

RESOLUTION NO. 3099

RESOLUTION AUTHORIZING THE MAYOR SIGN "TASK ORDER NO. 2024-03" WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S WELL NO. 6 AND ZONE 3 BOOSTER PUMP STATION GENERATOR PROJECT

WHEREAS, the City desires – as its Well No. 6 and Zone 3 Booster Pump Station Generator Project (Project) – to install a permanent engine generator 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 six-page "Task Order No. 2024-03", which recites HLA's scope of work and HLA's expected maximum fees of \$90,000.00; and

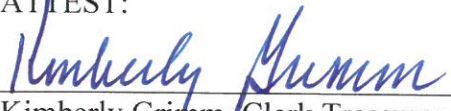
WHEREAS, the terms of Task Order No. 2024-03 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

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 six-page Task Order No. 2024-03 in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of March, 2024.

ATTEST:




Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2024-03

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

PROJECT DESCRIPTION:

Well No. 6 and Zone 3 Booster Pump Station Generator **HLA Project No. 24067E**

The City of Selah (CITY) plans to install a permanent engine generator, including associated electrical and control system improvements, at the Well No. 6 and Zone 3 Booster Pump Station to improve water system supply reliability. The new engine generator will be sized to power both the well pump and booster pumps during an outage. Professional services for this project include both design and construction engineering. Electrical and control system design will be completed by HLA's subconsultant, Connetix Engineering, Inc. (CEI). The total estimated project cost is \$415,000 including design, construction, and contingency.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional engineering services for the Well No. 6 and Zone 3 Booster Pump Station Generator (PROJECT). HLA services shall include the following

1.0 Design Engineering

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 1.3 Perform field investigations necessary to design the identified improvements.
- 1.4 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to two (2) meetings are anticipated.
- 1.5 Review preliminary generator equipment sizing information, configuration, specifications, and site layout with CITY.
- 1.6 It is anticipated the generator equipment will be pre-purchased by the CITY using a cooperative purchase agreement through Sourcwell or a similar agency. HLA will assist the CITY with the pre-purchase of the generator equipment based on required sizing information prepared by CEI.
- 1.7 Review pre-purchase agreement quotation, scope of work, and submittal documents provided by the supplier and return comments to the CITY for final approval of equipment pre-purchase.
- 1.8 Based on final approved pre-purchase submittal document package and drawings, perform and present design to CITY for contractor installation of pre-purchased equipment at 60% and 90% completion for final review and coordination.
- 1.9 Incorporate CITY review comments on generator equipment installation plans and specifications and prepare final draft plans, specifications, and estimate for review and approval by CITY.

- 1.10 Perform quality control and assurance review of all final documents.
- 1.11 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 will be considered additional services.
- 1.12 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.13 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.14 Answer and supply information as requested by prospective bidders.
- 1.15 Prepare and issue addenda to contract documents, if necessary.
- 1.16 Attend bid opening and participate in the evaluation process.
- 1.17 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.18 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 contract 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. Only periodic inspections are anticipated for this project. We estimate a total of five (5) days of on-site inspection throughout the construction duration.
- 2.7 Review Contractor's submission of samples and shop drawings and maintain a record of submitted items.
- 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 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.

- 2.13 Coordinate testing scheduling with the Contractor's materials testing firm and review acceptance sampling and testing for construction materials.
- 2.14 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 2.15 Perform measurement and computation of pay items.
- 2.16 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.17 Prepare proposed contract change orders and/or force account computations as required.
- 2.18 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 2.19 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer and those submitted by the Contractor.
- 2.20 Prepare and submit recommendation of PROJECT acceptance.
- 2.21 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.22 Notify CITY when retainage may be released.

3.0 Electrical Design and Construction Engineering

CEI will complete the following electrical design and construction engineering tasks for the PROJECT:

- 3.1 Prepare electrical design drawings and specifications for new generator and automatic transfer switch additions.
- 3.2 Complete one (1) site visit to verify existing conditions, equipment ratings, and connections for existing site as-built drawings.
- 3.3 Assist CITY with a prepurchase of the generator equipment, including providing a usable specification equivalent to what would be used on a bid project.
- 3.4 Review vendor supplied quotations and/or submittals prior to CITY purchase and provide electrical commentary.
- 3.5 Prepare final design drawings and specifications for installation of pre-purchased generator equipment.
- 3.6 Review and respond to electrical, and electrical portions of non-electrical, contractor bid questions.
- 3.7 Prepare electrical portions of bidding phase addenda.
- 3.8 Review of electrical, and electrical portions of non-electrical, contractor Requests for Information (RFIs), Change Order Proposals (COPs), and Change Order Requests (CORs).
- 3.9 Review of electrical, and electrical portions of non-electrical, construction submittals and O&M submittals.
- 3.10 Review and provide comment on electrical portions of Contractor Pay Requests.

- 3.11 Participate in construction meetings as required. Note that CEI budget includes sixteen (16) hours for this work (meetings and record keeping). Excessive meetings (quantity or length) for this PROJECT will require budgetary modification.
- 3.12 Complete local and water system Master PLC program modifications to incorporate the new generator connection, as well as any automatic transfer switch (ATS) signal modifications.
- 3.13 Complete water system Human Machine Interface (HMI) modifications to incorporate the new generator and any changes for the ATS.
- 3.14 Review daily progress construction photos provided by the Contractor (as required in the specifications).

4.0 Additional Services

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

5.0 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 governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 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 Design Engineering

- 1.1 HLA will provide preliminary generator equipment sizing information for CITY review within forty (40) working days from receipt of signed Task Order.
- 1.2 HLA will provide 60% draft plans, specifications, and cost estimate for CITY review within ninety (90) working days from receipt of final generator equipment pre-purchase scope of work and submittal documentation.
- 1.3 90% draft plans, specifications, and estimate will be provided within twenty (20) working days of receiving CITY comments on 60% plans, specifications, and estimate.
- 1.4 100% draft plans, specifications, and estimate will be provided within twenty (20) working days of receiving CITY comments on 90% plans, specifications, and estimate.

- 1.5 Final plans, specifications, and estimate will be provided to the CITY within twenty (20) working days of receiving comments on 100% draft plans, specifications, and estimate.

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 A maximum of twenty (20) 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 twenty (20) working days shall be considered additional services.

3.0 Electrical Design and Construction Engineering

- 3.1 All electrical design shall be completed in a timely manner adhering to the schedule for CITY deliverables as described in phase 1.0.
- 3.2 Construction engineering services related to any electrical improvements shall be provided 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.

4.0 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 Design Engineering

All work for design engineering services shall be performed for the lump sum fee of \$30,700.

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 \$40,600. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services until an amendment to this Task Order is executed.

3.0 Electrical Design and Construction Engineering

Services performed by HLA's subconsultant CEI shall be provided for the total estimated fee of \$18,700 as described below.

- 3.1 All work for electrical design services shall be performed for the estimated fee of \$10,230.
- 3.2 All work for electrical construction engineering services shall be performed for the estimated fee of \$8,470.

4.0 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:  3/6/2024
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  3/26/2024
City of Selah Date
Roger Bell, Mayor