

RESOLUTION NO. 3077

RESOLUTION AUTHORIZING THE MAYOR SIGN "TASK ORDER NO. 2024-01" WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S EAST GOODLANDER ROAD / LANCASTER ROAD TRAFFIC SIGNAL PROJECT

WHEREAS, the City desires – as part of its East Goodlander Road / Lancaster Road Traffic Signal Project (Project) – to construct a new traffic signal where one does not currently exist; 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 this Project; and

WHEREAS, HLA has drafted a four-page "Task Order No. 2024-01", which recites HLA's scope of work and HLA's expected maximum fees of \$93,800.00; and

WHEREAS, the terms of Task Order No. 2024-01 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

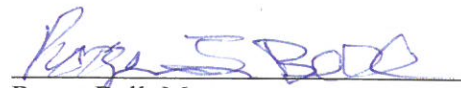
WHEREAS, the City Council finds that good causes exists;

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. 2024-01 with HLA in the form appended hereto.

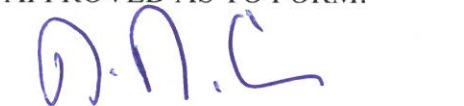
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of January, 2024.

ATTEST:


Kim Grimm, Clerk Treasurer


Roger Bell, Mayor

APPROVED AS TO FORM:


Rob Case, City Attorney

TASK ORDER NO. 2024-01

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH
AND
HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

E. Goodlander Road/Lancaster Road Traffic Signal - CN
HLA Project No. 22205C

The City of Selah (CITY), in cooperation with the Selah School District, plans to make intersection improvements including a new traffic signal and widening of the entrance to the school parking lots to allow for a designated left-turn lane. The Selah School District contracted with HLA Engineering and Land Surveying, Inc. (HLA), for professional engineering and land surveying services to complete the design of the project. The CITY applied for and received a Transportation Improvement Board (TIB) Urban Arterial Program (UAP) award in the amount of \$612,810, requiring a local match of \$68,090, for a total project construction cost of \$680,900.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide bidding and construction engineering services for the E. Goodlander Road/Lancaster Road Traffic Signal - CN (PROJECT). HLA services shall include the following:

1.0 Bidding Services

- 1.1 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages or re-bids will be considered additional services.
- 1.2 Prepare advertisement for bids. Coordinate with CITY on number and location of publications. All advertising fees to be paid by the CITY.
- 1.3 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.4 Answer and supply information as requested by prospective bidders.
- 1.5 Prepare and issue addenda to contract documents, if necessary.
- 1.6 Attend bid opening and participate in the bid evaluation process.
- 1.7 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.8 Provide bid summary to TIB for review. Prepare an Updated Cost Estimate (UCE) and coordinate with TIB for authorization and final construction funding approval.
- 1.9 Make recommendation of award to the CITY for construction contract.

2.0 Construction Engineering

- 2.1 Following Council award authorization, prepare Notice of Award to the Contractor, assemble construction contract documents, and coordinate execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.

- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 2.7 Maintain record of materials (ROM) for duration of PROJECT.
- 2.8 Respond to contractor requests for information (RFI).
- 2.9 Interpret plans and specifications when necessary.
- 2.10 Prepare daily progress reports.
- 2.11 Prepare weekly statements of working days.
- 2.12 Create and maintain accurate construction documentation for the life of the PROJECT.
- 2.13 Ensure the CITY has all necessary files for audits.
- 2.14 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 2.15 Review acceptance sampling and testing for construction materials.
- 2.16 Review Contractor's submission of samples and shop drawings.
- 2.17 Attend construction meetings anticipated once per week during the duration of improvements.
- 2.18 Perform measurement and computation of pay items.
- 2.19 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.20 Prepare proposed contract change orders and/or force account computations as required.
- 2.21 Conduct final walkthrough inspection with the Contractor, CITY, and HLA. Prepare and transmit punchlist to Contractor.
- 2.22 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer.
- 2.23 Monitor the Contractor's compliance with state labor standards.
- 2.24 Assist the CITY with funding reimbursement requests and supporting documentation.
- 2.25 Coordinate testing scheduling with Contractor's material testing firm.
- 2.26 Prepare a final Updated Cost Estimate (UCE) and coordinate closeout with TIB.
- 2.27 Prepare and submit recommendation of PROJECT acceptance.
- 2.28 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.

2.29 Notify CITY when retainage may be released.

3.0 Additional Services

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

4.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 5.1 Provide full information as to CITY requirements for the PROJECT.
- 5.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 5.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 5.4 Obtain approval of all required governmental authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT. Pay all review fees and costs associated with obtaining such approvals.
- 5.5 Pay for advertising, notices, or other publications as may be required.
- 5.6 Pay for all necessary permits and testing fees not paid by the Contractor.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT as follows:

1.0 Bidding Services

- 1.1 HLA will assist the CITY to advertise the PROJECT for bids in January 2024. The typical duration for bidding services is three to four weeks from the first advertisement date to recommendation of award.

2.0 Construction Engineering

- 2.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 2.2 It is anticipated that the physical construction of improvements will begin in July 2024. A maximum of thirty (30) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 2.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the thirty (30) working days shall be considered additional services.

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 SERVICES:

For the services furnished by HLA as described within 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 Bidding Services

(Not reimbursable with TIB funding.)

All work for bidding services shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for maximum fee of \$5,000.00.


2.0 Construction Engineering

All work for construction engineering services shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$88,800.00.

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.

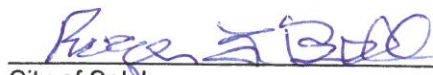
Proposed:



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

1/2/2024
Date

Approved:



City of Selah
Roger Bell, Mayor

1/9/24
Date

From: [Chris Scacco](#)
To: [Wallace, Rocky](#)
Cc: [Kevin McKay \(kevinmckay@selahschools.org\)](mailto:kevinmckay@selahschools.org)
Subject: Re: FW: E Goodlander Traffic Signal
Date: Wednesday, January 3, 2024 8:51:58 AM
Attachments: [image003.png](#)
[image004.jpg](#)

I have consulted with Kevin and are confirming the District will cover the match of \$73,090 for this project. We believe it will alleviate congestion for bus drop and pick up, but also will really help with the congestion associated with all the events happening in that area on city and SSD properties. Thanks again!

Make it a great day!

Chris M. Scacco
Associate Superintendent for District Operations
(509) 698-8005

Go Viks!

On Wed, Jan 3, 2024 at 7:33 AM Wallace, Rocky <Rocky.Wallace@selahwa.gov> wrote:

Good Morning Chris,

I am taking the attached Task Order to Council for approval on the 9th. On page four you will see 1.0 Bidding Services and 2.0 Construction Engineering costs. The \$5000.00 bidding services is not reimbursable with TIB but 90% of the construction engineering is . The total anticipated match will be \$13,880.00.

Engineers estimate for the construction contract is \$592,120 with a match of \$59,210.00.

The anticipated total match for the project is \$73,090.00.

Please confirm that the District is happy to pay the match for the project.

Thank you,



From: Terry Alapeteri <talapeteri@hlcivil.com>
Sent: Tuesday, January 2, 2024 5:59 PM
To: Wallace, Rocky <Rocky.Wallace@selahwa.gov>
Subject: E Goodlander Traffic Signal

Rocky,

Attached for review and execution is the task order for construction services for the E Goodlander/Lancaster Traffic Signal project. The originals will be mailed. Let us know if you have any questions.



Terry Alapeteri, PE, Principal

HLA Engineering and Land Surveying, Inc.

2803 River Road, Yakima, WA 98902

Office: (509) 966-7000 | Cell: (509) 388-7996

talapeteri@hlcivil.com | www.hlcivil.com

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