RESOLUTION NO. 2578

RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER NO. 2021-12 BETWEEN THE CITY OF SELAH AND HLA ENGINEERING AND LAND SURVEYING, INC., FOR ENGINEERING AND SURVEYING SERVICES FOR THE VALLEYVIEW AVENUE, SOUTH THIRD STREET, SOUTHERN AVENUE SEWER IMPROVEMENTS PROJECT.

WHEREAS, the City of Selah wishes to replace approximately 2,600 linear feet of 60-year old 8-inch sewer main that is located in or beneath Valleyview Avenue, South Third Street and Southern Avenue, with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main, and also to re-route the sewer flow from Southern Avenue across South First Street to Eleventh Avenue through 150 linear feet of new 12-inch sewer main; and

WHEREAS, the City of Selah desires to enter into a written Task Order agreement with HLA Engineering and Land Surveying, Inc., for HLA to perform engineering and surveying services as part of this project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign Task Order 2021-12 with HLA Engineering and Land Surveying, Inc., for the Valleyview Avenue, South Third Street, Southern Avenue Sewer Improvements Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 23rd day of November, 2021.

[Signature]
Sherry Raymond, Mayor

ATTEST:

[Signature]
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

[Signature]
Rob Case, City Attorney
TASK ORDER NO. 2021-12
REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH
AND
HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Valleymain Avenue, South Third Street, and Southern Avenue Sewer Improvements
HLA Project No. 21236 (Replaces Task Order 2014-02 for HLA Project No. 14065E dated 6/12/14)

The intent of this Task Order is to add additional sewer improvements and to update the Services During Construction phase costs to current rates to the previous Task Order 2014-02. Upon execution of this Task Order, the original agreement (Task Order 2014-02) will be canceled and closed.

Original Description of Work

The City of Selah (CITY) desires to replace 2,600 linear feet of 60-year-old 8-inch sewer mains in Valleymain Avenue, South Third Street, and Southern Avenue with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main. The project also includes new side sewer services, new manholes, and surface repair.

Additional Work

Re-route the sewer flow from Southern Avenue across South First Street to Eleventh Avenue through 150 linear feet of new 12-inch sewer line, traveling north through an alley north of Tenth Avenue and east to the Burlington Northern Santa Fe Railroad right-of-way, then north towards the wastewater treatment plant. This will re-route flows from the southern portion of the City along the shortest route to the wastewater treatment plant and will alleviate sewer line deficiencies within the existing collection system.

In the future, it will be necessary to replace existing 10-inch sewer beginning at the manhole north and east of Tenth Avenue to the wastewater treatment plant with a 15-inch sewer main for future capacity.

Construction is anticipated in Spring 2023 in conjunction with Third Street Improvements.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering, surveying, and construction engineering services for the Valleymain Avenue, South Third Street, and Southern Avenue Sewer Improvement project (PROJECT). HLA shall provide the following services:

1.0 Design Engineering

1.1 Conduct a topographic survey of the added PROJECT areas as required to complete design, plans, and specifications, including call for utility locates.

1.2 Perform field investigations necessary to design the added sewer improvements, including field checking topographic survey.

1.3 Perform preliminary design and submit 30% preliminary plans to the CITY.

1.4 Following receipt of 30% plan review comments by the CITY, prepare 60% design plans and submit to the CITY for review.

1.5 Review and discuss 60% design plans with CITY staff.
1.6 Following receipt of 60% plan review comments by the CITY, prepare 90% design plans, cost estimate, and specifications, and submit to the CITY for review.

1.7 Following receipt of 90% plan review comments by the CITY, perform final design, and prepare complete plans and specifications for publicly bid improvements, as authorized by the CITY.

1.8 Prepare the Engineer's Estimate of construction cost.

1.9 Following receipt of authorization from CITY, prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.

1.10 Furnish the CITY electronic copies of the final plans and specifications for bidding and construction. 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. Six (6) printed copies of the contract documents will be made for later distribution to the CITY and Contractor after contracts are awarded.

1.11 Post contract plans and specifications to the HLA website for bidding purposes.

1.12 Prepare and maintain planholders list, including CITY staff, private utility companies, and plan centers.

1.13 Answer and supply such information as requested by prospective bidders.

1.14 Prepare and issue addenda, if necessary.

1.15 Attend bid opening and participate in the bid evaluation process.

1.16 Prepare tabulation of all bids received by the CITY and review bidder's qualifications.

1.17 Make recommendation of construction contract award to the lowest responsible bidder.

2.0 Construction Engineering

Construction engineering will be completed with the assumption that sewer improvements will be constructed within a roadway or water system improvement project and not as a stand-alone project. Construction engineering services include the following:

2.1 Prepare and issue Notice of Award to the Contractor.

2.2 Coordinate execution of the Contract with the CITY and Contractor, including review of bond and insurance requirements.

2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.

2.4 Prepare and issue Notice to Proceed to the Contractor.

2.5 Furnish the field survey crew necessary to set horizontal and vertical control for the PROJECT site.

2.6 Furnish a qualified resident engineer (inspector) to observe construction at the PROJECT site during all significant work. The resident engineer shall provide surveillance of construction for substantial compliance with plans and specifications.

2.7 Perform measurement and computation of pay items; prepare and file progress reports on the PROJECT with the CITY, and provide monthly progress pay estimates to the CITY.

2.8 Consult and advise the CITY during construction and make a final report of the completed work.
2.9 The CITY is required to monitor the Contractor's payment of prevailing wage rates. As part of construction services, HLA will monitor General Contractor and Subcontractor compliance with State labor standards during construction of the PROJECT. This work includes checking monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.

2.10 Review Contractor's submission of samples and shop drawings, where applicable.

2.11 Review materials testing results for compliance with plans and specifications.

2.12 Recommend progress payments for the Contractor to the CITY.

2.13 Prepare weekly statement of working days.

2.14 Prepare and submit proposed contract change orders when applicable.

2.15 Perform final walk-through with the CITY and Contractor, and issue final punch list.

2.16 Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor.

2.17 Prepare and submit recommendation of project acceptance and Notice of Completion of Public Works Contract (NOC) for CITY review and processing.

3.0 Additional Services

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

4.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

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

4.2 Assist HLA by placing at their disposal 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.

4.3 Contact property owners affected by the PROJECT and gain necessary access to property for field investigation, design, and construction of improvements.

4.4 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.

4.5 Obtain approval of all governmental authorities having jurisdiction over the PROJECT and approvals and consents from such other individuals or bodies as necessary for completion of the PROJECT.

4.6 Pay for project bid advertisement costs.

4.7 Pay for all necessary testing costs and permit fees.
TIME OF PERFORMANCE:

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

1.0 Design Engineering

The additional topographic survey shall be completed within thirty (30) working days following receipt of the signed Task Order. Each successive plan review set (30%, 60%, 90%, and final) shall be completed within thirty (30) working days of comment receipt from that previously submitted set.

2.0 Construction Engineering

Construction engineering for the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through both the completion of construction and completion of record drawings and labor documentation closeout, as requested, and directed by the CITY. A maximum of twenty-five (25) working days has been assumed for the construction of the sewer improvements, which will be constructed during the one hundred twenty-five (125) working day road project; or a total of one hundred fifty (150) working days. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the twenty-five (25) 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 SERVICE:

1.0 Design Engineering

All work for design engineering services shall be completed on a time-spent basis at the normal hourly billing rates in effect at the time of service, for the estimated maximum fee of $5,000.00 (the amount previously paid under Task Order 2014-02 was $31,850.00).

2.0 Construction Engineering

All work for construction engineering services shall be completed on a time-spent basis at the normal hourly billing rates in effect at the time of service, for the estimate maximum fee of $65,000.00.

3.0 Additional Services

Additional services 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: [Signature]
HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

Date: 11/9/2021

Approved: [Signature]
City of Selah
Sherry Raymond, Mayor

Date: 11/23/2021