

**RESOLUTION 2024 - 27**

**A RESOLUTION OF THE CITY COUNCIL OF SUNNYSIDE, WASHINGTON, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE TASK ORDER 2024-06 WITH HLA ENGINEERING AND LAND SURVEYING, INC. TO COMPLETE ENGINEERING DOCUMENTS FOR THE TIB COMPLETE STREETS AWARD/CITY WIDE PEDESTRIAN IMPROVEMENTS PROJECT**

**WHEREAS**, the City of Sunnyside submitted a funding application to the Transportation Improvement Board (TIB) for Complete Streets Award; and

**WHEREAS**, TIB has selected the application to receive a funding award in the amount of \$500,000, to construct City Wide Pedestrian ADA improvements;

**WHEREAS**, City Council on April 8, 2024, accepted the Complete Streets Award;

**WHEREAS**, engineering plans and construction administration services are necessary to complete the work under the Complete Streets Award;

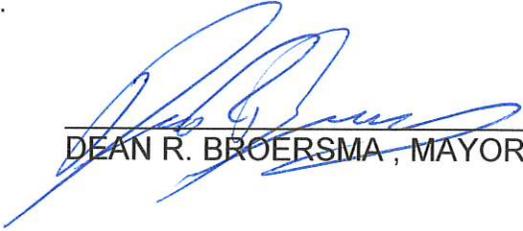
**WHEREAS**, the City Council finds and determines that authorizing the City Manager to execute a Task Order with HLA Engineering and Land Surveying Inc. (HLA) to prepare engineering documents and provide construction administration services for the Award is in the best interest of the residents of the 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 City Council of the City of Sunnyside hereby authorizes the Interim City Manager to execute Task Order 2024-06 with HLA Engineering and Land Surveying Inc. attached hereto as Exhibits "A", and act 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 22<sup>nd</sup> day of April 2024.



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DEAN R. BROERSMA, MAYOR

**ATTEST:**



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JACQUELINE RENTERIA, CITY CLERK

**APPROVED AS TO FORM:**  
SAXTON RILEY & RILEY, PLLC



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BENJAMIN J. RILEY  
Attorneys for the City of Sunnyside

**TASK ORDER NO. 2024-06**REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE  
AND  
HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)**PROJECT DESCRIPTION:****City Wide Pedestrian Improvements, Multiple Locations**  
**HLA Project No. 24092E**

The City of Sunnyside (CITY) with HLA's assistance, applied for and received 2024 Complete Streets Early Opportunity funding from the Transportation Improvement Board (TIB) to make improvements to curb ramps, sidewalks, and intersections for ADA compliance. This project will focus on ADA improvements adjacent to schools.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA shall provide professional engineering services for the City Wide Pedestrian Improvements, Multiple Locations (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) for the improvements. Services will also include advertising and bidding, recommendation of contract award, and engineering services during construction.

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 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 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) meetings are anticipated.
- 1.6 Prepare complete plan set, including plan sheets with construction notes and plan details.
- 1.7 Notify private utilities of pending improvements.
- 1.8 Prepare final engineer's construction cost estimate.
- 1.9 Prepare final PROJECT specifications.
- 1.10 Submit final documents to the CITY for review and approval.
- 1.11 Incorporate CITY review comments and prepare final plans, specifications, and estimate for review and approval by CITY.
- 1.12 Submit final documents to TIB for review and bid authorization.

- 1.13 Prepare advertisement for bids and transmit to newspapers as selected by the CITY. All advertising fees to be paid by the CITY.
- 1.14 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.15 Answer and supply information as requested by prospective bidders.
- 1.16 Prepare and issue addenda to contract documents, if necessary.
- 1.17 Answer questions during bidding from prospective bidders.
- 1.18 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.
- 1.19 Submit bid tabulations to TIB and prepare Updated Cost Estimate (UCE).

## **2.0 Construction Engineering**

- 2.1 Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.
- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies, including preconstruction agenda and meeting record.
- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 2.7 Review Contractor's submission of samples and shop drawings.
- 2.8 Maintain record of materials (ROM) for duration of PROJECT.
- 2.9 Respond to Contractor requests for information (RFI).
- 2.10 Interpret plans and specifications when necessary.
- 2.11 Prepare daily progress reports.
- 2.12 Prepare weekly statements of working days.
- 2.13 Create and maintain accurate construction documentation for the life of the PROJECT.
- 2.14 Ensure the CITY has all necessary files for potential audits.
- 2.15 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 2.16 Coordinate testing scheduling with the Contractor's materials testing firm and review acceptance sampling and testing for construction materials.

- 2.17 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 2.18 Perform measurement and computation of pay items.
- 2.19 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.20 Prepare proposed contract change orders and/or force account computations as required.
- 2.21 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 2.22 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer and those submitted by the Contractor.
- 2.23 Prepare administrative documents to the appropriate agencies which have jurisdiction over funding, design, and construction of this PROJECT.
- 2.24 Assist the CITY with funding reimbursement information and supporting documentation, as requested.
- 2.25 Prepare and submit recommendation of PROJECT acceptance.
- 2.26 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.27 Notify CITY when retainage may be released.
- 2.28 Ensure the PROJECT is completed as designed and contract specifications are adhered to during construction.

### **3.0 Additional Services**

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

### **4.0 Items to be Furnished and Responsibility of the CITY**

The CITY will provide or perform the following:

- 4.1 Provide full information as to CITY requirements for the PROJECT.
- 4.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 4.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.4 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 4.5 Pay for advertising, notices, or other publications as may be required.

CITY CONTRACT NO: A-2024-67  
RESOLUTION NO: 2024-27  
COUNCIL MTG: 4-22-2024

**TIME OF PERFORMANCE:**

HLA will diligently pursue completion of the PROJECT as follows:

**1.0 Design Engineering**

Completion of plans, specifications, opinion of cost, and bidding services within sixty-five (65) working days following receipt of the signed Task Order.

**2.0 Construction Engineering**

It is estimated construction of improvements will be completed within twenty-five (25) working days, based on 40-hour work weeks, following award of the contract and Notice to Proceed.

**3.0 Additional Services**

Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time 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.

**1.0 Design Engineering**

All work for design engineering services shall be performed for the lump sum fee of \$63,050.00.

**2.0 Construction Engineering**

Work for construction engineering services 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 \$72,050.00. If the Contractor is granted additional working days or work hours beyond those identified in the Time of Performance, then associated work for construction engineering services shall be considered additional services until an amendment to this Task Order is executed.

**3.0 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:  4/3/2024  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

Approved:  4/22/2024  
City of Sunnyside Date  
Robert Layman, Interim City Manager