

RESOLUTION NO. 2971

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2023-02"  
WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL  
SERVICES RELATED TO THE CITY'S FREMONT AVENUE OVERLAY PROJECT

WHEREAS, the City desires – as part of its Fremont Avenue Overlay Project – to grind and overlay the two vehicle traffic lanes on West Fremont Avenue between 16th Street and 11th Street, and to also undertake related tasks and actions; and

WHEREAS, the City's retained engineering firm – HLA Engineering and Land Surveying, Inc. (HLA) – is willing and able to provide the professional planning services that are necessary for this Project; and

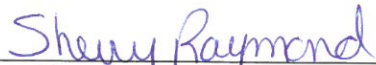
WHEREAS, HLA has drafted "Task Order No. 2023-02", which recites HLA's scope of work and HLA's expected maximum fees of \$86,200.00; and

WHEREAS, the terms of Task Order No. 2023-02 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

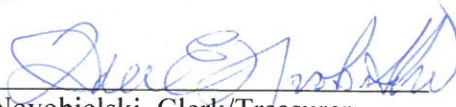
WHEREAS, the total costs on this Project are being split between the Washington State Transportation Improvement Board (TIB) and the City on a ninety percent (90%) and ten percent (10%) basis, and, thus, the City's 10% share of HLA's fees equates to \$8,620.00;

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 2023-02 with HLA in the form appended hereto.


PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 24th day of January, 2023.

  
\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

  
\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Rob Case, City Attorney



**\* TRANSMITTAL \***

**Date:** January 11, 2023

**Project No.:** 23043E

**To:** City of Selah  
222 S. Rushmore Road  
Selah, WA 98942

**Attention:** Rocky Wallace  
Public Works Director

**From:** Stephen S. Hazzard, PE

**Re:** Fremont Avenue Resurfacing – 16<sup>th</sup> Street to 11<sup>th</sup> Street  
Task Order No. 2023-02  
TIB Project No. 3-E-182(007)-1

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**We are sending you the attached following items:**

Two (2) Original Task Order Agreements

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**Comment:**

Rocky:

Attached for your review and consideration are two (2) signed original Task Order No. 2023-02 agreements for the Fremont Avenue Resurfacing – 16<sup>th</sup> Street to 11<sup>th</sup> Street project.

Please execute the Task Orders and return one signed original to our office.

We very much appreciate the opportunity to work with you and serve the City of Selah. If you have any questions or need additional information, please contact me.

Copy to: \_\_\_\_\_

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'Stephen S. Hazzard', is written over a horizontal line.

**TASK ORDER NO. 2023-02**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Fremont Avenue Resurfacing – 16th Street to 11th Street**

**HLA Project No. 23043E**

**TIB Project No. 3-E-182 (007)-1**

The City of Selah (CITY) has received Arterial Preservation Program (APP) funding from the Washington State Transportation Improvement Board (TIB) for the resurfacing of Fremont Avenue - 16th Street to 11th Street. Engineering design work will begin immediately following receipt of signed Task Order. Construction is anticipated to occur in 2023.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA will provide professional engineering services for the Fremont Avenue Resurfacing – 16th Street to 11th Street project (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and engineers estimate) for improvements, including resurfacing of roadway, replacement of select areas of sidewalk, 300 linear feet of curb and gutter, thirteen (13) ADA compliant sidewalk ramps, crack sealing, and pavement markings. Services will also include advertising and bidding, recommendation of contract award to the lowest responsible bidder, and engineering services during construction.

HLA shall provide the following services:

**1.0 Design Engineering**

- 1.1 Call for utility locates prior to survey and perform topographic survey of the PROJECT area.
- 1.2 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 1.3 Attend one (1) design meeting with the CITY to obtain input regarding existing and proposed improvements.
- 1.4 Prepare complete plan set, including plan sheets with construction notes and plan details.
- 1.5 Prepare final engineer's construction cost estimate.
- 1.6 Prepare final PROJECT specifications.
- 1.7 Submit final documents to the CITY for review and approval.
- 1.8 Incorporate CITY review comments and provide final construction documents for bidding approval.
- 1.9 Submit final documents to TIB for review and bid authorization.
- 1.10 Prepare advertisement for bids and transmit them to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.

- 1.11 Post contract documents to HLA website for potential bidders and plan center access and maintain planholder list.
- 1.12 Notify dry utility companies of pending construction, including power, cable, natural gas, and telephone and direct them to HLA website for plans and specifications.
- 1.13 Prepare any required addenda to contract documents, if necessary.
- 1.14 Answer questions during bidding from prospective bidders.
- 1.15 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.
- 1.16 Submit bid tabulation to TIB and prepare Updated Cost Estimate (UCE).

## **2.0 Construction Engineering**

- 2.1 Following award of the Contract by the CITY, prepare Notice of Award to the Contractor.
- 2.1 Coordinate execution of construction contract with CITY and Contractor, including review of bond and insurance requirements.
- 2.2 Coordinate and conduct preconstruction conference with the CITY, Contractor, private utilities, and affected agencies followed by issuance of Notice to Proceed.
- 2.3 Furnish the field survey crew to set horizontal and vertical control for the PROJECT, including construction staking.
- 2.4 Furnish a qualified resident engineer (inspector) to observe PROJECT construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 2.5 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
- 2.6 Attend construction meetings anticipated once per week during the duration of the improvements.
- 2.7 Review materials testing results for compliance with the PROJECT plans and specifications.
- 2.8 Perform measurement and computation of pay items and prepare and file progress reports for the PROJECT with the CITY. Recommend progress payments monthly for the Contractor to the CITY.
- 2.9 Monitor Contractor's compliance with the Contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.
- 2.10 Prepare and submit proposed contract change orders when applicable.
- 2.11 Conduct final PROJECT walk-through inspection with the CITY and Contractor and prepare final punchlist of items to be corrected by the Contractor and provide to the CITY.
- 2.12 Prepare and furnish record drawings and field notes of all completed work in accordance with PROJECT field records provided by the resident engineer.
- 2.13 Prepare administrative documents for the appropriate agencies that have jurisdiction over funding, design, and construction of the PROJECT.

### **3.0 Additional Services**

Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

### **4.0 Items to be Furnished and Responsibility of CITY**

- 4.1 Provide full information as to CITY requirements of the PROJECT.
- 4.2 Pay for PROJECT advertising, notices or other publication as may be required by the funding source.
- 4.3 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- 4.4 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.5 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion. Pay all review fees and costs associated with obtaining such approvals.

### **TIME OF PERFORMANCE:**

HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

#### **1.0 Design Engineering**

Completion of plans, specifications, opinion of cost, and bidding services within sixty (60) working days following receipt of signed Task Order.

#### **2.0 Construction Engineering**

It is estimated construction of improvements will be completed within twenty (20) working days following award of the contract and Notice to Proceed.

#### **3.0 Additional Services**

Time for completion of work directed by the CITY under Additional Services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

### **FEE FOR SERVICE:**

For services described in this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The maximum amounts listed below may be revised only by written agreement of both parties.

#### **1.0 Design Engineering**

All work for Design Engineering services shall be performed for the Lump Sum fee of \$43,100.00.

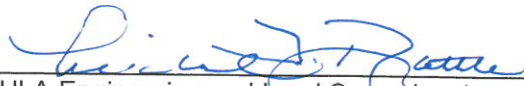
#### **2.0 Construction Engineering**

All work for Construction Engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$43,100.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

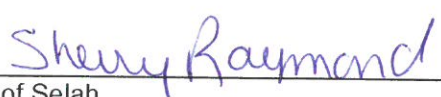


**3.0 Additional Services**

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 will 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, vehicle mileage, out-of-town travel costs, and outside consultants.

**Proposed:**  1/11/2023  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

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**Approved:**  01/24/2023  
City of Selah Date  
Sherry Raymond, Mayor

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