

RESOLUTION 2021 - 24

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SUNNYSIDE, WASHINGTON, AUTHORIZING  
A TASK ORDER TO PROVIDE PROFESSIONAL SERVICES  
FOR THE ALLEN ROAD SEWER IMPROVEMENT PROJECT  
WITH HLA ENGINEERING & LAND SURVEYING, INC.**

**WHEREAS**, the City of Sunnyside operates and maintains all sewer infrastructure within the incorporated boundaries of the City; and

**WHEREAS**, the sewer lift station at the Outpost Truck Plaza will be replaced with a gravity sewer system by the property owner of the Outpost Truck Plaza as part of their obligation to conduct improvements via a development agreement; and

**WHEREAS**, the afore mentioned improvements will only satisfy the requirements of the Outpost Truck Plaza within their property and a utility crossing on Allen Road; and

**WHEREAS**, the City needs to design and construct the 830' of gravity sewer that connects to the new Catholic Charities sewer system; and

**WHEREAS**, HLA will provide a topographic survey, prepare utility easement documents, project plans & specifications, and inspection services during construction activities; and

**WHEREAS**, the City Council finds and determines that such approval is in the best interests of residents of the City of Sunnyside and will promote the general health, safety and welfare.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF SUNNYSIDE, WASHINGTON, as follows:**

**SECTION 1.** That the Sunnyside City Council hereby approves the Task Order 2021-06 with HLA Engineering & Land Surveying, Inc. in the amount of \$65,500 to provide professional engineering and land surveying

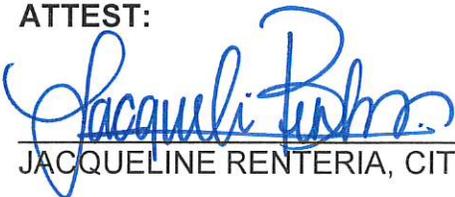
services for the Allen Road Sewer Improvement Project as set forth in the task order attached hereto as Exhibit "A", and the City Manager is hereby authorized to execute such agreement for and on behalf of the City of Sunnyside and to take all actions reasonable and necessary to administer performance of such agreement.

**SECTION 2.** This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

**PASSED** this 26<sup>th</sup> day of July, 2021.

  
FRANCISCO GUERRERO, MAYOR

**ATTEST:**

  
JACQUELINE RENTERIA, CITY CLERK

# EXHIBIT A

## TASK ORDER NO. 2021-06

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

### **PROJECT DESCRIPTION:**

#### **Allen Road Sanitary Sewer Improvements**

The City of Sunnyside (CITY) desires to construct a new 12-inch sanitary sewer main adjacent to Allen Road between the future Catholic Charities development and the Outpost Lift Station. The improvements will connect to privately developed infrastructure to be installed at Catholic Charities and at the Outpost Lift Station. These improvements are a phase of a multi-phased project to eliminate the Outpost Lift Station and the timing to complete this work is contingent on work to be performed by others.

### **SCOPE OF SERVICES:**

At the direction of the CITY, HLA shall provide professional engineering services for the Allen Road Sanitary Sewer Improvements project. HLA services shall include the following:

#### **1.0 Topographic Survey**

- 1.1 Perform field survey of the project area to include the north half of Allen Road from the intersection of Waneta Road westerly to a point 250 feet west of Quali Lane, to complete design, plans, and specifications for the improvements.
- 1.2 HLA will prepare a topographic survey showing the existing right-of-way of Allen Road and site topography, utilities, fences, and driveways.

#### **2.0 Easement Document Preparation**

- 2.1 HLA will prepare legal descriptions and exhibit maps for proposed sanitary sewer easement. It is anticipated the CITY's legal council will prepare and record the easement document.
- 2.2 Order current title report for the parcel covered by the proposed easement.

#### **3.0 Engineering Design, Plans, Specifications, and Estimate**

- 3.1 Conduct site visit with CITY to review proposed preliminary site layout. Perform field investigations necessary to design the identified improvements.
- 3.2 Coordinate design with utility companies and meet with utility company representatives on site to review proposed improvements.
- 3.3 Prepare preliminary design plans and specifications for review and discussion with CITY staff. Plans will be distributed electronically for review. Meet with CITY staff to review and discuss preliminary plans.
- 3.4 Incorporate CITY review comments and prepare final draft plans, specifications, and estimate for review and approval by CITY.
- 3.5 Incorporate CITY review comments and prepare final design plans, specifications, and estimate for publicly bid improvements, as authorized by the CITY.

## EXHIBIT A

- 3.6 Upon authorization, furnish the CITY electronic final documents. Five (5) printed copies of the contract documents will be made for later distribution to the CITY and Contractor after the contract is awarded. It is assumed no more than one (1) bid package will be prepared corresponding to one (1) construction phase.
- 3.7 Prepare advertisement for bids and transmit to newspapers for publication selected by the CITY. Advertising fees to be paid by the CITY.
- 3.8 Provide electronic contract documents to potential bidders and utility companies and maintain planholder list.
- 3.9 Answer questions and supply information requested by prospective bidders.
- 3.10 Prepare and issue addenda, if necessary.
- 3.11 Attend bid opening and participate in bidder evaluation process.
- 3.12 Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- 3.13 Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

### **4.0 Services During Construction**

- 4.1 Prepare and transmit notice of award to the Contractor.
- 4.2 Coordinate execution of construction contract with the CITY and Contractor, including review of bond and insurance requirements.
- 4.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 4.4 Prepare and issue notice to proceed to the Contractor.
- 4.5 Furnish field survey crew necessary to set horizontal and vertical control for the project, including construction staking.
- 4.6 Review Contractor's submission of samples and shop drawings.
- 4.7 Review materials testing results for compliance with the plans and specifications.
- 4.8 Furnish a qualified resident engineer (inspector) to observe construction and be on the project site when significant work is in progress. The resident engineer shall provide surveillance of construction for substantial compliance with plans and specifications.
- 4.9 Perform measurement and computation of pay items, prepare and file progress reports on the project with the CITY, and provide monthly progress pay estimates to the CITY.
- 4.10 Administer construction progress meetings. Construction meetings are anticipated to be a maximum of one (1) per week throughout the construction duration.
- 4.11 Consult and advise the CITY during construction and make a final report of the completed work.
- 4.12 Monitor Contractor's compliance with the contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.
- 4.13 Prepare and submit proposed contract change orders when applicable.

## EXHIBIT A

- 4.14 Perform final project walk-through with the CITY and Contractor, and issue final punch list.
- 4.15 Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor. If as-built drawings from the Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.

### **5.0 Additional Services**

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

Known additional service work may include preparation of State Environmental Protection Agency (SEPA) checklist which is anticipated to be required for new pipe greater than 12-inch diameter. This determination will be made when design information for influent and effluent infrastructure is provided by the private development contractor anticipated to be Granite Construction.

### **6.0 Items to be Furnished and Responsibility of CITY**

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements of the project.
- 6.2 Assist HLA by providing all available information pertinent to the project, including previous reports, plans, program information, drawings, plats, surveys, utility records, hydraulic models, and any other data relative to the project.
- 6.3 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and provide written decisions within a reasonable time as not to delay the work of HLA.
- 6.4 Pay for project bid advertisement costs.
- 6.5 Pay for all necessary permit and testing fees not paid by the Contractor.

### **TIME OF PERFORMANCE:**

HLA will diligently pursue completion of the project as follows:

#### **1.0 Topographic Survey**

HLA will provide a topographic survey for CITY review within thirty (30) calendar days from receipt of signed Task Order.

#### **2.0 Easement Document Preparation**

HLA will provide legal description and exhibit for CITY review within thirty (30) calendar days from receipt of signed Task Order.

#### **3.0 Engineering Design, Plans, Specifications, and Estimate**

HLA will prepare final plans, specifications, and cost estimate for publicly bid improvements for CITY review within thirty (30) calendar days from receipt of signed Task Order.

This project work is intended to be bid when phased work by others is nearing completion to ensure as-built information is correct.

## EXHIBIT A

### 4.0 Services During Construction

Engineering services during construction of the project shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction, and completion of as-constructed drawings. A maximum of fifteen (15) working days has been assumed for the construction of the improvements. 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 fifteen (15) total working days shall be considered additional services.

### 5.0 Additional Services

Time of completion for 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 work item, 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 Topographic Survey

All work for this phase shall be performed for the lump sum fee of \$4,500.00.

#### 2.0 Easement Documentation Preparation

All work for this phase shall be performed for the lump sum fee of \$3,500.00.

#### 3.0 Engineering Design, Plans, Specifications, and Estimate

All work for this phase shall be performed for the lump sum fee of \$24,500.00.

### 4.0 Services During Construction

All work 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 total fee of \$33,000.00.

### 5.0 Additional Services

Any additional work requested by the CITY that is 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 shall perform the 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

7/13/2021  
\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
City of Sunnyside  
Martin D. Casey, City Manager

\_\_\_\_\_  
Date