RESOLUTION NO. 2873

RESOLUTION AUTHORIZING THE MAYOR TO SIGN “TASK ORDER NO. 2021-11” BETWEEN THE CITY AND HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE 2021 ANNUAL UPDATE TO THE CITY’S STORMWATER MANAGEMENT PLAN

WHEREAS, the City of Selah has a preexisting Stormwater Management Plan (SWMP) that must be updated on an annual basis; and

WHEREAS, the 2021 SWMP update must be completed by December 31, 2021, and professional engineering services are required in order for such update to be properly conceived and implemented; and

WHEREAS, HLA Engineering and Land Surveying, Inc. (HLA), provides professional engineering services to the City on a project-by-project basis, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to assist the City on this updating project, and has proposed a written “Task Order No. 2021-11” for an estimated maximum cost of $9,000.00 for such services; and

WHEREAS, City staff recommends that such Task Order be approved, that the Mayor be authorized to sign it on behalf of the City, and that work on this project commence forthwith;

NOW THEREFORE, BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, the Mayor be and is authorized to sign “Task Order 2021-11” between the City and HLA in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of October, 2021.

______________________________
Sherry Raymond, Mayor

ATTEST:

______________________________
Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

______________________________
Rob Case, City Attorney

Page 1 of 1
Resolution No. 2873
TASK ORDER NO. 2021-11

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Stormwater Management Program Plan
HLA Project No. 21220E

The City of Selah (CITY) operates its municipal separate storm sewer system (MS4) under the coverage of the Eastern Washington Phase II Municipal Stormwater Permit issued by the Washington State Department of Ecology (Ecology). The permit includes Special Conditions outlining the requirements for operation and permit compliance. Special Condition S5.A.4. describes the annual reporting requirements as follows:


A. All Permittees shall develop and implement a Stormwater Management Program (SWMP) during the term of this Permit. A SWMP is a set of actions and activities comprising the components listed in S5 and any additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 – Compliance with TMDL Requirements, and S8 – Monitoring and Assessment.

4. Each Permittee shall prepare written documentation of the SWMP, called the SWMP Plan. The SWMP Plan shall be organized according to the program components in S5.B below or a format approved by Ecology, and shall be updated at least annually for submittal with the Permittee’s Annual Reports to Ecology (see S9 – Reporting and Recordkeeping). The SWMP Plan shall be written to inform the general public of planned SWMP activities for the upcoming calendar year, and shall include a description of:

a. Planned activities for each of the program components included in S5.B.1 through S5.B.6.
b. Any additional planned actions to meet the requirements of applicable TMDLs pursuant to S7 – Compliance with Total Maximum Daily Load Requirements.
c. Any additional planned actions to meet the requirements of S8 – Monitoring and Assessment.”

Selah developed and implemented a SWMP in response to previous versions of the permit and has complied with the SWMP requirements. This Task Order relates to the preparation of the SWMP Plan to be submitted to Ecology by December 31, 2021. Since the SWMP is in place the reporting effort consists of assembling available information into a SWMP Plan.

Other annual permit reporting requirements (Annual Report form and attachments) have been or will be completed by the CITY.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering services for the Stormwater Management Program Plan project (PROJECT). HLA shall provide the following services:

1.0 Prepare Stormwater Management Program Plan

HLA will prepare the SWMP Plan to meet the minimum requirements described in Ecology permit condition S5.A.4. specifically to inform the general public of planned activities for the coming year.
1.1 Planned activities for the following SWMP components will be discussed with the CITY and included in the SWMP Plan:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management for New Development and Redevelopment
- Municipal Operations and Maintenance

1.2 Planned actions to meet the requirements of Special Condition S7 – Compliance with Total Maximum Daily Load Requirements will be discussed. Permit obligations found in Appendix 2 pertaining to the Selah Ditch Multiparameter Total Maximum Daily Load include:

- Education and Outreach
- Illicit Discharge Detection and Elimination
- Effectiveness Assessment

1.3 Any additional planned actions to meet the requirements of Special Condition S8 – Monitoring and Assessment will be discussed. Possible actions may include:

- Stormwater Management Program Effectiveness Studies
- Participation in Implementation of Previous Ecology-Approved Studies
- Coordination to Plan and Begin an Additional SWMP Effectiveness Study
- Reporting and Tracking

2.0 Additional Services

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

3.0 Items to be Furnished and Responsibility of CITY

3.1 Provide full information as to CITY requirements of the PROJECT.

3.2 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, drawings, and any other data relative to the PROJECT.

3.3 Examine all studies, reports, sketches, drawings, and other documents presented by HLA, and provide written decisions within a reasonable time as not to delay the work of HLA.

3.4 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.

TIME OF PERFORMANCE:

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

1.0 Prepare Stormwater Management Program Plan


2.0 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 Prepare Stormwater Management Program Plan

All work for services to prepare the Stormwater Management Program Plan shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of $9,000.00.

2.0 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:  
City of Selah  
Sherry Raymond, Mayor  

Date: 10/5/2021  
Date: 11/1/2021