

9.1.1.1  
Attachment  
to Exhibit 1  
25 pages

### 3 Scope of Services

Within this section, we have developed a scope of services work plan, which is descriptive outline and description of each task in accordance with your request. The outlines are based on our understanding of the project as described within the Request for Proposals, including documents as included on the Extranet site as well as our discussions with GCDC-WWS and PM personnel. HRC will strive to provide a service for the various areas that will meet the project deadlines, identified project scope, budget and objectives of the GCDC-WWS. Our scope of services is as outlined below in response to and corresponding to the numbering in your request.

#### 5.0 Design Professional Scope of Services

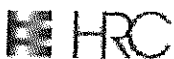
##### 5.01 Project Management

###### A. Staffing

1. Dennis J. Benoit, P.E., will be the primary contact person and will function as the "Design Project Manager" or "DPM." The DPM will be readily available during normal working hours throughout the course of the project. The DPM is committed to remain as the primary contact throughout the Design, Bid, and Construction phases of this project.
2. Mr. Benoit will be responsible for maintaining HRC's standards of employee competence, conduct, courtesy, appearance, honesty, and integrity and shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.
3. Mr. Benoit will provide for adequate supervision at all times during the performance of the services and shall provide the names and telephone numbers and other contact information where other key HRC representatives can be reached.

###### B. Meetings

1. Meetings will be scheduled in coordination with the PM and may include the entire LHWI project team or may be design contract-specific.
2. Meetings will generally be held at the GCDC-WWS offices.
3. We anticipate the following meetings as part of this project:
  - a. *Kickoff Meeting* - The design process will be initiated by HRC conducting an initial project kickoff meeting with the PM and Owner. The purpose of the meeting will be to review the



project approach, project limits, review previous work, confirm project communication procedures, and establish the final design schedule.

- b. *Design Review Meetings* - HRC shall conduct design review meetings with the PM, Owner and MDEQ (if required) at the 30%, 60%, 90%, and 100% design complete stages. These meetings will include HRC, PM, Owner, and permitting agencies as required.
- c. *Progress and Coordination Meetings* - HRC shall participate in progress or coordination meetings in addition to the kickoff and design review meetings as determined by the PM and Owner. Up to four additional progress meetings, in addition to the kickoff and design review meetings are included in our proposal.
- d. *Pre-bid Meeting* – HRC will participate in a pre-bid meeting for the individual construction contract for the LHPS as part of the bidding process.

#### 4. Deliverables

- a. *Agendas* - HRC will be responsible for the preparation and distribution of meeting agenda for the portion of meetings we conduct as related to the LHPS Project. Agenda shall be prepared and distributed at least one day before the meeting in a standard format provided by the PM.
- b. *Meeting Summaries* - HRC will be responsible for preparation and distribution of meeting summaries for any portion of meetings that we attend and conduct related to the LHPS Project. Meeting summaries will document discussions and attendees and will be presented in a standard format provided by PM. Meeting summaries shall be distributed for review no later than one week after a meeting is held.

### C. Coordination

- 1. HRC will be responsible for coordinating with other DPs designing adjacent transmission main or facility contracts for connection points, schedule, design and construction details, and other items related to the design of the LHPS Project. It is our understanding that the PM will assist in coordination between various DPs.

### D. Communication

- 1. Standards & Requirements
  - a. Project communication will be submitted electronically (generally through the Project Extranet site), with the exception of documents requiring original signatures, such as contracts.
  - b. It is our understanding that a Project Communication Plan will be provided to HRC indicating the contact information within the PM and Owner's team for specific facets of the project. HRC will follow the protocol outlined in the project communication plan.

