

RESOLUTION NO. 3275

RESOLUTION AUTHORIZING THE MAYOR SIGN "TASK ORDER NO. 2025-06" WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CIVIC CENTER REMODEL PHASE III PROJECT

WHEREAS, the City desires – as its Civic Center Remodel Phase III 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. 2025-06", which recites HLA's scope of work and HLA's expected maximum fees of \$254,5000.00; and

WHEREAS, the terms of Task Order No. 2025-06 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

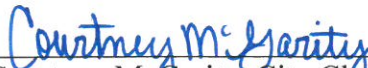
WHEREAS, the City Council finds that good causes exists;

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. 2025-06 in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 9<sup>th</sup> day of December, 2025.

ATTEST:

  
\_\_\_\_\_  
Roger Bell, Mayor

  
\_\_\_\_\_  
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

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

**TASK ORDER NO. 2025-06**

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Selah Civic Center – Phase III**  
**HLA Project No. 25207E**

The CITY of Selah (CITY) plans to make further improvements to its 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 worked under HLA as a subconsultant for Phases I and II architectural design efforts. HLA services for Phase III will include design, bidding, and construction engineering services for all civil and architectural-related improvements included in this Task Order. Similar to the prior phases, BORA will work under HLA as a subconsultant to deliver the architectural design and construction services. 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. The project is funded through an appropriation of \$970,000 from the 2025-2027 State Capital Budget.

Improvements will include:

- Safety improvements, including modifying rooftop electrical wiring, replacing the flooring in the Legion Room.
- ADA updates (door clearances) in back restrooms.
- New entry, lobby, and offices, including a new metal roof and gutters on the south elevation.
- Demolition of the existing office and lobby flooring, and installation of new north lobby area flooring.
- Design for the installation of (2) two electric vehicle (EV) charging stations.
- Design two (2) new ADA restrooms, (one (1) shall include a shower) to be located in the northeast corner of the Apple Room.
- Design for and select a new mini split AC/heater in Apple Room (this includes removal of the existing heater).
- Demolition and removal of the existing pylon sign and patch back the parking lot and planters

These improvements are being paid for with the Washington State Department of Commerce funding.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA and subconsultants shall provide professional services for the Selah Civic Center – Phase III (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.

## **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 requests/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.
- 3.1 60% Plans and Estimate.
  - a. Perform field investigations necessary to design the identified improvements.
  - b. Perform review of public and private utilities, including CITY stormwater, domestic water, sanitary sewer, irrigation, natural gas, telecommunications, and/or fiber optic lines to determine general locations and size of facilities.
  - c. Notify private utilities of pending improvements and advise of the PROJECT schedule.
  - d. Attend up to two (2) design meetings with the CITY to formulate technical aspects of the work related to the scope, design, and schedule of the PROJECT.
  - e. Prepare and provide 60% plans and a cost estimate of improvements for review and comment by the CITY.
- 3.2 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.
- 3.3 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.

#### **4.0 Bidding Support**

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

#### **5.0 Construction Engineering**

- 5.1 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.
- 5.2 Staking
  - a. Furnish a field survey crew to provide geometric control, including construction staking (as needed).
- 5.3 Construction Observation
  - a. A maximum of one hundred and twenty (120) working days has been assumed for construction of the improvements, based on standard 40-hour work weeks.
  - b. Furnish a part-time resident engineer (inspector) to be on site and provide surveillance of construction for compliance with civil-related items as shown on the plans, and specifications for up to one hundred (100) hours of construction. It is assumed the City building inspector will perform all building construction inspection items associated with the plans and specifications, for the one hundred and twenty (120) working days in the construction contract. If the Contractor is authorized by the CITY to work extra hours or extend contract time for civil-related items beyond the allotted 100 hours, then an amendment to this task order may be necessary to be executed by the CITY to compensate for additional work required by HLA.
  - c. Prepare daily progress reports for the PROJECT when the resident engineer is at the project site.
  - d. Monitor compliance with environmental requirements.
  - e. Interpret plans and specifications when necessary.
  - f. Coordinate and attend construction meetings, anticipated once per week during civil-related items during construction.
  - g. Review acceptance sampling and testing for construction materials.
  - h. Perform measurement and computation of pay items.
  - i. Review Contractor's submission of contract and materials submittals, samples, and shop drawings. Provide field verification of materials incorporated into the PROJECT, where applicable.
- 5.4 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 Submittal List for the duration of the PROJECT.
  - g. Respond to Contractor requests for information (RFI).
  - h. Prepare and distribute weekly statements of working days based on the City building inspector daily reports.
  - i. Prepare and provide monthly progress estimates and recommend Contractor progress payments to the CITY.
  - j. Monitor the Contractor's compliance with state labor standards.
  - k. Assist the CITY with funding reimbursement information and supporting documentation.
- 5.5 PROJECT Closeout
- a. Prepare and furnish record drawings and field notes of civil-related 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 (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.
- Provide a building inspector to perform all building construction inspection items associated with the plans and specifications, and provide daily inspection reports as necessary for HLA to provide weekly statements of working days.

## **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 Design Engineering**

- 3.1 HLA will begin professional land surveying services upon receipt of this executed Task Order and will conclude at completion of the Design Engineering phase.
- 3.2 HLA will provide 60% plans and cost estimate for CITY review within seventy-five (75) working days from receipt of this executed Task Order.
- 3.3 HLA will provide 90% plans, specifications, and cost estimate within thirty (30) working days of receiving CITY comments on 60% plans and estimate.
- 3.4 100% plans, specifications, and cost estimate will be provided within thirty (30) working days of receiving CITY comments on 90% plans, specifications, and estimate.

### **4.0 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.

### **5.0 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.

- 5.1 A maximum of one hundred and twenty (120) working days has been allotted for the construction of improvements, utilizing a standard 40-hour work week. HLA will provide up to one hundred (100) hours of construction onsite inspection of civil-related improvements.
- 5.2 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 one hundred and twenty (120) working days shall be billed as additional services.
- 5.3 Should the City require civil-related inspection beyond the 100 hours, services beyond this amount 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 \$7,500.

### **2.0 Funding Administration**

Work for funding administration shall be performed for the lump sum fee of \$12,000.

### **3.0 Design Engineering**

Work for design engineering services shall be performed for the lump sum fee of \$138,500.

### **4.0 Bidding Support**

Work for bidding support shall be performed for the lump sum fee of \$11,500.

### **5.0 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 \$85,000. 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**

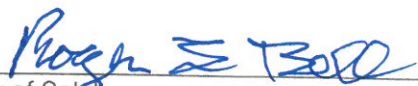
Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the current hourly billing rates 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