

RESOLUTION NO. 2894

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2022-01" BETWEEN THE CITY AND HLA ENGINEERING AND LAND SURVEYING, INC., TO OBTAIN PROFESSIONAL ENGINEERING SERVICES RELATED TO THE CITY'S PARKS AND RECREATION PLAN UPDATE

WHEREAS, the City of Selah has a preexisting Parks and Recreation Plan that must be updated; and

WHEREAS, 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 this Plan, and has proposed a written "Task Order No. 2022-01" for an estimated maximum cost of \$16,100.00 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 2022-01" between the City and HLA in the form appended hereto.

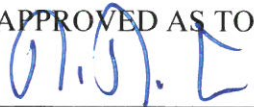
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 25th day of January, 2022.

  
\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

  
\_\_\_\_\_  
Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Rob Case, City Attorney

**TASK ORDER NO. 2022-01**

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH  
AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Selah Parks and Recreation Plan**  
**HLA Project 21201E**

The City of Selah (CITY) desires to update the 2013-2018 Parks and Recreation Plan (PROJECT). The current Plan expired in 2018, an interim Plan was partially drafted in 2020, but not adopted, and to be eligible for funding through the Washington State Recreation Conservation Office (RCO), the CITY is required to have an updated Parks and Recreation Plan. The PROJECT will meet the requirements of both the Growth Management Act (GMA) and RCO.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA shall provide professional engineering services to prepare the PROJECT in accordance with the required six elements identified in the July 2021 Planning Policies and Guidelines Manual prepared by the Washington State Recreation and Conservation Funding Board. The six required elements are: Goals and Objectives, Inventory, Public Involvement, Demand and Need Analysis, Capital Improvement Program, and Plan Adoption. Additionally, the CITY has requested to include two more elements: Background and Financing.

**1.0 Preliminary Investigation**

- 1.1 Request previous Parks and Recreation documents, related studies and proposals, updated parks and recreation programs information, statistical data from private recreation venues, and traffic and pedestrian data, in formats providing sufficient information to analyze existing conditions in Selah, Washington. Organize countywide and statewide parks and recreation data from surveys and reports.

**2.0 Development Administrative Assistance**

- 2.1 Provide the CITY a customized and formatted template WORD document following RCO guidance and to which CITY staff may add information tables, figures, text, and photos.
- 2.2 Arrange all CITY provided information into a draft Selah Parks and Recreation Plan, and perform editing and formatting services, prior to CITY staff review and presentation to CITY Council.
- 2.3 Incorporate all CITY staff and Council comments and recommendations into a Final Selah Parks and Recreation Plan to be adopted by CITY Council and submitted to RCO for approval.

**3.0 Public Involvement**

- 3.1 Review the CITY's SurveyMonkey survey requesting public opinion on the conditions, level of use, and top concerns for each inventory category with the ability to provide comment prior to PROJECT launch.
- 3.2 Provide a Title VI oriented sign-in sheet to be used throughout Plan development.

#### **4.0 Existing Deficiencies and Future Need Analysis**

- 4.1 Prepare criteria and metrics to help assess current conditions and establish Level of Service (LOS) standards for CITY parks and recreation activities.
- 4.2 Evaluate inventory and programs with LOS standards and public demand from the CITY managed SurveyMonkey survey to determine deficiencies and needs.
- 4.3 Identify needed acquisition, enhancement, and management projects to remedy deficiencies and meet future needs.
- 4.4 Rank proposed capital projects and programs into low, mid, and high cost, and short, medium, and long-term.
- 4.5 Prepare project estimates and exhibits for up to five of the top-ranking capital projects.

#### **5.0 Capital Improvement Program**

- 5.1 Prepare a CITY six-year capital improvement program, including prioritized projects and programs in tables easily added to other CITY planning documents. For each project or program, list year of anticipated implementation, estimated cost, and identify potential financing opportunities.

#### **6.0 Long-term Planning Programs**

- 6.1 Prepare mid-term and long-term CITY capital improvement tables that can be easily used to update other CITY planning documents.
- 6.2 Prepare a list of partners with which to share short-term, mid-term, and long-term parks and recreation priorities for inclusion into Yakima County and regional planning documents.

#### **7.0 Financing**

- 7.1 If expansion of current inventory is necessary to meet the CITY's LOS standards, propose the top five prioritized capital improvement projects required for immediate inclusion into the CITY's budget with funding strategies.
- 7.2 Prepare a list of Federal, State, and Local funding sources for the parks and recreation capital projects identified in the PROJECT.

#### **8.0 Additional Services**

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

#### **9.0 Items to be Furnished and Responsibility of the CITY:**

The CITY will provide or perform the following:

- 9.1 Provide full information as to the CITY's requirements of the PROJECT.
- 9.2 Assist HLA by providing all available information pertinent to the PROJECT, including:
  - 9.2.1 Provide text for the Background chapter.
  - 9.2.2 Provide text, tables, and photos for the Inventory and Existing Conditions chapter.
  - 9.2.3 Provide text, tables, and figures for the Community Prioritization chapter, including:

- 9.2.3.1 Provide tables and charts for population statistics, demographics for race, ethnicity, economic stratification, and population health indicators.
  - 9.2.3.2 Provide tables presenting size and amenities for each school, park, and beautification area.
  - 9.2.3.3 Design, manage, and share information from the SurveyMonkey tool to gather public opinion about each school, park, and beautification area.
- 9.3 Assist HLA with Identifying Existing Deficiencies and Future Needs
  - 9.4 Provide Goals and Objectives as approved by the CITY Council.
  - 9.5 Coordinate with local and private recreation service providers to assist gathering relevant data and information.
  - 9.6 Assist HLA in organizing a virtual workshop with interested and knowledgeable CITY staff, organizations, and commissions to evaluate and rank projects and programs in the capital improvement program.
  - 9.7 Examine all documents presented by HLA and provide written decisions within a reasonable time as not to delay the work of HLA.
  - 9.8 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion of the PROJECT. This includes any public comment efforts, CITY Council presentations, or other public meetings.
  - 9.9 Complete consistency checks between PROJECT and Selah's Comprehensive Plan and other planning documents.

**TIME OF PERFORMANCE:**

All work will be diligently pursued and coordinated with the CITY for submittal of the PROJECT to RCO before March 1, 2023.

**FEE FOR SERVICES:**

For the services furnished by HLA as described in this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be adjusted between phases, but the maximum fee shall not exceed \$16,100.00 without written agreement of both parties.

**1.0 Preliminary Investigation**

All work 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 \$1,300.00.

**2.0 Development Administrative Assistance**

All work 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 \$5,200.00.

**3.0 Public Involvement**

All work 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 \$500.00.

**4.0 Existing Deficiencies and Future Need Analysis**

All work 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 \$3,400.00.

**5.0 Capital Improvement Program**

All work 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 \$4,100.00.

**6.0 Long-term Planning Programs**

All work 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 \$600.00.


**7.0 Financing**

All work 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 \$1,000.00.

**8.0 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 the 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 printing expenses, vehicle mileage, and outside consultants.

**Proposed:**  1/19/2022  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

**Approved:**  1-28-22  
City of Selah Date  
Sherry Raymond, Mayor