconstruction Meeting and provide information on administrative procedures.
  - 2) Coordination Meetings. HDR will facilitate periodic construction coordination meetings (virtual) to discuss project status, and critical issues. Each meeting will be attended by the HDR PM and Project Engineer and last up to 1-hour plus preparation time. It is assumed that a Sr. Engineer will attend up to half of the meetings. The City will provide a representative at each meeting. Sixteen occurrences are assumed.
- 2.3 Office Administration. Review and respond to Requests for Information (RFI). Review contractor change order requests to assist the City in validating and processing these requests. RFI's are assumed to include clarifications on the specification and plans, review of product substitutions, and other typical construction questions. Up to 15 RFI's and 5 change order requests are included in this scope. Also included in this task is the review of contractor material certifications and test results. HDR will advise the City if materials fail to meet project requirements.
- 2.4 Reviewing Submittals: Submittals will be reviewed for compliance with the contract documents. The following submittals are assumed for the project:
  1. Structural Steel Shop Drawings
  2. Weld Certifications
  3. Steel Deck Panel Shop Drawings
  4. Cleaning and Painting of CMU Submittals
  5. CMU Repair Submittals
  6. Bird Netting Submittal
  7. Construction Phasing and Sequence of Operations
  8. Adhesive Anchor Submittal
  9. Steel Railing Shop Drawings
  10. Expansion Joint Submittal
  11. Entrance Ramp Layout Submittal
  12. Drainage Pipe Shop Drawings
  13. Mechanical Door Submittals
  14. Steel Field Work Submittal
  15. Electrical Submittal (Lights and New Panel Boards)
  16. Security Camera Submittal
- 2.5 Field Services: This task includes on-site construction inspection services. It is assumed that on-site inspectors will be provided for up to 50% of the construction schedule: 4-hrs per day, and 50 total days for one inspector, and 20 of those occurrences requiring an additional inspector. Weekly inspection reports (electronic) will be provided to the City, which include documentation of work performed, and typical construction diary information. The inspector will observe construction and identify non-compliant materials and work in a timely manner to advise the contractor of the need for correction. The inspector will document and track project quantities to assist the City in pay requests.



- 2.6 Construction Closeout: This task includes a final walk through inspection with City personnel (3-hours), assisting City in the final wrap-up of the project, and providing recommendation on final acceptance. The Project Manager and a Sr. Engineer will attend the final project walk-through. This task also includes final project filing and HDR internal project closeout.

**Assumptions:**

- The required office administrative time and field time is a function of construction duration and can vary depending on the nature of the work and quality of the work. A contract amendment may be necessary for work that requires multiple reviews and documentation.
- Periodic construction coordination meetings will not require minutes.
- No construction staking will be provided by HDR.
- HDR will not be conducting material testing. Contractor is responsible to hire their own sub-consultant for this work. HDR will verify testing is completed and review results.
- The effort associated with submittal reviews is dependent on the quality of the submittals. Multiple reviews for poor quality or incomplete submittals may require a contract amendment.
- HDR will review submittals within the timeline specified in the construction contract. Expedited reviews may require additional or different staff and require a contract amendment.
- The contractor is responsible for numbering RFI's.

**Deliverables:**

1. Preconstruction meeting minutes (.pdf)
2. Weekly Inspection Reports (.pdf)
3. Written (email) response to RFI's.
4. Submittal Reviews with HDR Review Stamp (.pdf)



Work Item	Project Manager	Sr. Project Engineer	Project Engineer	Accounting & Admin
<b>Task 1: Pre-Award Phase</b>				
1.1 Project Management	8			4
1.2 Pre-Bidding		10	10	
1.3 Open Bids		2	8	
<b>Task 1 Subtotal</b>	8	12	18	4
<b>Task 2: Construction Services</b>				
2.1 Project Management	30			15
2.2 Construction Meetings	29	13	24	
2.3 Office Administration		30	60	
2.4 Reviewing Submittals		10	100	
2.5 Field Services		80	220	
2.6 Construction Closeout	4	2	10	4
<b>Task 3 Subtotal</b>	63	135	414	19
<b>Total Hours (673)</b>	71	147	432	23

**DIRECT COST SUMMARY**

Task	Total Hours	Total Direct Cost
Task 1: Pre-Award Phase	42	\$ 8,222.59
Task 2: Construction Services	631	\$ 118,282.75
<b>Total Direct Cost (including overhead and profit)</b>	673	\$ 126,505.34

**DIRECT NONLABOR SUMMARY**

Miscellaneous (Mylars, telephone, postage, copies, photos, etc.)					\$500.00
Computer	Hours		Per Hour	\$0.00	
Travel (Airlines/meals/lodging)	Trips		Per Trip		
Mileage	Miles	200	Per Mile	0.75	\$150.00
<b>TOTAL DIRECT NONLABOR</b>					<b>\$650.00</b>

**OUTSIDE SERVICES AND SUBCONTRACTS**

	\$0.00
<b>TOTAL OUTSIDE SERVICES AND SUBCONTRACTS</b>	<b>\$0.00</b>

**RECAPITULATION**

Total Labor/ Overhead/Profit	\$ 126,505.34
Total Direct NonLabor	\$ 650.00
Total Outside Services & Subcontracts	\$ 0.00
<b>TOTAL ESTIMATED COST</b>	<b>\$ 127,155.34</b>