RESOLUTION NO. 2671

RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER NO. 2021-10 BETWEEN THE CITY OF SELAH AND HLA ENGINEERING AND LAND SURVEYING, INC. TO PROVIDE ENGINEERING SERVICES FOR THE WATER SERVICE METER IMPROVEMENTS PROJECT.

WHEREAS, the City of Selah is in need of design engineering services for the Water Service Meter Improvements Project; and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to sign a general agreement with HLA for an estimated maximum fee of $174,500.00 for the Water Service Meter Improvements project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 12th day of October 2021.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobelski, Clerk/Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney
TASK ORDER NO. 2021-10

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Water Service Meter Improvements
HLA Project No. 21221E

The City of Selah (CITY) desires to replace approximately 2,800 existing direct-read water meters with new radio read meters and install an advanced metering infrastructure (AMI) system. The project also includes replacement of existing meter box lids as required for compatibility with the selected AMI meter system. Existing meter boxes will be replaced in locations where replacement lid sizes are not available and/or to replace damaged boxes, as funding allows. A propagation study and analysis will be completed to determine locations for AMI system collectors, repeaters, and/or antennas required for adequate coverage of the City’s service area.

Engineering design, environmental documentation, cultural and historic resources review, permitting assistance, public involvement, preparation of bid documents, funding administration, and services during construction will begin immediately following receipt of signed Task Order. This project is funded through the Public Works Board (PWB) construction loan program. Construction is anticipated to begin in 2022 and be complete in 2024 for PWB loan closeout.

Following receipt of equipment provided by the lowest responsible bidder, it is intended for CITY forces to complete the installation of all new meters, boxes, and lids.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering services for the Water Service Meter Improvements project (PROJECT). HLA shall provide the following services:

1.0 PROJECT and Funding Administration

1.1 Assist CITY with preparation of pre-contract forms and documents required by the funding agency, including updated cost estimate, revised scope of work description, and projected distribution of funds.

1.2 Assist CITY with review of funding agency contract forms and documents.

1.3 Assist CITY with contract requirements of the funding agency, including progress reports.

1.4 Assist CITY with funding agency reimbursement process, preparation of payment vouchers, and supportive documentation.

1.5 Assist CITY with submittal of bid documents to funding agency for review and approval for bid advertisement.

1.6 Assist CITY with funding agency project closeout process.
2.0 Environmental Review

2.1 Assist CITY with coordination of the Executive Order 21-02 process. Executive Order 21-02 includes consultation with the Department of Archaeological and Historical Preservation (DAHP) affected tribes. Should DAHP require a Cultural Resources Report (CRS), HLA will provide a proposal by a subconsultant to complete the CRS as Additional Services.

3.0 Design Engineering

3.1 Assist CITY in reviewing existing meter inventory and records, including installation condition, meter, meter box, and lid types and sizes.

3.2 Attend up to three (3) meetings with the CITY and meter equipment vendors to review and discuss design features and services offered by each company.

3.3 Attend two (2) design meetings with the CITY to obtain input regarding proposed improvements.

3.4 Assist CITY with coordination of initial propagation study completed by meter equipment vendors. Review propagation study results and meet with CITY to discuss.

3.5 Prepare summary of meter equipment vendor options, features, accessories, and costs, including recommendations to the CITY of meter system equipment options and features to include in bid documents.

3.6 This PROJECT is expected to be an evaluated bid (commonly referred to as a request for proposals/RFP) with ranked and rated meter system equipment design features and options. HLA will meet with CITY staff to review and discuss bid evaluation criteria to be included in the bid documents.

3.7 Prepare preliminary specifications and bid documents for review and discussion with the CITY.

3.8 Incorporate CITY review comments and prepare final specifications/bid documents and construction cost estimate for publicly bid improvements.

3.9 Furnish one (1) electronic copy and six (6) paper copies of final specifications for bidding and construction contracts.

3.10 Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.

3.11 Provide contract documents to potential bidders, as requested, and maintain planholder list.

3.12 Prepare any required addenda to contract documents.

3.13 Answer questions during bidding from prospective bidders.

3.14 Attend PROJECT bid opening and check and tabulate bids.

3.15 Review and summarize bidder evaluation criteria to determine the best value meter system equipment proposal, based on established scoring criteria. Make recommendation to the CITY of contract award to the highest scoring responsible bidder.

3.16 Assist CITY with review of billing software updates and compatibility with selected meter equipment system.
4.0 Construction Engineering

4.1 Following award of Contract by the CITY, prepare Notice of Award to the Contractor.

4.2 Assist in reviewing bond and insurance and prepare contracts.

4.3 Coordinate and conduct preconstruction conference followed by issuance of Notice to Proceed.

4.4 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.

4.5 Assist the City as requested to perform field observation of work, to troubleshoot and make field recommendations, and ensure compliance with the Contract Documents and City construction standards.

4.6 Recommend progress payments for the Contractor to the CITY.

4.7 Prepare and submit proposed contract change orders when applicable.

4.8 Conduct final inspection and prepare punchlist of items to be corrected and provide to the CITY and Contractor.

5.0 Additional Services

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

6.0 Items to be Furnished and Responsibility of CITY

6.1 Provide full information as to CITY requirements of 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 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 as not to delay the work of HLA.

6.4 Obtain approval of all governmental authorities having 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.

6.5 Pay for PROJECT bid advertisement costs.

TIME OF PERFORMANCE:

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

1.0 PROJECT and Funding Administration

PROJECT and funding administration shall begin upon receipt of signed Task Order and extend through the completion and closeout of the PROJECT.

2.0 Environmental Review

Environmental review for the PROJECT shall begin upon receipt of signed Task Order and be completed within sixty (60) working days.
3.0 Design Engineering

Completion of specifications, opinion of cost, and bidding services shall be completed within ninety (90) working days following receipt of signed Task Order.

4.0 Construction Engineering

Engineering services during construction of the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction.

5.0 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:

1.0 PROJECT and Funding Administration

All work for PROJECT and Funding Administration shall be performed for the Lump Sum fee of $28,400.00.

2.0 Environmental Review

All work for Environmental Review services shall be completed for the Lump Sum fee of $5,600.00.

3.0 Design Engineering

All work for Design Engineering services shall be completed for the Lump Sum fee of $79,300.00.

4.0 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 $61,200.00.

5.0 Additional Services

Additional work requested by the CITY not included above 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.

Proposed:  

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

Approved:  
Sherry Raymond, Mayor

10/6/2021  
Date

10/13/2021  
Date