City of Seattle
City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
	DPP 500 P III-116
	Effective
CHARGES FOR CERTAIN ENGINEERING DESIGN WORK	November 12, 2008
	Supersedes
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Approved

Gary Connor

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3.2 Requirements for Electric Service Connection, adopted 01/26/2007 as the same may be amended or superseded.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.

5.2 Detailed cost estimate. An estimate based on an engineering design review of the entire project broken down into the various elements of the design.

5.3 Project primarily benefitting the customer. A project initiated by and of benefit, or advantage, to the customer, with little or no benefit, or advantage, to the Department. Such a project might be a request from a customer for a cost estimate to relocate or place underground City Light facilities on private or public property for the benefit of the customer.

5.4 Customer. An official of the firm, corporation, government agency, or other entity receiving electric service from the Department; or a consultant, architect, or contractor representing the customer.

6.0 RESPONSIBILITIES

6.1 The Customer Care Division shall be responsible:

6.2 Making all customer contacts.

6.3 Arranging office and/or field meetings between the customer and the Engineering Division.

6.4 Issuing billing requests.

6.5 Communicating and coordinating all requests and information between the customer, Engineering and Finance Divisions.

6.6 The Energy Delivery Engineering Division shall be responsible for providing rough and detailed estimates of total project costs as requested by the Customer Care Division.

6.7 The Finance Division shall be responsible for preparing and sending billings to the customer, or the customer's representative, as requested by the Customer Care Division through the form 174-L Billing Request (Appendix 8.2)

7.0 PROCEDURE

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.

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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.