

RESOLUTION 2024 - 39

**A RESOLUTION OF THE CITY COUNCIL OF SUNNYSIDE,
WASHINGTON, AUTHORIZING THE CITY MANAGER TO
EXECUTE A WASTEWATER UTILITY IMPROVEMENT TASK
ORDER WITH HLA ENGINEERING AND LAND SURVEYING, INC.**

WHEREAS, a funding application was submitted for grant funding to prepare a stormwater plan in October 2023, to the Department of Ecology,

WHEREAS, the Department of Ecology accepted the application and made an award to the City of Sunnyside to complete Contract Documents for wastewater improvements,

WHEREAS, the Department of Ecology requires the grant recipient to enter into an Agreement to utilize the funding,

WHEREAS, the work to be performed by HLA Engineering and Land Surveying Inc (HLA), will be under the Agreement,

WHEREAS, the City Council finds and determines that authorizing the City Manager to authorize a Task Order with HLA to prepare Contract Documents, 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 City Manager to execute the Task Order with HLA, 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 13th day of May 2024.



DEAN R. BROERSMA , MAYOR

ATTEST:


JACQUELINE RENTERIA, CITY CLERK

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



BENJAMIN J. RILEY
Attorneys for the City of Sunnyside

EXHIBIT A

TASK ORDER NO. 2024-11

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wastewater Utility Improvements

HLA Project No. 23214E

The City of Sunnyside (CITY) has identified the need for capital improvements in various locations throughout its wastewater utility. As summarized in the *General Sewer Plan and Wastewater Facilities Plan Amendment (Plan)*, two of the lift stations in the CITY's sewer collection system need replacement to prepare for projected CITY growth and to address existing operational problems. The Plan also identifies upgrades at the wastewater treatment plant (WWTP), including replacement of the headworks, new storage building space for public works equipment, control upgrades, replacement of the aging UV disinfection system, and electrical upgrades to accommodate new systems and controls.

The CITY submitted a Water Quality Combined Financial Assistance application to the Washington State Department of Ecology (Ecology) in October 2022 to secure design State Revolving Fund (SRF) funding for these improvements, and the CITY was subsequently notified that the application was approved. The funding being provided through the Ecology SRF program will be provided as 50 percent forgivable principal and 50 percent 1.2% interest loan with a 20-year repayment term.

It is anticipated that this design effort will include the use of subconsultants for review of cultural resources (RLR Cultural Resources LLC), electrical (Connetix Engineering, Inc.), and structural (LSB Consulting Engineers, PLLC) engineering.

SCOPE OF SERVICES:

At the direction of the CITY, HLA and its subconsultants shall provide the following professional services for the Wastewater Utility Improvements (PROJECT):

1.0 Funding Administration

- 1.1 Complete reporting requirements for administration of the grant(s)/loan(s) throughout the PROJECT as required for Ecology. This includes preparation of Payment Request/Progress Report (PRPR) reports with Ecology's Administration of Grants and Loan (EAGL) system as required by the loan agreement (assumed to be quarterly), throughout the duration of this task.
- 1.2 It is anticipated that Ecology will amend the design loan funding agreement to award construction funds, rather than execute a separate agreement with the CITY. Administration services associated with the construction funding will be provided in a future construction services Task Order.

2.0 Environmental and Cultural Resources Review

- 2.1 Assist the CITY with State Environmental Policy Act (SEPA), State Environmental Review Policy (SERP), and cultural resources review requirements for transmittal to regulatory authorities for review and action. An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be addressed in an Amendment to this Task Order.

3.0 Lift Station Design Engineering

- 3.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 3.2 Call for utility locates prior to survey and perform topographic survey of the PROJECT area as required to complete design, plans, and specifications.
- 3.3 Perform field investigations necessary to design the identified improvements.
- 3.4 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 3.5 Attend monthly design meetings with CITY as needed to obtain input regarding proposed improvements.
- 3.6 Provide and review 30% plans and cost estimate with CITY staff. Incorporate CITY review comments.
- 3.7 Provide and review 60% plans, specifications, and cost estimate with CITY staff. Incorporate CITY review comments and prepare final plans, specifications, and estimate for review and approval by CITY.
- 3.8 Submit plans and specifications to Ecology for review. Incorporate review comments and obtain Ecology approval.
- 3.9 Coordinate with Cascade Energy to determine availability of energy incentives.
- 3.10 Notify private utilities of pending improvements.
- 3.11 Perform quality control and assurance review of all final documents.
- 3.12 Prepare final design plans, specifications, and cost estimate for the CITY and provide a complete plan set, including plan sheets with construction notes and plan details.
- 3.13 Upon authorization from the CITY, furnish electronic copies of final documents suitable for bidding.
- 3.14 Prepare the advertisement for bids for lift station work and transmit to newspapers as selected by the CITY. Advertising fees will be paid by the CITY.
- 3.15 Prepare and submit Construction Quality Assurance Plan for lift station work to Ecology for approval.
- 3.16 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be considered additional services.
- 3.17 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 3.18 Answer and supply such information as requested by prospective bidders for lift station work.
- 3.19 Prepare and issue addenda for lift station bid, if necessary.
- 3.20 Attend lift station bid opening and evaluate bids received for responsiveness.

- 3.21 Prepare tabulation of all lift station bids received by the CITY and review bidder's qualifications.
- 3.22 Make recommendations to the CITY of construction contract award for lift station work to the lowest responsible bidder.
- 3.23 Prepare administrative documents to the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.

4.0 WWTP Design Engineering

- 4.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 4.2 Call for utility locates prior to survey and perform topographic survey of the PROJECT area as required to complete design, plans, and specifications.
- 4.3 Perform field investigations necessary to design the identified improvements.
- 4.4 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 4.5 Attend monthly design meetings with CITY as needed to obtain input regarding proposed improvements.
- 3.24 Provide and review 30% plans and cost estimate with CITY staff. Incorporate CITY review comments.
- 4.6 Provide and review 60% plans, specifications, and cost estimate with CITY staff. Incorporate CITY review comments and prepare final plans, specifications, and estimate for review and approval by CITY.
- 4.7 Submit plans and specifications to Ecology for review. Incorporate review comments and obtain Ecology approval.
- 4.8 Coordinate with Cascade Energy to determine availability of energy incentives.
- 4.9 Notify private utilities of pending improvements.
- 4.10 Perform quality control and assurance review of all final documents.
- 4.11 Prepare final design plans, specifications, and cost estimate for the CITY and provide a complete plan set, including plan sheets with construction notes and plan details.
- 4.12 Upon authorization from the CITY, furnish electronic copies of final documents suitable for bidding.
- 4.13 Prepare the advertisement for bids for WWTP work and transmit to newspapers as selected by the CITY. Advertising fees will be paid by the CITY.
- 4.14 Prepare and submit Construction Quality Assurance Plan for WWTP work to Ecology for approval.
- 4.15 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be considered additional services.

- 4.16 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 4.17 Answer and supply such information as requested by prospective bidders for WWTP work.
- 4.18 Prepare and issue addenda for WWTP bid, if necessary.
- 4.19 Attend WWTP bid opening and evaluate bids received for responsiveness.
- 4.20 Prepare tabulation of all WWTP bids received by the CITY and review bidder's qualifications.
- 4.21 Make recommendations to the CITY of construction contract award for WWTP work to the lowest responsible bidder.
- 4.22 Prepare administrative documents to the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.

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.
- 5.2 Construction administration services will be provided under a separate, future task order.

6.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to the CITY's requirements for the PROJECT.
- 6.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 6.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 6.4 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion of the PROJECT.
- 6.5 Pay for advertising, notices, or other publications as may be required.
- 6.6 Pay for all necessary permits and testing fees not paid by the Contractor.

TIME OF PERFORMANCE:

The services described above shall be completed as follows:

1.0 Funding Administration

Time to prepare reports for Ecology will begin upon first reimbursement request from Ecology and will continue through the completion of design engineering.

2.0 Environmental and Cultural Resources Review

Time of completion for work will begin upon receipt of this signed Task Order (May 2024) and is expected to conclude in approximately December 2025.

3.0 Lift Station Design Engineering

Time of completion for work directed by the CITY under this phase shall begin upon receipt of this signed Task Order (May 2024), to allow for PROJECT bidding in March 2025. Construction is anticipated to begin in May 2025.

4.0 WWTP Design Engineering

Time of completion for work directed by the CITY under this phase shall begin upon receipt of this signed Task Order (May 2024), to allow for PROJECT bidding in December 2025. Construction is anticipated to begin in February 2026.

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 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 Funding Administration

All work for this phase shall be performed on a time-spent basis at normal hourly billing rates included in our Agreement for Professional Services for the not to exceed fee of \$10,000.

2.0 Environmental and Cultural Resources Review

All work for this phase shall be performed on a time-spent basis at normal hourly billing rates included in our Agreement for Professional Services for the not to exceed fee of \$20,000.

3.0 Lift Station Design Engineering

All work for this phase shall be performed for the lump sum fee of \$206,000.

4.0 WWTP Design Engineering

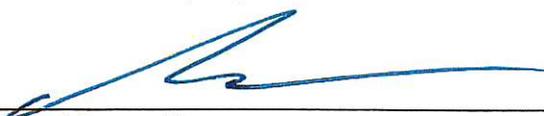
All work for this phase shall be performed for the lump sum fee of \$902,000.

5.0 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 in affect at the time of service, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, and outside consultants.

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

5/3/2024
Date

Approved: 
City of Sunnyside
Robert Layman, Interim City Manager

5/13/24
Date