

RESOLUTION NO. 3218

RESOLUTION AUTHORIZING THE MAYOR TO SIGN “AMENDMENT NO. 1” TO “TASK ORDER NO. 2023-09” WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, the City desires – as its Wastewater Treatment Plant Improvements Project (Project) – to design (and eventually construct) a new wastewater treatment plant (WWTP); and

WHEREAS, preliminary work on such Project has been ongoing for a while, pursuant to a previously-approved “Task Order No. 2023-09” between the City and HLA Engineering and Land Surveying, Inc. (HLA, which entity is one of the City’s retaining engineering firms); and

WHEREAS, additional design engineering and services are necessary to complete the design and to commence the competitive bidding process whereby one or more contractors/consultants can eventually be engaged to work toward completing the Project; and

WHEREAS, HLA is willing and able to provide the additional engineering and services; and

WHEREAS, HLA has drafted “Amendment No. 1” to the Task Order, which recites HLA’s additional scope of work and HLA’s additional expected maximum fees of \$1,700,000.00; and

WHEREAS, the terms of Amendment No.1 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it;

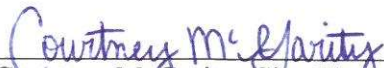
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign “Amendment No. 1” to “Task Order 2023-09” with HLA in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 8th day of July, 2025.




Roger Bell, Mayor

ATTEST:



Courtney McGarity, City Clerk

APPROVED AS TO FORM:



Rob Case, City Attorney



*** TRANSMITTAL ***

Date: June 10, 2025

Project No.: 23166E

To: City of Selah
222 S. Rushmore Road
Selah, WA 98942

Attention: Rocky Wallace
Public Works Director

From: Robert J. Scott, PE

Re: Wastewater Treatment Plant Improvements
Task Order No. 2023-09 - Amendment No. 1

We are sending you the following items:

Two (2) Original Task Order Amendment Agreements

Comment:

Rocky:

Attached for your review and consideration are two (2) signed original Task Order No. 2023-09 - Amendment No. 1 agreements for the Wastewater Treatment Plant Improvements project.

Please execute the Amendments and return one signed original to our office.

We very much appreciate the opportunity to work with you and serve the City of Selah. If you have any questions or need additional information, please contact me at rscott@hlacivil.com or (509) 966-7000.

Copy to: _____ Signed: 

AMENDMENT NO. 1

TASK ORDER NO. 2023-09

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH
AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wastewater Treatment Plant Improvements **HLA Project No. 23166E**

The City of Selah (CITY) executed Task Order No. 2023-09 in September 2023 to begin design of a new wastewater treatment plant (WWTP) in the vicinity of the existing industrial pretreatment plant east of the main treatment plant, as summarized and recommended in the recent *Wastewater Treatment Facilities Engineering Report* (HLA, April 2024).

REASON FOR AMENDMENT NO. 1

This amendment modifies the original contract amount of \$2,800,000 by adding \$1,700,000 in design services, for a total amended contract amount of \$4.5 million. This amendment was anticipated during the development of Task Order No. 2023-09.

The scope of services for the original Task Order No. 2023-09 includes environmental review and permitting, site layout, 60% design of the new WWTP, and completion of funding applications for securing the remaining design funding and construction funding. This Amendment No. 1 includes the remaining design efforts to develop final plans and specifications necessary to advertise competitive bidding and provide bidding support services. This Amendment No. 1 also includes contracting with subconsultants for specialty services (architectural, electrical, geotechnical, and structural engineering).

This Task Order will be amended again in the future to include costs for construction engineering and administration services.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide the following professional services for the Wastewater Treatment Plant Improvements (PROJECT) beyond those already contracted:

Revisions to the Scope of Services due to Amendment No. 1 include adding the following:

4.0 Design Engineering

- 4.8 Prepare and provide 90 percent plans, specifications, and cost estimate. Subconsultants may include BORArchitecture, Connetix Engineering, GN Northern, and LSB Consulting Engineers.
- 4.9 Submit 90 percent plans, specifications, and cost estimate to the CITY and review with CITY staff. Incorporate review comments.
- 4.10 Submit plans and specifications to funding agencies for review. Incorporate review comments and obtain agency approvals.
- 4.11 Prepare final design plans, specifications, and cost estimates for the CITY and provide a complete plan set, including plan sheets with construction notes and plan details.

- 4.12 Upon authorization from the CITY, furnish electronic copies of final documents suitable for bidding. The complete design may be bid in up to two (2) bid packages (Phase 2 and Phase 3), and delineation between which project elements are included in each phase will be determined prior to the 90 percent design phase milestones.

- 4.13 Prepare and submit Construction Quality Assurance Plan(s) for work to Ecology for approval.

7.0 Bidding Support

Bidding Support will be provided for up to two (2) bid packages (Phase 2 and Phase 3), each with the following scope of work:

- 7.1 Provide final plans and specifications to the CITY in PDF format suitable for printing and use at the time of bid advertisement.
- 7.2 Provide two (2) printed copies of contract documents to the CITY.
- 7.3 Prepare advertisement for bids. Coordinate with CITY on the number and location of publications and submit the advertisement to the selected publication(s) on behalf of the CITY. All advertising fees are to be paid by the CITY.
- 7.4 Post bid documents to HLA website and notify the CITY/TOWN, funding agency, approving authority(ies), utility companies, and plan centers of the PROJECT posting.
- 7.5 Create and maintain a planholder list and post to HLA website.
- 7.6 Answer questions and/or supply information as requested by prospective bidders.
- 7.7 Prepare and issue addenda to contract documents, if necessary.
- 7.8 Participate in the bid opening, evaluate bids, prepare bid tabulation, and make a recommendation for award.

TIME OF PERFORMANCE:

Revisions to the Time of Performance due to Amendment No. 1 include the following:

4.0 Design Engineering

Time of completion for work directed by the CITY under this phase shall begin upon receipt of this signed amendment (June 2025) to allow for PROJECT bidding in September 2026. Actual bidding timelines will be dependent upon the execution of funding agreements, as construction funding has not yet been secured for this project.

7.0 Bidding Support

Time of completion for work directed by the CITY under this phase shall begin once the CITY provides authorization to begin advertisement for one or more phases of work. It is anticipated that the bidding period(s) will be approximately four (4) weeks. Follow-up work to review bids and provide a recommendation will be completed within approximately one (1) week of the bid opening(s).

FEE FOR SERVICES:

Revisions to the Fee for Services due to Amendment No. 1 are as follows.

4.0 Design Engineering

All work for design engineering shall be performed for the lump sum fee of \$4,225,000, based on the following estimated breakdown:

- 4.1 Preliminary Design (30% Submittal): \$1,200,000.
- 4.2 Design Plans and Specifications (60% Submittal): \$970,000. The original Task Order fee of \$1,370,000 will be reduced by \$400,000 to a revised fee of \$970,000 to reallocate substantial subconsultant efforts to Task 4.3.
- 4.3 Design Plans and Specifications (90% Submittal through Final): \$2,055,000.

7.0 Bidding Support


All work for this phase shall be performed for the lump sum fee of \$45,000.

Proposed:


HLA Engineering and Land Surveying, Inc.
Benjamin A. Annen, PE, Vice-President

6-12-25
Date

Approved:


City of Selah
Roger Bell, Mayor

7-8-25
Date

TASK ORDER NO. 2023-09 BUDGET SUMMARY			
Project Phase	Task Order No. 2023-09	Amendment No. 1	Project Total
1.0 Design and Construction Funding Applications	\$100,000	\$0	\$100,000
2.0 Funding Administration	\$50,000	\$0	\$50,000
3.0 Environmental and Cultural Resources Review	\$80,000	\$0	\$80,000
4.0 Design Engineering			
4.1 30% Design	\$1,200,000	\$0	\$1,200,000
4.2 60% Design	\$1,370,000	-\$400,000	\$970,000
4.3 Final Design	-	\$2,055,000	\$2,055,000
7.0 Bidding Support	-	\$45,000	\$45,000
Project Total	\$2,800,000	\$1,700,000	\$4,500,000

Note: The original design fee estimate, including inflation, was estimated to be \$4,960,000 in 2023 as indicated in the original Task Order 2023-09. With this Amendment of \$1,700,000, the current design fee total is \$4,500,000, leaving a City funding balance of \$460,000.