

RESOLUTION 2022 - 16

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SUNNYSIDE, WASHINGTON, APPROVING  
TASK ORDER 2022-09 WITH HLA ENGINEERING  
TO UPDATE OUR WATER SYSTEM PLAN**

**WHEREAS**, the City of Sunnyside owns, operates, and maintains a Group A municipal potable water supply, storage, and distribution system to serve its citizens; and

**WHEREAS**, community public water systems are regulated by the Washington State Department of Health (DOH). The City is required to update its Water System Plan (WSP) and obtain DOH approval, at or before the current WSP expiration date of May 9, 2024, in accordance with the requirements of WAC 246-290-100; and

**WHEREAS**, the City is under contract with HLA Engineering for municipal engineering services and with the approval of Task Order 2022-09, they will complete the Water System Plan update in the amount of \$150,000; 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 Task Order 2022-09 for professional engineering services to update of the Water System Plan with HLA Engineering in the amount of \$150,000, which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved; and the City Manager is hereby authorized to execute and administer such agreement for and on behalf of the City of Sunnyside.

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

**PASSED** this 12<sup>th</sup> day of December, 2022.

  
\_\_\_\_\_  
DEAN BROERSMA, MAYOR

**ATTEST:**

  
\_\_\_\_\_  
JACQUELINE RENTERIA, CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
SAXTON RILEY & RILEY, PLLC  
Attorneys for the City of Sunnyside



\* TRANSMITTAL \*

Date: September 1, 2022

Project No.: 22166E

To: City of Sunnyside  
818 East Edison Avenue  
Sunnyside, WA 98944

Attention: Shane Fisher  
Public Works Director

From: Stephanie J. Ray, PE

Re: Water System Plan Update  
Task Order No. 2022-09

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**We are sending you the attached following items:**

Two (2) Original Signed Task Order No. 2022-09 Agreements

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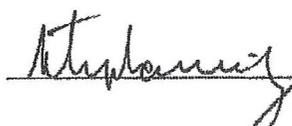
**Comment:**

Shane,

Upon review and approval, please have the City Manager sign and date the attached Task Order No. 2022-09 Agreements for the Water System Plan Update project. Keep one original agreement for your records and return the other to our office.

We appreciate the opportunity to serve the City of Sunnyside. If you have any questions or need additional information, please contact me.

Thank you.

Copy to: \_\_\_\_\_ Signed:  \_\_\_\_\_

## EXHIBIT A

### TASK ORDER NO. 2022-09

REGARDING AGREEMENT BETWEEN CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

#### **PROJECT DESCRIPTION:**

##### Water System Plan Update

HLA Project No. 22166E

The City of Sunnyside (CITY) owns, operates, and maintains a Group A municipal potable water supply, storage, and distribution system to serve its citizens. Community public water systems are regulated by the Washington State Department of Health (DOH). The CITY is required to update their Water System Plan (WSP) and obtain DOH approval, at or before the current WSP expiration date of May 9, 2024, in accordance with the requirements of WAC 246-290-100.

#### **SCOPE OF SERVICES:**

HLA will work with CITY staff and DOH to complete water system planning tasks and prepare the WSP update (PROJECT). The final scope of work for services will be established at a pre-plan meeting with the CITY and DOH but is generally expected to follow the same plan structure as the existing WSP, in accordance with the requirements of WAC 246-290-100 and related DOH guidance documents. HLA scope of services shall include the following:

##### 1.0 Water System Plan Update

- 1.1 Organize a pre-plan meeting with CITY staff and DOH to establish the WSP update scope of work and requirements.
- 1.2 Prepare a list of required CITY documentation and data necessary to begin preparation of the WSP update.
- 1.3 Prepare one (1) copy of a preliminary draft WSP for review and comment by CITY staff and Council representatives. Meet with CITY staff and Council representatives to review and discuss the draft WSP.
- 1.4 Incorporate CITY comments and transmit one (1) paper copy and one (1) electronic copy of the draft WSP for review and comment by DOH and other reviewing authorities, and one (1) paper copy and one (1) electronic copy to the CITY for review.
- 1.5 Following receipt of CITY and reviewing authority written comments on the draft WSP, HLA will prepare one (1) paper copy and one (1) electronic copy of the Final Plan for DOH approval, and one (1) paper copy and one (1) electronic copy to the CITY for Council approval and adoption.
- 1.6 Assist CITY with water use efficiency (WUE) program updates and goal setting, including attending public meeting to adopt new WUE goals and measures.
- 1.7 Assist with up to two (2) CITY Council meetings to present the WSP information, answer questions, and participate in public meetings/hearings required for completion of the WSP.

## EXHIBIT A

The WSP scope of work does not include preparation of the following items: Wellhead Protection Plan, Coliform Monitoring Plan, Disinfection Byproducts Monitoring Plan, Cross-Connection Control Program, or Emergency Response Plan. As directed by the CITY, work associated with these, and similar items will be considered Additional Services.

### **2.0 Additional Services**

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

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

The CITY will provide or perform the following:

- 3.1 Provide full information as to CITY requirements of the PROJECT.
- 3.2 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.
- 3.3 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.
- 3.4 Provide water samples and pay for the cost of water testing necessary for inclusion of test results in the WSP.
- 3.5 Obtain approval of all governmental authorities with jurisdiction over the WSP and approvals and consents from other individuals or bodies as necessary for completion of the WSP, including any review and approval fees.
- 3.6 Process SEPA Checklist and non-project supplement, and complete environmental determination.

### **TIME OF PERFORMANCE:**

Following receipt of signed Task Order, HLA will diligently pursue completion of the WSP to meet the required DOH approval deadline. Below is an estimated PROJECT schedule based on receiving a signed Task Order in September 2022 and approval from DOH regarding historical data and planning periods to include in the WSP:

Complete DOH Pre-Plan Meeting	October 2022
Submit request to CITY for system documentation, including production and consumption data	October 2022
Conduct site visit to review existing system condition and meet with CITY staff to review O&M and system deficiencies	December 2022
Begin preparation of WSP update background information	January 2023
Receive CITY documentation, including production and consumption data	January 2023
Submit preliminary draft WSP to CITY for review and comment	June 2023
Meet with CITY to review preliminary draft WSP	July 2023
Complete and submit draft WSP to DOH for review and comment	August 2023

**EXHIBIT A**

Receive DOH and CITY comments on draft WSP (90-day review period)	November 2023
Complete public hearing and adoption of WJE goals and measures	January 2024
Incorporate review comments and submit final WSP to DOH and CITY for review and approval	January 2024
Receive DOH approval to adopt final WSP (90-day review period)	April 2024
Council adoption of final WSP	April 2024
Receive DOH approval of final WSP	May 2024

The above schedule will change if signing the Task Order is postponed, or if there are delays in receipt of CITY deliverables or review comments from other agencies. Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time services are requested by the CITY

**FEE FOR SERVICE:**

For the services furnished by HLA as described under 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.

**1.0 Water System Plan Update**

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 fee of \$150,000.00.

**2.0 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 shall 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:  9/1/2022  
 HLA Engineering and Land Surveying, Inc. Date  
 Michael T. Battle, PE, President

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 City of Sunnyside  
 Elizabeth Alba, City Manager