

RESOLUTION 2025 - 02

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYSIDE, WASHINGTON, AUTHORIZING
THE CITY MANAGER TO EXECUTE TASK ORDER WITH HLA ENGINEERING AND
LAND SURVEYING, INC. TO COMPLETE ENGINEERING DOCUMENTS FOR THE
TIB COMPLETE STREETS AWARD**

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, to construct City Wide Pedestrian ADA improvements;

WHEREAS, City Council on January 13, 2025, accepted the Complete Streets Award;

WHEREAS, engineering plans and construction administration services are required 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 City Manager to execute Task Order 2025-01 with HLA Engineering and Land Surveying Inc. attached hereto as Exhibits "A", and act on behalf of the City of Sunnyside.

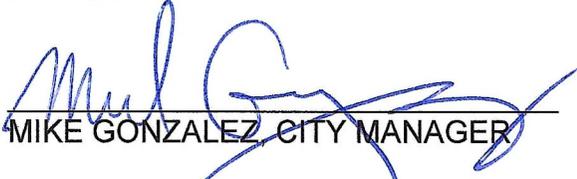
SECTION 2. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 13th day of January 2025.



DEAN R. BROERSMA, MAYOR

ATTEST:



MIKE GONZALEZ, CITY MANAGER

APPROVED AS TO FORM:
SAXTON RILEY & RILEY, PLLC



BENJAMIN J. RILEY
Attorneys for the City of Sunnyside

EXHIBIT A

TASK ORDER NO. 2025-01

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

ADA Ramp Replacement **HLA Project No. 25042E**

The City of Sunnyside (CITY) has been awarded Transportation Improvement Board funding to complete the next phase of the Complete Streets Program – City-Wide Pedestrian Improvements effort by replacing twenty-six (26) non-compliant ADA ramps identified through the Self Evaluation phase of the ADA Transition Plan. These non-compliant ADA ramps are on walking routes to schools where walkability and connectivity is important.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional engineering services for the ADA Ramp Replacement (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 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 1.3 Perform field investigations necessary to design the identified improvements.
- 1.4 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.
- 1.5 Prepare preliminary 30% plans and a cost estimate of improvements for review and approval by the CITY.
- 1.6 Notify private utilities of pending improvements.
- 1.7 Incorporate CITY review comments and prepare final plans, specifications, and cost estimate for review and approval by CITY.
- 1.8 Perform quality control and assurance review of all final documents.
- 1.9 Submit final documents to TIB for review and bid authorization.
- 1.10 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.

- 1.11 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.12 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.13 Answer and supply information as requested by prospective bidders.
- 1.14 Prepare and issue addenda to contract documents, if necessary.
- 1.15 Attend the bid opening, check and tabulate bids, and make recommendation of award to lowest responsive bidder.
- 1.16 Submit bid tabulations to TIB and prepare Updated Cost Estimate (UCE).

2.0 Construction Engineering

- 2.1 Following award authorization by the City, 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 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 submittal list 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 Review acceptance sampling and testing results and provide recommendation of acceptance. Quality assurance testing firm and tests to be paid by contractor.
- 2.14 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 2.15 Perform measurement and computation of pay items.
- 2.16 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.17 Prepare proposed contract change orders and/or force account computations as required.

- 2.18 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 2.19 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.
- 2.20 Assist the CITY with funding reimbursement information and supporting documentation, as requested.
- 2.21 Prepare and submit recommendation of PROJECT acceptance.
- 2.22 Prepare and submit Notice of Completion of Public Works Contract (NOC).
- 2.23 Monitor lien releases from state agencies.
- 2.24 Notify CITY when retainage may be released.

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 for 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.
- 4.6 Pay for all necessary permits and testing fees not paid by the Contractor.

TIME OF PERFORMANCE:

HLA will diligently pursue the completion of the PROJECT as follows:

1.0 Design Engineering

Design plans, specifications, opinion of cost, and bidding services will be completed within ninety-five (95) working days following receipt of this signed Task Order.

2.0 Construction Engineering

- 2.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through notification to the City when retainage may be released.
- 2.2 A maximum of twenty (20) working days has been assumed for the construction of improvements, utilizing a standard 40-hour work week.

- 2.3 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 twenty (20) working days shall be considered additional services.

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 \$55,380.

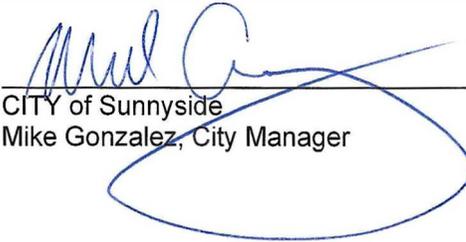
2.0 Construction Engineering

All 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 \$63,300. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be billed as 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 vehicle mileage, out-of-town meals/lodging, advertising, and printing expenses. Outside subconsultant's invoices shall be marked up by a factor of 1.10 times the subconsultant invoice.

Proposed:  12/19/2024
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  1/13/25
CITY of Sunnyside Date
Mike Gonzalez, City Manager

CITY CONTRACT NO: A-2025-34
RESOLUTION NO: 2025-02
COUNCIL MTG: 01/13/25