

RESOLUTION NO. 3109

RESOLUTION AUTHORIZING THE MAYOR SIGN “TASK ORDER NO. 2024-04” WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CIVIC CENTER REMODEL PROJECT

WHEREAS, the City desires – as its Civic Center Remodel Project (“Project”) – to make certain improvement to the Civic Center; and

WHEREAS, the entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City’s contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to provide the professional planning services that are necessary for this Project; and

WHEREAS, HLA has drafted a five-page “Task Order No. 2024-04”, which recites HLA’s scope of work and HLA’s expected maximum fees of \$85,900.00; and

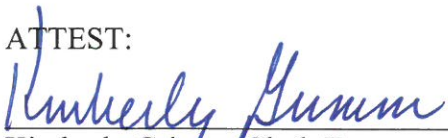
WHEREAS, the terms of Task Order No. 2024-04 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

WHEREAS, the City Council finds that good causes exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign the five-page Task Order No. 2024-04 in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9th day of April, 2024.

ATTEST:

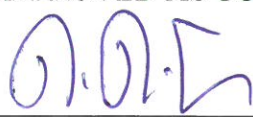


Kimberly Grimm, Clerk Treasurer



Roger Bell, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2024-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Selah Civic Center Remodel
HLA Project No. 24081E

The City of Selah (CITY) desires to remodel and reconstruct portions of their existing civic/community center building per a Building Evaluation and Planning Report prepared by BORArchitecture (BORA) in November 2022. This evaluation found several issues to be addressed for safety, ADA compliance, usability, and aesthetic reasons. BORA will work with HLA as a subconsultant for all architectural design efforts. HLA services will include design, bidding, and construction engineering services for all civil and architectural related improvements. Construction engineering shall include part-time construction observation and inspection on civil related items, and building construction observation will be provided by BORA. Building code inspections will be performed under the building permit by the CITY Building Department.

Improvements will involve the wood shingle overbuild removal to create a new smaller chase for utilities. The main entry floors and front restrooms will be remodeled, and the kitchen will be modernized. Kitchen improvements include relocating appliances with necessary plumbing and electricity, and a loading ramp entering the kitchen. Other upgrades involve the design and construction of an ADA compliant ramp to replace stairs on the west exterior side of the building.

The plans will also include design for the Civic Center Office being relocated into the previous Food Bank Room, including gypsum wall board, vinyl plank flooring, carpet, paint, suspended ceiling, etc. as an additive optional bid schedule to be considered by the City dependent on available funds.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional engineering services for Selah Civic Center Remodel (PROJECT). HLA services shall include the following:

1.0 Design Engineering

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 1.3 Perform field investigations necessary to design the identified improvements.
- 1.4 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to two (2) meetings are anticipated.
- 1.5 Prepare preliminary 30% plans and a cost estimate of improvements for review and approval by the CITY.
- 1.6 Notify private utilities of pending improvements.
- 1.7 Based on approved preliminary engineering plans, perform and present design to CITY at 60% and 90% completion for final coordination.

- 1.8 Perform quality control and assurance review of all final documents.
- 1.9 Incorporate CITY review comments and prepare final plans, specifications, and estimate.
- 1.10 Prepare Engineer's construction cost estimate.
- 1.11 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. 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.
- 1.12 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.

2.0 Bidding Services

- 2.1 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 2.2 Answer and supply information as requested by prospective bidders.
- 2.3 Prepare and issue addenda to contract documents, if necessary.
- 2.4 Attend the bid opening and participate in the evaluation process.
- 2.5 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 2.6 Make recommendation of award to the CITY for construction contract.

3.0 Construction Engineering

- 3.1 Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
- 3.2 Review Contractor's submission of certificate of insurance and contract bond.
- 3.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies, including preconstruction agenda and meeting record.
- 3.4 Prepare and transmit notice to proceed to Contractor.
- 3.5 Furnish a part-time qualified resident engineer (inspector) or architect to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 3.6 Review Contractor's submission of samples and shop drawings.
- 3.7 Maintain record of materials (ROM) for duration of PROJECT.
- 3.8 Respond to Contractor requests for information (RFI).
- 3.9 Interpret plans and specifications when necessary.
- 3.10 Prepare daily progress reports.
- 3.11 Prepare weekly statements of working days.
- 3.12 Create and maintain accurate construction documentation for the life of the PROJECT.

- 3.13 Ensure the CITY has all necessary files for potential audits.
- 3.14 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 3.15 Coordinate testing scheduling with the Contractor's materials testing firm and review acceptance sampling and testing for construction materials.
- 3.16 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 3.17 Perform measurement and computation of pay items.
- 3.18 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 3.19 Prepare proposed contract change orders and/or force account computations as required.
- 3.20 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 3.21 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer and those submitted by the Contractor.
- 3.22 Prepare and submit recommendation of PROJECT acceptance.
- 3.23 Notify CITY when retainage may be released.
- 3.24 Ensure the PROJECT is completed as designed and contract specifications are adhered to during construction.

4.0 Additional Services

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

5.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 5.1 Provide full information as to CITY requirements for the PROJECT.
- 5.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 5.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 5.4 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 5.5 Pay for advertising, notices, or other publications as may be required.
- 5.6 Pay for all necessary permits and testing fees not paid by the Contractor.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT as follows:

1.0 Design Engineering

- 1.1 HLA will provide 60% draft plans, 60% draft specifications, and 60% cost estimate for CITY review within sixty (60) working days from receipt of signed Task Order.
- 1.2 90% draft plans, specifications, and estimate will be provided within thirty (30) working days of receiving CITY comments on 60% plans, specifications, and estimate.
- 1.3 Final plans, specifications, and estimate will be provided within fifteen (15) working days of receiving CITY comments on 90% plans, specifications, and estimate.

2.0 Bidding Services

- 2.1 Bidding services will begin upon the advertisement of the PROJECT in CITY selected publications.

3.0 Construction Engineering

- 3.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 3.2 A maximum of sixty (60) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 3.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the sixty (60) total working days shall be considered additional services.

4.0 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:

For the services furnished by HLA as described under this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

1.0 Design Engineering

All work for Design Engineering services shall be performed for the lump sum fee of \$47,900.

2.0 Bidding Services

All work for bidding services shall be performed for the lump sum fee of \$6,500.


3.0 Construction Engineering

All work for construction engineering services 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 \$31,500. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered additional services until an amendment to this Task Order is executed.

4.0 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:  _____ Date 4/2/2024
HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

Approved:  _____ Date 4/9/2024
City of Selah
Roger Bell, Mayor