RESOLUTION NO. 2021-13

RESOLUTION AUTHORIZING THE MAYOR TO SIGN A TASK ORDER NO 2021-13 BETWEEN THE CITY OF SELAH AND HLA ENGINEERING AND LAND SURVEYING, INC. FOR THE FREMONT AVENUE RESURFACING PROJECT.

WHEREAS, the City of Selah has received funding from the Washington State Transportation Improvement Board (TIB) for the Fremont Avenue resurfacing Project; and

WHEREAS, Fremont Avenue is a major transportation corridor and serves one of Selah’s growing residential areas; and

WHEREAS, the City wishes to plane, crack seal and overlay travel lanes on West Fremont Avenue from 4th street to 11th Street; and

WHEREAS, the City of Selah needs design engineering and construction services for the Fremont Avenue Resurfacing Project; and

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to sign a Task Order 2021-13 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Fremont Avenue Resurfacing Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 14th day of December 2021.

__________________________
Sherry Raymond, Mayor

ATTEST:

__________________________
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

__________________________
Rob Case, City Attorney
TASK ORDER NO. 2021-13

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Fremont Avenue Resurfacing
HLA Project No. 21249E
TIB Project No. 3-E-182 (006)-1

The City of Selah (CITY) has received Arterial Preservation Program (APP) funding from the Washington State Transportation Improvement Board (TIB) for the resurfacing of Fremont Avenue, 4th Street to 11th Street. Engineering design work will begin immediately following Task Order approval. Construction is anticipated to occur in 2022.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering services for the Fremont Avenue Resurfacing project (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) for improvements, including resurfacing of roadway, eight ADA compliant sidewalk ramps, crack sealing, curb and gutter, and pavement markings. Services will also include advertising and bidding, recommendation of contract award to the lowest responsible bidder, and engineering services during construction.

HLA shall provide the following services:

1.0 Design Engineering

1.1 Call for utility locates prior to survey and perform topographic survey of the PROJECT area.

1.2 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.

1.3 Attend one (1) design meeting with the CITY to obtain input regarding existing and proposed improvements.

1.4 Prepare complete plan set, including plan sheets with construction notes and plan details.

1.5 Prepare final construction cost estimate.

1.6 Prepare final PROJECT specifications.

1.7 Submit final documents to the CITY for review and approval.

1.8 Transmit plans to dry utility companies, including power, cable, natural gas, and telephone to advise them of pending construction.

1.9 Incorporate CITY review comments and provide final construction documents for bidding approval.

1.10 Submit final documents to TIB for review and bid authorization.

1.11 Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
1.12 Provide contract documents to potential bidders, as requested, and maintain planholder list.

1.13 Prepare any required addenda to contract documents.

1.14 Answer questions during bidding from prospective bidders.

1.15 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

1.16 Submit bid tabulation to TIB and prepare Updated Cost Estimate (UCE).

2.0 Construction Engineering

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

2.2 Assist in reviewing bond and insurance and prepare contracts.

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

2.4 Furnish the field survey crew to set horizontal and vertical control for the PROJECT.

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

2.6 Attend construction meetings anticipated once per week during the duration of the improvements.

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

2.8 Prepare construction progress reports for days the resident engineer is present.

2.9 Recommend progress payments for the Contractor to the CITY.

2.10 Prepare and submit proposed contract change orders when applicable.

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

2.12 Prepare record drawings of civil-related improvements based on the Contractor’s as-built plans.

2.13 Prepare administrative documents for the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.

2.14 Monitor Contractor’s compliance with the Contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.

3.0 Additional Services

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

4.0 Items to be Furnished and Responsibility of CITY

4.1 Provide full information as to CITY requirements of the PROJECT.
4.2 Pay for PROJECT advertising, notices or other publication as may be required by the funding source.

4.3 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.

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 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 Design Engineering

Completion of plans, specifications, opinion of cost, and bidding services within sixty (60) working days following receipt of signed Task Order.

2.0 Construction Engineering

It is estimated construction of improvements will be completed within twenty (20) working days following award of the contract and Notice to Proceed.

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 performed for the Lump Sum fee of $38,350.00.

2.0 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 $41,300.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

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
12/1/2021
Date

Approved: 
City of Selah
Sherry Raymond, Mayor
12/16/21
Date