

RESOLUTION NO. 2906

RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER NO. 2022-03 WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR ENGINEERING AND SURVEYING SERVICES FOR A WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) FUNDING APPLICATION FOR THE SAFE ROUTES TO SCHOOL (SRTS)/PEDESTRIAN BICYCLIST PROGRAM (PBP).

WHEREAS, the desires to apply for funding to construct a sidewalk on East Home Avenue from North Wenas Road to North First Street and also to construct portions of a sidewalk on North Third Street from West Fremont Avenue to West Bartlett Avenue where gaps presently exist in the sidewalk; and

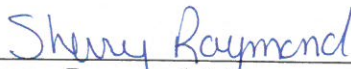
WHEREAS, the City needs to obtain certain engineering and surveying services in order to prepare and submit a funding application that can then be submitted to the WSDOT Safe Routes to School (SRTS)/Pedestrian Bicyclist Program (PBP); and

WHEREAS, the City's retained engineering firm – HLA Engineering and Land Surveying, Inc. – is willing and able to provide such engineering and surveying services; and

WHEREAS, a written Task Order has been prepared, whereby HLA will provide the necessary engineering and surveying services for an overall cost of \$6,950.00;

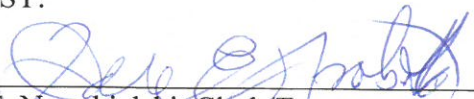
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign Task Order 2022-03 with HLA Engineering and Land Surveying, Inc., for the WSDOT Safe Routes to School (SRTS)/Pedestrian Bicyclist Program (PBP) funding application.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 12th day of April, 2022.



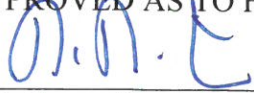
Sherry Raymond, Mayor

ATTEST:



Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2022-03

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

**WSDOT Safe Routes to School (SRTS)/Pedestrian Bicyclist Program (PBP) Application
HLA Project No. 22094E**

The City of Selah (CITY) desires to prepare and submit a Washington State Department of Transportation (WSDOT) funding application for the SRTS/PBP grant program. The application will request funds to construct sidewalk on East Home Avenue from North Wenas Road to North First Street including a gap sidewalk project on North Third Street from West Fremont Avenue to West Bartlett Avenue.

SCOPE OF SERVICES:

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering services to prepare and submit the WSDOT Safe Routes to School (SRTS)/Pedestrian Bicyclist Program (PBP) Application (PROJECT). HLA services shall include the following:

1.0 Administration, Communication, and Grant Webinars

- 1.1 Meet with CITY to discuss PROJECT and desired outcomes.
- 1.2 Email, phone, and in-person communication as the PROJECT is refined and reviewed to include potential City Council presentation.
- 1.3 Application Overview Webinar Part I.
- 1.4 Application Overview Webinar Part II.

2.0 Gather, Evaluate, and Prepare Data for Application

- 2.1 Gather and evaluate detailed Selah Crash Data from WSDOT in project area.
- 2.2 Gather or coordinate retrieval of historical speed data in project area, if available.
- 2.3 Gather and evaluate historic traffic count data in project area, if available.
- 2.4 Gather and summarize student commute data in lieu of pedestrian and bicycle counts with Selah School District. Check for historic student bicycle and pedestrian data in project area.

3.0 Prepare Word Version of Application

- 3.1 Prepare Word version of the SurveyMonkey application to share with CITY prior to developing online application:
 - 3.1.1 Project type will be Safe Routes to School/Pedestrian Bicyclist Program – Infrastructure Project
 - 3.1.2 Identify all project treatments and improvements
 - 3.1.3 Develop project estimates and exhibits
 - 3.1.4 Develop project budget
 - 3.1.5 Develop project schedule

3.1.6 Solicit Selah School District and WSDOT support letters

4.0 Submit Application through SurveyMonkey Portal

- 4.1 Copy approved application entries into online SurveyMonkey application and submit before June 6, 2022.
- 4.2 Email required attachments to WSDOT after SurveyMonkey application is submitted, by June 6, 2022.

5.0 Additional Services

Provide professional services for additional work requested by the CITY that is not included in this Task Order.

6.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements for the PROJECT.
- 6.2 Assist HLA by placing at their disposal all available information pertinent to data associated with the transportation system, including previous reports, transportation analysis documents, travel demand modelling results such as emission reductions, vehicle miles traveled (VMT) reductions, vehicle hours traveled (VHT) reductions, speed data, and any other data relative to establishing historical traffic volumes and pavement condition index (PCI) ratings.
- 6.3 Examine all 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 with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion.

TIME OF PERFORMANCE:

HLA will begin developing the SRTS/PBP funding application immediately following CITY Council approval of this Task Order. The draft Word version of the application and associated attachments will be shared with the CITY by May 18, 2022. HLA will complete final documents by June 3, 2022, following receipt of all CITY comments.

FEE FOR SERVICE:

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 amount shall not exceed \$6,950.00 without written agreement of both parties.

1.0 Administration, Communication, and Grant Webinars

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 an estimated fee of \$2,000.00.

2.0 Gather, Evaluate, and Prepare Data for Application

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 an estimated fee of \$1,000.00.

3.0 Prepare Word Version of Application

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 an estimated fee of \$3,450.00.


4.0 Submit Application through SurveyMonkey Portal

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 an estimated fee of \$500.00.

5.0 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 printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:  4/4/2022
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  4-13-22
City of Selah Date
Sherry Raymond, Mayor