

RESOLUTION NO. 2121

RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER NO. 2022-04 WITH
HLA ENGINEERING AND LAND SURVEYING, INC., FOR EVALUATION OF
POTENTIAL UPGRADES TO THE SELAH CIVIC CENTER

WHEREAS, during the Council Retreat on March 2, 2022, the City Council directed City staff to contact the City's retained engineering firm – HLA Engineering and Land Surveying, Inc. – relative to evaluating potential renovations, upgrades and/or repairs to the Selah Civic Center; and

WHEREAS, a three-page Task Order – labeled as Task Order No. 2022-04 – has been prepared, and it specifies the scope of this evaluation project and caps the total potential costs as not exceeding \$25,000.00; and

WHEREAS, the terms of such Task Order are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it on behalf of the City;

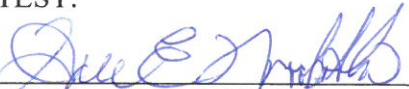
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign Task Order No. 2022-004 with HLA Engineering and Land Surveying, Inc., to evaluate potential renovations, upgrades and/or repairs to the Selah Civic Center.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 24th day of May, 2022.



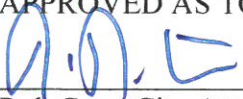
Sherry Raymond, Mayor

ATTEST:



Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2022-04

REGARDING AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Selah Civic Center Evaluation

HLA Project No. 22103E

The City of Selah (CITY) desires to evaluate the condition, accessibility, space use, and programming needs of the Selah Civic Center located at 216 S. 1st. Street, Selah, Washington.

To complete the evaluation, HLA Engineering and Land Surveying, Inc. (HLA), will be utilizing subconsultant services from BORArchitecture, PLLC (Subconsultant), as allowed under the terms of the General Services Agreement for Professional Services between the CITY and HLA.

It is understood the Scope of Services is subject to change based building condition, outcomes from CITY meetings, and/or unforeseen circumstances that arise as the evaluation proceeds. However, the CITY will be advised of changed conditions and neither HLA nor its subconsultants will proceed without further authorization from the CITY.

A written report and schematic level design drawings will be provided to the CITY as a deliverable of the Evaluation.

SCOPE OF SERVICES:

At the direction of the CITY, HLA and Subconsultant shall provide professional architectural and engineering review services for the Selah Civic Center Evaluation (PROJECT). HLA and Subconsultant services shall include evaluation of the following:

1.0 Civic Center Evaluation

1.1 Front Entry Improvements

1.1.1 Options for covering of exposed aggregate.

1.1.2 Review of alternatives for new canopy.

1.1.3 Accessibility and exiting.

1.2 Roof

1.2.1 Identify, determine cause, and propose repairs for existing roof leaks.

1.3 Back Restrooms

1.3.1 Addition of single shower room(s).

1.4 Stage

1.4.1 Review need and use with staff.

1.4.2 Portable stage.

1.5 Food Bank Room

1.5.1 Repurpose space.

- 1.6 Senior Room
 - 1.6.1 Access to activity area, function, and use.
- 1.7 Legion Room
 - 1.7.1 Access to lobby, activity hall, and main restrooms.
 - 1.7.2 Warped flooring.
 - 1.7.3 Accordion doors and coordination with Legion Room.
- 1.8 Accessibility
 - 1.8.1 Compliance with CITY's building department.
 - 1.8.2 Exits on north side of building.
 - 1.8.3 Kitchen and sinks.
- 1.9 Expansion
 - 1.9.1 Need and alternatives for expansion.
- 1.10 Kitchen
 - 1.10.1 Ice machine location.
 - 1.10.2 Refrigerator and freezer locations.
- 1.11 Main Activity Hall
 - 1.11.1 Wood shingle overbuild removal.
 - 1.11.2 Audio and sound system.
- 1.12 Offices
 - 1.12.1 Expansion and function.
 - 1.12.2 Staircase coordination.
- 1.13 Deliverables
 - 1.13.1 Up to three (3) on-site meetings with Civic Center and CITY staff.
 - 1.13.2 Written Report/Summary.
 - 1.13.3 Schematic level design drawings (not for construction).
 - 1.13.4 Select area layout options.
 - 1.13.5 Exterior elevation of front entry.
 - 1.13.6 Square foot cost estimates.
 - 1.13.7 As-built floor plans.

2.0 Additional Services

Provide professional services for additional work requested by the CITY that is not included in this Task Order.

3.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 3.1 Provide full information as to CITY requirements of the PROJECT.
- 3.2 Provide access to Civic Center Building for measurements and evaluation.

- 3.3 Provide all available information pertinent to the site of the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to the PROJECT.
- 3.4 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA or BORA and provide written decisions within a reasonable time as not to delay the work of HLA or BORA.
- 3.5 Obtain approval of all governmental authorities with jurisdiction over the PROJECT and such approvals and consents from other individuals or bodies as necessary for completion of the PROJECT.

TIME OF PERFORMANCE:

All work for this evaluation shall be completed within ninety (90) days from HLA's receipt of signed Task Order and notice to proceed from the CITY.

FEE FOR SERVICE:

1.0 Civic Center Evaluation

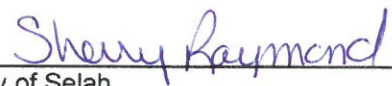
All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, including reimbursement for non-salary expenses for a not to exceed fee of \$25,000, unless otherwise approved by the City.

2.0 Additional Services

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA shall perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out-of-town travel costs, and outside consultants.

Proposed: 
 HLA Engineering and Land Surveying, Inc.
 Michael T. Battle, PE, President

5/11/2022
 Date

Approved: 
 City of Selah
 Sherry Raymond, Mayor

5-25-22
 Date