

RESOLUTION NO. 3051

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2023-09"
WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL
SERVICES RELATED TO THE CITY'S WASTEWATER TREATMENT PLANT
IMPROVEMENTS PROJECT

WHEREAS, the City desires – as part of what will be known as the its Wastewater Treatment Plant Improvements Project – to begin the design phase for a new wastewater treatment plant, and to also undertake related tasks and actions; and

WHEREAS, the entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City's contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to provide the professional planning services that are necessary for the design phase of this Project; and

WHEREAS, HLA has drafted a four-page "Task Order No. 2023-09", which recites HLA's scope of work and HLA's expected maximum fees of \$64,900.00; and

WHEREAS, the terms of Task Order No. 2023-09 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

WHEREAS, the City Council finds that good causes exists;

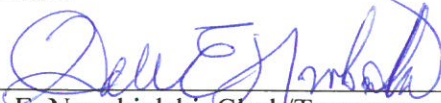
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign the four-page Task Order No. 2023-09 with HLA in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of September, 2023.



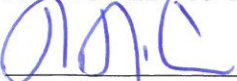
Sherry Raymond, Mayor

ATTEST:



Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2023-09

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH
AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wastewater Treatment Plant Improvements
HLA Project No. 23166E

The City of Selah (CITY) desires to construct a new wastewater treatment plant (WWTP) in the vicinity of the existing industrial pretreatment plant east of the main treatment plant, as summarized and recommended in the recent *Wastewater Treatment Facilities Engineering Report*. The proposed project will address deficiencies associated with the condition of existing processes and equipment, a lack of redundancy in critical processes, and a projected shortfall in treatment capacity.

The CITY submitted a request for direct budget appropriation in December 2022 to complete environmental permitting and design of the new WWTP. The request identified a total project cost of \$2,800,000 for this phase of work with an expectation that the CITY would finance approximately 50% of the preconstruction effort from sewer fund reserves. The CITY was awarded a direct budget appropriation in the 2023-25 State Capital Budget, resulting in a net grant award of \$1,398,740 (\$1,442,000 appropriation - 3% Department of Commerce administrative fee = \$1,398,740).

As identified in the *Wastewater Treatment Facilities Engineering Report* and subsequent legislative appropriation application, the anticipated total cost for design of the new WWTP, including inflation, is approximately \$4,960,000. Therefore, the initial phase described by the direct budget appropriation application is expected to include environmental review and permitting, site layout, and 60% design of the new WWTP. This phase of work will also include preparation of funding applications for securing the remaining design funding and construction funding. This Task Order will be amended in the future to include remaining design efforts for development of final plans and specifications necessary for competitive bidding and contracting with subconsultants for support services (architectural, electrical, geotechnical, mechanical, and structural engineering).

SCOPE OF SERVICES:

At the direction of the CITY, HLA and its subconsultants shall provide the following professional services for the Wastewater Treatment Plant Improvements (PROJECT):

1.0 Design and Construction Funding Applications

- 1.1 Coordinate with funding agency staff to review the PROJECT and determine eligibility for funding. The potential funding sources are assumed to be Department of Ecology (Ecology) Clean Water State Revolving Fund (CWSRF), USDA Rural Development (USDA-RD), Public Works Board (PWB), and additional direct budget appropriations administered by the Washington State Department of Commerce (Commerce).
- 1.2 Prepare drawing exhibits as necessary for the PROJECT.
- 1.3 Attend meetings with funding agency staff to develop a funding plan for the PROJECT. A maximum of five (5) meetings are included.
- 1.4 Provide draft funding application documents for CITY review.
- 1.5 Based on comments from the CITY, prepare final funding applications for submittal by the CITY through funding agency online portals.

2.0 Funding Administration

- 2.1 Complete reporting requirements for administration of the grant(s)/loan(s) throughout the PROJECT as required for Ecology, USDA-RD, PWB, and/or Commerce. It is assumed that reporting and payment requirements will be completed throughout the duration of both this task and supplementary design funding, on a monthly basis.
- 2.2 Administration services associated with the construction funding will be provided in a future construction services Task Order.

3.0 Environmental and Cultural Resources Review

- 3.1 Assist the CITY with State Environmental Policy Act (SEPA), State Environmental Review Policy (SERP), National Environmental Policy Act (NEPA), wetland investigation/delineation, and cultural resources review requirements for transmittal to regulatory authorities for review and action. An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be addressed in an Amendment to this Task Order.

4.0 Design Engineering

- 4.1 Call for utility locates prior to survey and perform topographic survey of the PROJECT area as required to complete design, plans, and specifications.
- 4.2 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 4.3 Attend monthly design meetings with CITY as needed to obtain input regarding proposed improvements.
- 4.4 Incorporate results of environmental review into site mapping to determine proposed site layout and which areas of the CITY property can support construction efforts without significant mitigation requirements.
- 4.5 Prepare permitting documents for proposed work to be completed within flood plains, wetlands, railroad rights-of-way, or other affected entities identified during public comment periods for environmental review.
- 4.6 Provide and review 30 percent plans and cost estimate with CITY staff.
- 4.7 Provide and review 60 percent plans, specifications, and cost estimate with CITY staff.

5.0 Additional Services

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

6.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to the CITY's requirements for the PROJECT.
- 6.2 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 the design and construction of the PROJECT.

- 6.3 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.
- 6.4 Obtain approval from all required governmental authorities for the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion of improvements. This includes any public comment efforts, CITY Council presentations, or other public meetings. Pay all review fees and costs associated with obtaining such approvals.
- 6.5 Pay for all necessary testing, permitting, and/or advertisement costs.

TIME OF PERFORMANCE:

The services described above shall be completed as follows:

1.0 Design and Construction Funding Applications

- 1.1 Complete Ecology preconstruction funding application for submittal in October 2023.
- 1.2 Coordinate with Ecology staff to update construction cost estimate based upon 60% design progress and provide information as requested for them to provide letter of conditions for construction funding without requiring completion of construction funding application in October 2024.
- 1.3 Complete additional design and construction funding applications for USDA-RD and PWTF programs and State budget appropriations if funding meetings determine this to be in the CITY's best interest.
- 1.4 Prepare Engineering Report Amendment and provide supplemental project documentation as requested by USDA-RD and PWTF programs to meet Preliminary Engineering Report requirements, as needed.

2.0 Funding Administration

Time to prepare reports for funding agencies will begin upon first reimbursement request from Commerce for the direct appropriation funds and will continue through the completion of design engineering. Upon expenditure of Commerce funding, reimbursement requests are expected to cease until receipt of additional design funding through Ecology, anticipated in February 2025.

3.0 Environmental and Cultural Resources Review

Time of completion for work will begin upon receipt of this signed Task Order (September 2023) and is expected to conclude in approximately September 2024.

4.0 Design Engineering

Time of completion for work directed by the CITY under this phase shall begin upon receipt of this signed Task Order (September 2023), and a 60% design milestone is estimated for August 2025. It is anticipated that a Task Order amendment will be executed prior to completion of the tasks described herein in order to expand the scope of work to include 100% design completion and full execution of subconsultant contracts. Subconsultant progress through 60% completion will be limited to project coordination to assist in decision making and layout. As such, 60% plans and specifications for electrical, structural, architectural, and HVAC designs are expected to be generic in nature. The timing of the Task Order amendment will be dependent upon when design funding is received from Ecology, anticipated in February 2025.

5.0 Additional Services

Time of completion for 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 SERVICES:

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

1.0 Design and Construction Funding Applications

All work for this phase shall be performed on a time-spent basis at normal hourly billing rates included in our Agreement for Professional Services, plus reimbursement for non-salary expenses for the estimated fee of \$100,000.

2.0 Funding Administration

All work for this phase shall be performed on a time-spent basis at normal hourly billing rates included in our Agreement for Professional Services for the not to exceed fee of \$50,000.

3.0 Environmental and Cultural Resources Review

All work for this phase shall be performed on a time-spent basis at normal hourly billing rates included in our Agreement for Professional Services for the not to exceed fee of \$80,000.

4.0 Design Engineering

All work for this phase shall be performed for the lump sum fee of \$2,570,000, based on the following estimated breakdown:

4.1 Preliminary Design (30% Submittal): \$1,200,000

This task includes preparation of preliminary design layouts and utility routing for review with the CITY to guide design efforts.


4.2 Design Plans and Specifications (60% Submittal): \$1,370,000

This task includes preparation of design plan and specifications for review with the CITY to refine design focus, identify preferred site layout, and develop cost estimates with sufficient accuracy to apply for construction funding.

5.0 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 in affect at the time of service, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, and outside consultants.

Proposed:  9/14/2023
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  9-28-29
City of Selah Date
Sherry Raymond, Mayor