DEPARTMENT POLICY & PROCEDURE

Subject

CHARGES FOR CERTAIN ENGINEERING DESIGN WORK

Approved

1.0 PURPOSE:

To provide instruction for charging customers for certain engineering design work performed by the Department at the customer's request. This shall apply to proposed projects to be undertaken on customer property or in the public right-of-way for the customer's convenience and/or enhancement of customer facilities. However, this does not involve estimate requests by governmental or public entities which may have special agreements with City Light or by City ordinance.

2.0 ORGANIZATION AFFECTED:

2.1 Energy Delivery Engineering Division.
2.2 Finance Division.
2.3 Customer Care Division.

3.0 REFERENCES:

3.1 Seattle City Light Construction Standards.
3.2 Requirements for Electric Service Connection, adopted 01/26/2007 as the same may be amended or superseded.

3.3 Online estimating tools

4.0 POLICY

4.1 The Department shall prepare cost estimates for service installation work without additional charge. However, such estimating costs are generally included as an engineering cost component in the Department's installation charges.

4.2 The Department shall prepare customer requested rough cost estimates for projects which are primarily for the benefit of the customer. Without charge, but in no case shall engineering time exceed eight hours.

4.3 All engineering design time in excess of eight hours required to prepare rough costs estimates for projects primarily benefiting the customer shall be billed to the customer.

5.0 DEFINITIONS

5.1 Rough cost estimate of charges. A preliminary overview of the job resulting in a range of dollar figures within which the final cost is expected to fall.
7.1 The Customer Care Division is the contact with the customer or customers involved in a cost estimate request.

7.1.1 To Customer Care Division determines the nature and scope of the customer's request and obtains a clear understanding of the exact nature of the project and obtains appropriate plans and information.

7.1.2 The Customer Care Division informs the customer if the Department will be billing for engineer costs.

7.1.2.1 The Customer Care Division notifies Energy Delivery Engineering Division of the request.

7.1.2.2 Any time limits required to meet customer's needs shall be clearly indicated.

7.1.2.3 If required, a representative of the Customer Care Division will meet with Engineering Division personnel and/or customer representatives to obtain information on the customer's request.

7.1.2.4 Consult with the Engineering Division when technical assistance is necessary.

7.2 The Customer Care Division obtains a signed document, as required, and sends a Billing Request to the Engineering Division to cover any anticipated estimating charges.

7.3 The Engineering Division prepares the rough estimate of charges or a detailed
cost estimate using the current estimating
online tools, as required by the customer
and as directed by the Customer Care
Division.

7.4 The rough or detailed cost estimate
information is sent to the Customer Care
Division in memorandum form within the
time limit specified in the original request
and includes the rough or detailed project
cost breakdown for labor, material, and
miscellaneous charges.

7.5 The Energy Delivery Engineering
Division adds a work order number to the
billing request and sends the billing
request to the Finance Division.

7.6 The Customer Care Division notifies the
customer by letter of the estimated
project cost and the engineering cost
estimate charges, if any.

7.7 The Finance Division, as directed by the
Billing Request, prepares and sends a bill
for the engineering cost estimate time.

8.0 APPENDIX

8.1 Distribution. All Department Policy and
Procedure Manuals.

8.2 Billing Request, Form 174-L.

8.3 General Service Application and
Contract, Form 91-L.

8.4 Sample Forms: Engineering Billing
Estimate Summation.