

## RESOLUTION 2024 - 43

### A RESOLUTION OF THE CITY COUNCIL OF SUNNYSIDE, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH HLA ENGINEERING AND LAND SURVEYING, INC. FOR THE SOUTH HILL PARKING IRRIGATION IMPROVEMENTS

**WHEREAS**, improvements have been identified for the South Hill Park to include separating the water piping system for the Community Center from the water piping used to provide site irrigation,

**WHEREAS**, using one piping network to provide both potable and irrigation needs is considered a cross connection by the Department of Health,

**WHEREAS**, City Staff have coordinated with the Sunnyside Valley Irrigation District to provide irrigation water which will directly reduce water costs for the Park,

**WHEREAS**, City Staff have also identified a need for overflow parking for the community center which need to be coordinated with the irrigation improvements,

**WHEREAS**, City desires to enter into an agreement with the City's Engineering Firm, HLA Engineering and Land Surveying, Inc. to prepare Contract Documents for a publicly bid project,

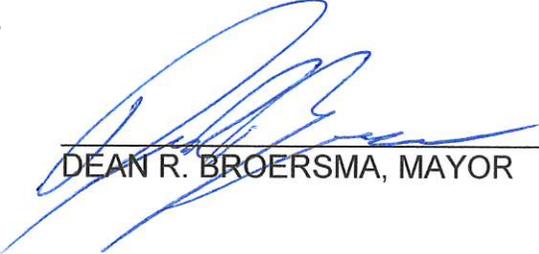
**WHEREAS**, the City Council finds and determines that authorizing the City Manager to authorize a Task Order with HLA to prepare Contract Documents, is in the best interest of the residents of the City of Sunnyside and will promote the general health, safety and welfare;

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 28th day of May 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

# EXHIBIT A

## TASK ORDER NO. 2024-09

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE  
AND  
HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

### **PROJECT DESCRIPTION:**

#### **South Hill Park Irrigation Improvements** **HLA Project No. 24098E**

The City of Sunnyside (CITY) desires to repair irrigation facilities within South Hill Park in preparation for future parking, lighting, and community center access improvements. Currently irrigation water for the entire park is provided by domestic potable water. The same service providing water for irrigation is used for potable water purposes creating a potential for cross-contamination. Additionally, the cost of using potable water for irrigation is in excess of using irrigation water provided by Sunnyside Valley Irrigation District. Revisions to the park irrigation will include changing the point of irrigation water delivery requiring an irrigation pumping station and new lateral piping to connect to existing infrastructure. These improvements will be planned around future work to be performed in the park. A separate construction bid schedule of work will include a gravel parking lot to provide parking overflow at the Community Center.

### **SCOPE OF SERVICES:**

At the direction of the CITY, HLA shall provide professional engineering services for the South Hill Park Irrigation Improvements (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.

Construction for these improvements is intended to occur after October 15, 2024, or when irrigation water is turned off for the season.

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

## **2.0 Construction Engineering**

The following services are anticipated to be required to administer construction and can be added by Amendment to this Task Order following Design 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 Prepare and submit recommendation of PROJECT acceptance.
- 2.25 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.26 Notify CITY when retainage may be released.
- 2.27 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.

**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 seventy (70) working days following receipt of the signed Task Order.

**2.0 Construction Engineering**

Construction engineering services will be added by Amendment to this Task Order per the CITY's request when it is decided to move forward with construction.

**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 on a time spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses for the maximum fee of \$60,000.00.

**2.0 Construction Engineering**

Upon the CITY's request and execution of an Amendment to this Task Order, HLA will provide construction engineering services on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses.

**3.0 Additional Services**

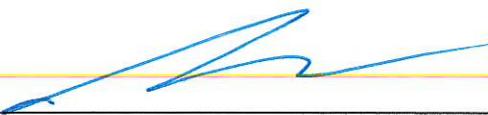
Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included 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:

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

5/22/2024  
Date

Approved:

  
\_\_\_\_\_  
City of Sunnyside  
Robert Layman, Interim City Manager

5/30/24  
Date