

RESOLUTION NO. 3123

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2024-06"
WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL
SERVICES RELATED TO THE CITY'S WIXSON PARK PATHWAY PROJECT

WHEREAS, the City desires – as the what will be known as the City's Wixson Park Pathway Project – to construct an ADA pathway where one does not currently exist, 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 planning services that are necessary for this Project; and

WHEREAS, HLA has drafted a four-page "Task Order No. 2024-06", which recites HLA's scope of work and HLA's expected maximum fees of \$33,500.00; and

WHEREAS, the terms of Task Order No. 2024-06 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 four-page Task Order No. 2024-06 with HLA in the form appended hereto.

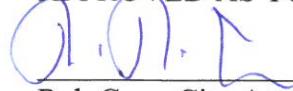
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 28th day of May, 2024.


Roger Bell, Mayor

ATTEST:


Kimberly Grimm, Finance Director (a/k/a Clerk/Treasurer)

APPROVED AS TO FORM:


Rob Case, City Attorney

TASK ORDER NO. 2024-06

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wixson Park Pathway
HLA Project No. 24121E

The City plans to construct a new asphalt pathway at Wixson Park. HLA work will include design and construction engineering. Construction engineering will be limited to construction meetings, submittal review, periodic site visits, and construction contract administration. Daily construction observation shall be performed by the City. This project is funded with ARPA funds. The total estimated project cost is \$190,100.00, including engineering and contingency.

SCOPE OF SERVICES:

At the direction of the City of Selah (CITY), HLA shall provide professional engineering services for the Wixson Park Pathway (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 Call for utility locates prior to survey and perform topographic survey of the PROJECT area.
- 1.3 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 1.4 Perform field investigations necessary to design the identified improvements.
- 1.5 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) design meetings are anticipated.
- 1.6 Incorporate CITY review comments and provide final construction documents for bidding approval.
- 1.7 Prepare preliminary 30% plans and a cost estimate of improvements for review and approval by the CITY.
- 1.8 Notify private utilities of pending improvements.
- 1.9 Based on approved preliminary engineering plans, perform and present design to CITY at 60% and 90% completion for final coordination.
- 1.10 Incorporate CITY review comments and prepare final draft plans, specifications, and estimate for review and approval by CITY.
- 1.11 Submit final documents to the CITY for review and approval.
- 1.12 Perform quality control and assurance review of all final documents.

2.0 Bidding Services

- 2.1 Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
- 2.2 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 2.3 Prepare and issue addenda to contract documents, if necessary.
- 2.4 Answer questions during bidding from prospective bidders.
- 2.5 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of contract award to lowest responsible bidder.

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 issue Notice to Proceed to the Contractor.
- 3.5 Review Contractor's submission of samples and shop drawings, where applicable.
- 3.6 It is intended that CITY staff will monitor and manage the physical construction and provide HLA with daily information, including Inspector Daily Reports (IDRs) and photographs of work performed. HLA will provide the CITY with a standard IDR form. HLA will answer questions from the CITY during construction and provide limited site visits as requested up to one site visit per week. Additional site visits will be considered additional services.
- 3.7 Based on measurement and computation of pay items provided by the CITY, prepare and file progress reports for the PROJECT with the CITY, and provide monthly progress pay estimates to the CITY. This estimate includes one progress payment and one final pay estimate for the PROJECT.
- 3.8 Monitor General Contractor and Subcontractor compliance with state labor standards during the construction phase of this PROJECT.
- 3.9 Prepare weekly statement of working days.
- 3.10 Prepare and submit proposed contract change orders when applicable.
- 3.11 Attend final walkthrough inspection with the Contractor and CITY.
- 3.12 Prepare and submit recommendation of PROJECT acceptance and Notice of Completion of Public Works Contract (NOC) for CITY review and processing.
- 3.13 Archive record drawings and field notes of completed work.

4.0 Additional Services

- 4.1 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 CITY

- 5.1 Provide full information as to CITY requirements of 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 for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 5.5 Pay for PROJECT advertising, notices or other publication as may be required.
- 5.6 Pay for all necessary permits and testing fees not paid by the Contractor.
- 5.7 Provide on-site construction observation and management during construction.

TIME OF PERFORMANCE:

Following receipt of signed Task Order, HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

1.0 Design Engineering

Engineering design services shall be completed within forty (40) working days following receipt of signed Task Order.

2.0 Bidding Services

Bidding services shall be completed within forty-five (45) working days following the CITY's authorization to advertise for bids.

3.0 Construction Engineering

Engineering services during construction will begin upon Award of the Contract to the lowest responsible bidder and end upon PROJECT acceptance by the CITY. It is anticipated the total contract time authorized for work by the Contractor is twenty-five (25) working days.

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 of service requested by the CITY.

FEE FOR SERVICE:

1.0 Design Engineering

All work for engineering design services shall be performed for the Lump Sum fee of \$20,000.00.

2.0 Bidding Services

All work for bidding services shall be performed for the Lump Sum fee of \$3,500.00.

3.0 Construction Engineering

All work for engineering services during construction 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, not to exceed \$10,000.00.

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:


HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

5/20/2024
Date

Approved:


City of Selah
Roger Bell, Mayor

5/28/2024
Date