

TASK ORDER NO. 2020-01

REGARDING AGREEMENT BETWEEN CITY OF YAKIMA
(CITY CONTRACT NO. 2020-___, RESOLUTION NO. R-2020-___)

AND

HLA ENGINEERING AND LAND SURVEYING, INC., (HLA)

PROJECT DESCRIPTION:

Stormwater Division Capital Improvements

Arlington Avenue Storm Drain Line – 50th Ave. to 56th Ave. (PROJECT)

HLA Project No. 20___E

The City of Yakima (CITY) desires to Construct approximately 2,200 linear feet of new storm drain collection pipe in Arlington Avenue, from the existing 33-inch City storm drain line near S. 50th Avenue to the intersection with S. 56th Avenue. The new drain line shall connect to existing storm drainage collection systems and shall flow from west to east.

SCOPE OF SERVICES:

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering and land surveying services for the PROJECT. HLA services shall include:

1.0 Design Engineering

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Attend two (2) PROJECT meetings with CITY staff at 60% and 90% plan completion to fully review all elements of the PROJECT.
- 1.3 Perform detailed survey of the area necessary to design the identified improvements, including locating and identifying existing utilities and invert elevation measurements of existing infrastructure.
- 1.4 Assist CITY with preparing informational pamphlets for CITY distribution to nearby property owners, as requested.
- 1.5 Perform the preliminary design and present 60% preliminary plans to the CITY prior to detailing final Plans.
- 1.6 Review and discuss 60% preliminary plans with CITY staff.
- 1.7 Incorporate CITY 60% review comments and prepare draft 90% design plans, specifications, and construction cost estimate (PS&E) for review and approval by CITY.
- 1.8 Incorporate CITY 90% review comments and prepare final design PS&E for publicly-bid improvements.
- 1.9 Following receipt of authorization from CITY, prepare advertisement for bids and provide to the CITY for use and implementation. All fees associated with bidding will be paid by the CITY.
- 1.10 Upon authorization from the CITY, furnish electronic copies of the final documents suitable for bidding. It is anticipated that one (1) complete set of plans and specifications for one (1) bid call/solicitation will be prepared. Additional bid packages will be considered additional services.

Six (6) printed copies of the contract documents will be made for later distribution to the CITY and Contractor after contracts are awarded.

- 1.11 Submit bid advertisement to the Yakima Herald Republic, if desired by the City.
- 1.12 Post contract plans and specifications to the HLA website for bidding purposes.
- 1.13 Prepare and maintain planholders list, including CITY staff, private utility companies, and plan centers.
- 1.14 Answer and supply such information as requested by prospective bidders.
- 1.15 Prepare and issue addenda, if necessary.
- 1.16 Attend bid opening and participate in the bid evaluation process.
- 1.17 Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- 1.18 Make recommendation of construction contract award to the lowest responsible bidder.
- 1.19 Coordinate execution of the Contract with the CITY and Contractor, including review of bond and insurance requirements.
- 1.20 Prepare Notice of Award and for transmittal to the Contractor.

2.0 Construction Engineering

- 2.1 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 2.2 Prepare and issue notice to proceed to the Contractor.
- 2.3 Assist CITY with preparing construction impacts informational pamphlets for CITY distribution to nearby property owners, as requested.
- 2.4 Furnish a qualified resident engineer (inspector) to observe construction at the PROJECT site during all significant work. The resident engineer shall provide surveillance of construction for substantial compliance with plans and specifications.
- 2.5 Perform measurement and computation of pay items, prepare and file progress reports on the PROJECT with the CITY, and provide monthly progress pay estimates to the CITY.
- 2.6 Administer bi-weekly construction meetings as requested by CITY.
- 2.7 Consult and advise the CITY during construction and make a final report of the completed work.
- 2.8 The CITY is required to monitor the Contractor's payment of prevailing wage rates. As part of construction services, HLA will monitor General Contractor and Subcontractor compliance with State labor standards during the construction phase of the PROJECT. This work includes checking monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.
- 2.9 Review Contractor's submission of samples and shop drawings, where applicable.
- 2.10 Recommend progress payments for the Contractor to the CITY.
- 2.11 Prepare and submit proposed contract change orders when applicable.
- 2.12 Perform final walk-through with the CITY and Contractor, and issue final punchlist.

- 2.13 Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor.

3.0 Additional Services

Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

4.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 4.1 Provide full information as to CITY requirements of the PROJECT.
- 4.2 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- 4.3 Contact property owners affected by the PROJECT and gain necessary access to property for field investigation, design, and construction of improvements.
- 4.4 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.
- 4.5 Obtain approval of all governmental authorities having jurisdiction over the PROJECT and approvals and consents from other individuals or bodies as necessary for completion of the PROJECT.
- 4.6 Pay for project bid advertisement costs.
- 4.7 Pay for all necessary testing costs and permit fees.

TIME OF PERFORMANCE:

The services called for under this Task Order shall be completed as follows:

1.0 Design Engineering

60% preliminary plans shall be completed within sixty (60) calendar days following receipt of signed Task Order. Each successive plan review set (90% and final) shall be completed within thirty (30) calendar days of comment receipt from previously submitted set.

2.0 Construction Engineering

Engineering services during construction for the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through both the completion of construction and completion of as-constructed drawings and labor documentation closeout, as requested and directed by the CITY. A maximum of twenty-five (25) working days has been assumed for the construction of improvements. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the twenty-five (25) working days shall be considered additional services.

3.0 Additional Services

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

All work shall be performed on a time-spent basis at the normal hourly billing rates in affect at time of the Task Order. All work directed by the CITY for this PROJECT phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2020-____, Resolution No. R-2020-____), plus reimbursement for direct non-salary expenses as described in section 5.1.1. An estimate of time and expenses for services is provided in EXHIBIT 1 below. The estimated maximum fee for this work is \$43,200.

2.0 Construction Engineering

All work shall be performed on a time-spent basis at the normal hourly billing rates in affect at time of the Task Order. All work directed by the CITY for this PROJECT phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2020-____, Resolution No. R-2020-____), plus reimbursement for direct non-salary expenses as described in section 5.1.1. An estimate of time and expenses for services is provided in EXHIBIT 1 below. The estimated maximum fee for this work is \$54,100.

3.0 Additional Services

Any additional work requested by the CITY that is not included above shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA will perform the 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

Date

Approved:

City of Yakima
City Manager

Date

EXHIBIT 1 – PROFESSIONAL SERVICES

During the term of this AGREEMENT, the ENGINEER shall perform professional services in connection with the following project:

Arlington Avenue Storm Drain Line – 50th Ave. to 56th Ave. (PROJECT)

Task Order No. 2020-01

HLA Project No. 20__E

For the services described in Task Order No. 2020-01, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2020-____, Resolution No. R-2020-____). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: Arlington Avenue Storm Drain Line (Task Order 2020-01)										
Client: City of Yakima										
City Contract Number: 2020-										
Date: June 1, 2020		ENGINEER'S HOURLY ESTIMATE								
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer	Licensed Land Surveyor	Two Man Survey Crew	CAD Technician	Word Processing Technician	Total Hours	Task Direct Costs
		\$215	\$193	\$145	\$160	\$113	\$127	\$84		
1.0	DESIGN ENGINEERING									
1	Project Management	6	4	0	0	0	0	1	11	\$2,146
2	Project Meetings	0	4	6	0	0	2	1	13	\$1,980
3	Field investigations and field surveying	0	1	2	4	16	6	0	29	\$3,693
4	Preliminary design (60% and 90%)	2	15	32	6	2	64	2	123	\$17,447
5	In-house project review, quality control	1	2	2	0	1	0	1	7	\$1,088
6	Incorporate Agency review comments	0	2	4	0	0	8	2	16	\$2,150
7	Final design, plans, and specifications	2	4	18	0	2	36	2	64	\$8,778
8	Prepare estimate of construction cost	0	2	6	0	0	4	0	12	\$1,764
9	Copies of plans and specifications	0	0	0	0	0	0	2	2	\$168
10	Answer bidder questions	0	1	4	0	0	0	0	5	\$773
11	Prepare and issue addenda	0	1	4	0	0	2	2	9	\$1,195
12	Attend bid opening	0	2	2	0	0	0	0	4	\$676
13	Prepare tabulation of bids	0	1	2	0	0	0	4	7	\$819
14	Make recommendation of contract award	0	1	0	0	0	0	1	2	\$277
Labor Subtotal		11	40	82	10	21	122	18	304	\$42,954
EXPENSES:										
Travel:		Cost/Unit	Ground	Days	Days	Miles				
Mileage		\$0.58				115				\$67.00
Meals/Lodging		\$0.00								
Misc. Expenses:										
Advertisement										
Telephone										
Postage										
Printing 6 copies plans/specs										\$179.00
Sub-Consultants:										
None Anticipated		\$0.00					Multiplier	1.1		\$0.00
		Subtotal - Labor								\$42,954.00
		Subtotal - Expenses								\$246.00
		Total - DESIGN ENGINEERING								\$43,200.00

EXHIBIT 1 – PROFESSIONAL SERVICES (Continued)

During the term of this AGREEMENT, the ENGINEER shall perform professional services in connection with the following project:

Arlington Avenue Storm Drain Line – 50th Ave. to 56th Ave. (PROJECT)

Task Order No. 2020-01

HLA Project No. 20__E

For the services described in Task Order No. 2020-01, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2020-____, Resolution No. R-2020-____). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: Arlington Avenue Storm Drain Line (Task Order 2020-01)											
Client: City of Yakima											
City Contract Number: 2020-											
Date: June 1, 2020			ENGINEER'S HOURLY ESTIMATE								
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer	Licensed Professional Land Surveyor	Resident Engineer/ Inspector	Surveyor on 2-man Crew	Contract Administrator	Engineering Technician	Total Hours	Task Direct Costs
		\$215	\$193	\$145	\$160	\$119	\$113	\$132	\$84		
2.0	CONSTRUCTION ENGINEERING										
1	Assist City with Review/Contract Prep.	0	1	2	0	0	0	2	3	8	\$999
2	Conduct Pre-Construction Meeting	0	2	2	0	2	0	2	1	9	\$1,262
3	Construction Observation (25d)	2	4	12	0	233	0	4	2	257	\$31,365
4	Construction Surveying	0	0	2	4	1	16	0	0	23	\$2,857
5	Field Inspection Reports	0	1	2	0	8	0	2	2	15	\$1,867
6	Construction Administration	0	2	4	0	0	0	12	6	24	\$3,054
7	Construction Meetings	1	2	6	0	8	0	0	4	21	\$2,759
8	Submittal Review	0	1	4	0	2	0	2	6	15	\$1,779
9	State Labor Standards Compliance	0	0	0	0	1	0	1	8	10	\$923
10	Progress Payments	1	1	4	0	4	0	4	2	16	\$2,160
11	Change Orders	0	1	4	0	2	0	2	1	10	\$1,359
12	Final Walk-Through/Punchlist	1	1	2	0	2	0	0	1	7	\$1,020
13	Project Closeout	1	1	2	0	1	0	1	1	7	\$1,033
14	Record Drawings	0	1	2	0	4	0	2	1	10	\$1,307
Labor Subtotal		6	18	48	4	268	16	34	38	432	\$53,744
EXPENSES:											
Travel:		Cost/Unit	Ground	Days	Miles						
Mileage		\$0.580			614						\$356.12
Meals/Lodging		\$0.00									
Misc. Expenses:											
Advertisement											
Telephone											
Postage											
Outside Printing 30 copies plans/specs											
Sub-Consultants:											
None Anticipated		\$0.00						Multiplier	1.1		\$0.00
										Subtotal - Labor	\$53,744.00
										Subtotal - Expenses	\$356.00
										Total - CONSTRUCTION SERVICES	\$54,100.00