

RESOLUTION NO. 3249

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2025-04"
WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL
SERVICES RELATED TO THE CITY'S HOME AVENUE SIDEWALK GAPS
IMPROVEMENT PROJECT

WHEREAS, the City desires – as what will be known as the City's Home Avenue Sidewalk Gaps Improvement Project – to construct certain sidewalk improvement on the north side of East Home Avenue, and to also undertake related tasks and actions; 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 engineering and bidding services that are necessary for this Project; and

WHEREAS, HLA has drafted a seven-page "Task Order No. 2025-04", which recites HLA's scope of work and HLA's expected maximum fees of \$163,000.00 combined (which fees are separated out into a few different categories); and

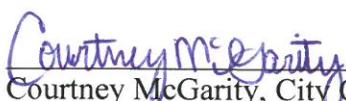
WHEREAS, the terms of "Task Order No. 2025-04" are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

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 seven-page "Task Order No. 2025-04" with HLA in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 28th day of October, 2025.

ATTEST:


Courtney McGarity, City Clerk


Roger Bell, Mayor

APPROVED AS TO FORM:


Rob Case, City Attorney

TASK ORDER NO. 2025-04

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Home Avenue Sidewalk Gaps Improvements
HLA Project No. 25163E

The City of Selah (CITY) received funding from the Washington State Department of Transportation (WSDOT) Safe Routes to School (SRTS) program for sidewalk and safety improvements in the amount of \$727,000. The SRTS program is state funding administered by the WSDOT Local Programs office. Funding is for 1,150 feet of new 6-foot-wide sidewalk, new curb and gutter, new pedestrian crossing with rectangular rapid flashing beacons, and storm drainage improvements. This project will bring necessary safety improvements to provide safe routes to Selah Middle School, John Campbell Primary School, and Selah High School. The Selah School District has committed to paying for improvements to its bus parking facility driveway.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional services for the Home Avenue Sidewalk Gaps Improvements (PROJECT). HLA services shall include the following.

1.0 Project Management

- 1.1 Perform management of overall PROJECT delivery and PROJECT controls.
- 1.2 Plan and facilitate a PROJECT kickoff meeting to align expectations between the CITY and HLA.
- 1.3 Provide monthly status reports and invoices for the work performed.
- 1.4 Prepare and maintain the PROJECT schedule in conjunction with funding requirements and timelines, to be updated monthly or as otherwise requested by the CITY.
- 1.5 Maintain PROJECT files for CITY review.
- 1.6 Coordinate PROJECT reviews/approvals with controlling authorities, including the CITY and WSDOT.
- 1.7 Attend up to four (4) CITY Council meetings to address technical aspects of the work related to scope, design, construction, and schedule.

2.0 Funding Administration

- 2.1 Assist the CITY in the preparation of all documentation necessary to request funding authorization for subsequent phases after the design phase, as applicable. It is assumed that design funding obligation authorization will be in place prior to the execution of this Task Order.
- 2.2 Assist the CITY with the preparation of documents required by the funding agency, including updated cost estimates, scope of work descriptions, and PROJECT distribution of funds.

- 2.3 Assist CITY with review and preparation of funding agency contract forms and documents.
- 2.4 Assist CITY with contract requirements of the funding agency, including progress reports.
- 2.5 Assist CITY with funding agency reimbursement process, preparation of payment vouchers, and supporting documentation.
- 2.6 Assist CITY with the submittal of bid documents to the funding agency for review and approval, to authorize publication of the PROJECT advertisement for bids.
- 2.7 Assist CITY with the funding agency PROJECT closeout process.

3.0 Environmental and Cultural Review

- 3.1 Assist CITY with coordination of the Executive Order 21-02 process, including preparation of consultation letters, Area of Potential Effect (APE), and EZ Project Review Form. Executive Order 21-02 includes consultation with the Department of Archaeological and Historical Preservation (DAHP) and affected tribes. Should DAHP require a Cultural Resources Survey (CRS), HLA will provide a proposal by a subconsultant to complete the CRS as additional services.

Note: An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be addressed by amendment to this task order.

4.0 Design Engineering

- 4.1 Land Survey.
 - a. Request field locates from 811 Call Before You Dig to confirm existing utility horizontal locations. No excavations will occur by HLA to determine vertical locations.
 - b. Conduct a topographic survey of the PROJECT area to complete design, plans, and specifications.
 - c. Review available plat maps, documents, and surveys to identify public right-of-way widths, easements, and other identified encumbrances. No title reports are anticipated to be ordered. If required, title reports will be ordered by HLA and paid for by the CITY.
- 4.2 30% Plans and Estimate.
 - a. Perform field investigations necessary to design the identified improvements.
 - b. Prepare and provide 30% plans and a cost estimate of improvements for review and comment by the CITY.
 - c. Review public stormwater, domestic water, sanitary sewer, and irrigation; and private utilities, including natural gas, power, cable and internet providers, and fiber optic lines to determine general locations and size of facilities.
 - d. Notify all affected utilities of pending improvements and advise of the PROJECT schedule.
 - e. Attend meeting with the CITY to address technical aspects of the work related to the scope, design, and schedule of the PROJECT.
- 4.3 60% Plans and Estimate.
 - a. Attend a review meeting with the CITY to address and resolve 30% review comments and address technical aspects of the work related to the scope, design, and schedule of the PROJECT.
 - b. Prepare and provide 60% plans and a cost estimate of improvements for review and comment by the CITY.
- 4.4 90% Plans, Specifications, and Estimate.
 - a. Attend a review meeting with the CITY to address and resolve 60% review comments.

- b. Prepare and provide 90% plans, specifications, and a cost estimate of improvements for review and comment by the CITY.
- c. Perform quality assurance and quality control (QA/QC) review of all 90% documents.

4.5 Final Plans, Specifications, and Estimate

- a. Attend a review meeting with the CITY to address and resolve 90% review comments.
- b. Address CITY review comments and QA/QC comments, and prepare final plans, specifications, and estimate.
- c. Provide final plans and specifications to the CITY in PDF format suitable for printing and use at the time of bid advertisement. It is anticipated that HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be billed as additional services.
- d. Provide two (2) printed copies of contract documents to the CITY.
- e. 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.

4.6 Following is the proposed sheet list:

Plan Sheets	Comment
Cover Sheet	
Legend and General Notes	
Typical Roadway Sections	
Class 'A' or 'B' Signing Plans	
TESC Plans	1"=40' Scale
Demolition Plans	
Plan and Profile	
Drainage Table and Details	
Pavement Marking and Signing Plan	
Curb Ramp Plans	
City Standard and Other Details	

5.0 Bidding Support

- 5.1 Post bid documents to HLA website and notify the CITY, funding agency, approving authority(ies), utility companies, and plan centers of the PROJECT posting.
- 5.2 Create and maintain a planholder list and post to HLA website.
- 5.3 Answer questions and/or supply information as requested by prospective bidders.
- 5.4 Prepare and issue addenda to contract documents, if necessary.
- 5.5 Participate in the bid opening, evaluate bids, prepare bid tabulation, and make a recommendation for award.

6.0 Construction Engineering

- 6.1 PROJECT Management, Invoicing, and Controls
 - a. Consult and advise the CITY during construction and perform a final review and report on the completed work with representatives of the CITY.
 - b. Perform internal and external coordination throughout construction.
- 6.2 Staking
 - a. Furnish a field survey crew to provide geometric control, including construction staking (as needed).

6.3 Construction Observation

- a. Furnish a resident engineer (inspector) to be on site and provide surveillance of construction for compliance with plans and specifications for the duration of construction, based on standard 40-hour work weeks, and twenty-five (25) contract working days. If the Contractor is authorized by the CITY to work extra hours or extend contract time, then an amendment to this task order will be executed by the CITY to compensate for additional work required by HLA.
- b. Prepare daily progress reports for the PROJECT.
- c. Monitor compliance with environmental requirements.
- d. Interpret plans and specifications when necessary.
- e. Coordinate and attend construction meetings, anticipated once per week during the duration of construction.
- f. Review acceptance sampling and testing for construction materials.
- g. Perform measurement and computation of pay items.
- h. Review Contractor's submission of contract and materials submittals, samples, and shop drawings. Provide field verification of materials incorporated into the PROJECT, where applicable.

6.4 Construction Administration

- a. Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
- b. Review the Contractor's submission of their certificate of insurance and contract bond.
- c. Prepare and transmit notice to proceed to Contractor.
- d. Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies, including preconstruction agenda and meeting record.
- e. Receive and maintain PROJECT communications from the Contractor during construction and compile PROJECT documentation.
- f. Maintain a Record of Materials (ROM) for the duration of the PROJECT.
- g. Respond to Contractor requests for information (RFI).
- h. Prepare and distribute weekly statements of working days.
- i. Prepare and provide monthly progress estimates and recommend Contractor progress payments to the CITY.
- j. Prepare proposed contract change orders and provide to WSDOT for review and concurrence, when applicable.
- k. Monitor the Contractor's compliance with state labor standards.
- l. Assist the CITY with funding reimbursement information and supporting documentation.

6.5 PROJECT Closeout

- a. Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records.
- b. Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit the punchlist to the Contractor.
- c. Monitor lien releases from state agencies.
- d. Notify CITY when retainage may be released.
- e. Coordinate and administer a PROJECT completion debrief meeting with CITY, HLA, and the Contractor.
- f. Prepare and submit the recommendation of PROJECT acceptance.
- g. Prepare and submit Notice of Completion of Public Works Contract (NOC).

Additional Services

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

Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- Provide all information as to the CITY requirements for the PROJECT.
- Provide all available information pertinent to the PROJECT relative to the completion of design and construction of the PROJECT.
- Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA. All design submittals (30%, 60%, 90%) shall be reviewed by the CITY, and comments returned to HLA within two (2) weeks of each submittal.
- Obtain approval of all government authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- Pay for advertising, notices, or other publications as may be required.
- Pay for all necessary permits and testing fees not paid by the Contractor.
- The CITY shall provide any existing right-of-way files that are pertinent to the design. No right-of-way acquisition is planned as part of the PROJECT. No temporary construction easements (TCE's) are expected for the PROJECT. Assistance with right-of-way processes can be provided and billed as Additional Services, as directed by the CITY.

TIME OF PERFORMANCE:

HLA will diligently pursue the completion of the PROJECT as follows:

1.0 Project Management

Project management will be for the duration of the PROJECT through PROJECT closeout, including any required submissions to the controlling authority/authorities.

2.0 Funding Administration

Funding administration will begin on the date of the CITY's funding agreement with the funding agency and will continue through closeout of the funding agreement.

3.0 Environmental and Cultural Review

Environmental and cultural review will begin at receipt of the Notice to Proceed and will conclude at completion of the Design Engineering phase. However, review and approval timelines of the environmental documentation are determined by the controlling authority.

4.0 Design Engineering

- 4.1 HLA will begin professional land surveying services upon Notice to Proceed and will conclude at completion of the Design Engineering phase.
- 4.2 HLA will provide 30% plans and cost estimate for CITY review within twenty-five (25) working days from receipt of Notice to Proceed.
- 4.3 HLA will provide 60% plans and cost estimate for CITY review within thirty (30) working days of receiving CITY comments on 30% plans and cost estimate.

- 4.4 HLA will provide 90% plans, specifications, and cost estimate within twenty-five (25) working days of receiving CITY comments on 60% plans and estimate.
- 4.5 Final plans, specifications, and cost estimate will be provided within twenty (20) working days of receiving CITY comments on 90% plans, specifications, and estimate.

5.0 Bidding Support

Bidding support will begin on the publication date of the PROJECT advertisement for bids and will terminate upon award of the construction contract.

6.0 Construction Engineering

Construction engineering shall begin upon construction contract award by the CITY and extend through notification to the CITY when retainage may be released. The schedule will be as follows.

- 6.1 A maximum of twenty-five (25) working days has been allotted for the construction of improvements, utilizing a standard 40-hour work week.
- 6.2 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 twenty-five (25) working days shall be billed as additional services.

Additional Services

Additional services directed by the CITY will be completed as mutually agreed upon at the time service is requested by the CITY.

FEE FOR SERVICES:

For the services furnished by HLA as described within 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. HLA reserves the right to move fees and estimated work hours between phases as necessary to complete the PROJECT.

1.0 Project Management

Work for project management shall be performed for the lump sum fee of \$6,000.00.

2.0 Funding Administration

Work for funding administration shall be performed for the lump sum fee of \$6,000.00

3.0 Environmental and Cultural Review

Work for environmental and cultural review shall be performed on a time-spent basis at current hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the not-to-exceed fee of \$5,000.00.

4.0 Design Engineering

Work for design engineering services shall be performed for the lump sum fee of \$64,000.

5.0 Bidding Support

Work for bidding support shall be performed for the lump sum fee of \$3,000.

6.0 Construction Engineering

Work for construction engineering services shall be performed on a time-spent basis at the current hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$79,000. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then associated work shall be considered additional services.

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 current hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as vehicle mileage, out-of-town meals/lodging, advertising, and printing expenses.

Proposed:

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

Date

Approved:



City of Selah
Roger Bell, Mayor



Date