

For City of Yakima Use Only:

Contract No. 2018-048
Project No. AC2503
Resolution No. R-2018-018
SOQ No. _____

TASK ORDER NO. 2020-01

REGARDING AGREEMENT BETWEEN CITY OF YAKIMA
(CITY CONTRACT NO. 2018-048, RESOLUTION NO. R-2018-018)

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

PROJECT DESCRIPTION:

East Viola Avenue Watermain Improvements, D-16, AC2503 (PROJECT)
HLA Project No. 20147E

The City of Yakima (CITY) desires to improve system operation and reduce unscheduled repairs by replacing approximately 4,000 linear feet of existing 6-inch diameter cast iron watermain with new 12-inch diameter ductile iron watermain in East Viola Avenue, between Fair Avenue and Rudkin Road. Improvements will include new crossing connections, water services, valves, fire hydrants, and related surface repairs.

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 Project Administration and Environmental Assistance

- 1.0 Assist City with financial management requirements of funding agency.
- 1.1 Assist CITY with environmental process requirements for the PROJECT.

2.0 Design Engineering

- 2.1 Provide complete project management to deliver the PROJECT within mutually determined expectations.
- 2.2 Attend two (2) PROJECT meetings with CITY staff at 60% and 90% plan completion to fully review all elements of the PROJECT.
- 2.3 Perform detailed topographic survey of the project area as required to complete design, plans, and specifications, including call for utility locates and obtaining invert elevations of existing infrastructure (no potholing is anticipated to be performed).
- 2.4 Perform field investigations necessary to design the identified improvements.
- 2.5 Review and identify public and private utilities within the PROJECT area. Notify utilities of pending construction and potential impacts.
- 2.6 Research and identify existing easements and right of way limits.
- 2.7 Perform the preliminary design. Present, review, and discuss preliminary plans with the CITY at both 60% and 90% completion.
- 2.8 On basis of approved preliminary plans, perform the final design, and prepare complete plans and specifications for publicly-bid improvements, as authorized by the CITY.

- 2.9 Prepare the Engineer's Estimate of construction cost.
- 2.10 Furnish the CITY electronic copies of the final plans and specifications for bidding and construction. Print up to twelve (12) paper copies of the final plans and specifications. 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.
- 2.11 Submit bid advertisements to Paper of Record and Publications directed by the CITY (All advertisement fees to be paid by the CITY).
- 2.12 Post contract plans and specifications to the HLA website for bidding purposes.
- 2.13 Prepare and maintain planholders list, including CITY staff, private utility companies, and plan centers.
- 2.14 Answer and supply such information as requested by prospective bidders.
- 2.15 Prepare and issue addenda, if necessary.
- 2.16 Attend bid opening and participate in the bid evaluation process.
- 2.17 Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- 2.18 Make recommendation of construction contract award to the lowest responsible bidder.

3.0 Construction Engineering

- 3.1 Coordinate execution of the Contract with the Contractor, including review of Bond and Insurance requirements, and provide Contracts for City Council consideration.
- 3.2 Prepare and transmit Notice of Award to the Contractor.
- 3.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 3.4 Prepare and issue Notice to Proceed to the Contractor.
- 3.5 Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
- 3.6 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.
- 3.7 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.
- 3.8 Administer weekly construction meetings (as needed).
- 3.9 Consult and advise the CITY during construction and make a final report of the completed work.
- 3.10 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 weekly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.

- 3.11 Review Contractor's submission of samples and shop drawings, where applicable.
- 3.12 Review materials testing results for compliance with plans and specifications.
- 3.13 Prepare and submit proposed contract change orders when applicable.
- 3.14 Perform final walk-through with the CITY and Contractor, and issue final punch list.
- 3.15 Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor. If as-built drawings from the Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.

4.0 Additional Services

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

5.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 5.1 Provide full information as to CITY requirements of the PROJECT.
- 5.2 Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- 5.3 Provide staff and equipment to pothole at specific areas of potential conflict or interest, necessary to confirm the design.
- 5.4 Contact property owners affected by the PROJECT and gain necessary access to property for field investigation, design, and construction of improvements.
- 5.5 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.
- 5.6 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.
- 5.7 Pay for project bid advertisement costs.
- 5.8 Pay for all necessary testing costs and permit fees.

TIME OF PERFORMANCE:

The services called for in this Agreement shall be completed as follows:

1.0 Project Administration and Environmental Assistance

These assistance services shall begin immediately following receipt of the signed Task Order and continue until all funding and labor compliance closeout requirements for the PROEJCT have been satisfied.

2.0 Design Engineering

Plans, specifications, and cost estimate for all project elements shall be completed within 120 working days following authorization to proceed.

3.0 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 sixty (60) 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 sixty (60) working days shall be considered additional services.

4.0 Additional Services

Time of completion for work directed by the CITY under this phase 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 Agreement, the CITY agrees to pay HLA in amounts not to exceed the fees as set forth in 1.0, 2.0 and 3.0, below. The amounts listed below may be revised only by written agreement of both parties. A fee breakdown is provided in EXHIBIT 1 attached.

1.0 Project Administration and Environmental Assistance

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. 2018-048, Resolution No. R-2018-018), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum amount of \$7,600.

2.0 Design Engineering

All work directed by the CITY for this PROJECT phase shall be performed on a lump sum basis in the amount of \$122,500.

3.0 Construction Engineering

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. 2018-048, Resolution No. R-2018-018), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum amount of \$136,000.

4.0 Additional Services

Any additional work requested by the CITY that is not included above shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with the services. HLA shall 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 (City Contract No. 2018-048, Resolution No. R-2018-018), plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out of town travel costs, and outside consultants.

CITY OF YAKIMA

HLA Engineering and Land Surveying, Inc.

Signature

Signature

Printed Name: _____ Robert Harrison _____

Printed Name: _____ Michael T. Battle, PE _____

Title: _____ City Manager _____

Title: _____ President _____

Date: _____

Date: _____

Attest _____
City Clerk

EXHIBIT 1 – PROFESSIONAL SERVICES

East Viola Avenue Watermain Improvements, D-16 (PROJECT)
Task Order No. 2020-01
HLA Project No. 20147E

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: East Viola Avenue Watermain Improvements, D-16										
Client: City of Yakima										
Task Order No. 2020-01										
Date: August 26, 2020			ENGINEER'S HOURLY ESTIMATE							
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer	Licensed Land Surveyor	Two Man Survey Crew	Contract Admin	Word Processing Technician	Total Hours	Task Direct Costs
		\$215	\$193	\$145	\$160	\$226	\$132	\$84		
1.0 Project Administration and Environmental Assistance										
1	Assist City with financial management requirements of funding agency	2	4	4	0	0	16	0	26	\$3,894
2	Assist City with environmental process requirement for the PROJECT	2	4	10	0	0	8	0	24	\$3,708
Labor Subtotal		4	8	14	0	0	24	0	50	\$7,602
1.0 Project Administration and Environmental Assistance										\$7,600
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	\$226	\$127	\$84		
2.0 Design Engineering										
1	Project Management	4	16	4	2	0	0	4	30	\$5,184
2	Project Meetings (Kick-off, 60% and 90%)	2	8	16	0	0	8	4	38	\$5,646
3	Detailed topographic survey	0	4	8	16	64	16	0	108	\$20,988
4	Field investigations	1	4	16	2	0	8	0	31	\$4,643
5	Review public and private utilities	1	4	16	2	4	12	0	39	\$6,055
6	Review existing easements and right-of-way	0	0	4	8	0	8	0	20	\$2,876
7	Preliminary Engineering Design (60% and 90%)	6	24	80	2	4	144	6	266	\$37,538
8	In-house project review, quality control	2	6	2	0	0	2	2	14	\$2,300
9	Review w/and Incorporate Agency comments	2	4	12	0	0	16	2	36	\$5,142
10	Final design, plans, and specifications	2	18	40	0	0	60	8	128	\$17,996
11	Prepare Engineer's Estimate of construction cost	1	4	16	0	0	8	0	29	\$4,323
12	Furnish copies of plans and specifications	0	2	2	0	0	0	4	8	\$1,012
13	Submit Bid Advertisements to Publications	0	2	0	0	0	0	4	6	\$722
14	Manage Advertisement, Contract Documents, Planholders List, and Addenda	0	2	0	0	0	0	4	6	\$722
15	Answer bidders questions	0	4	8	0	0	0	0	12	\$1,932
16	Prepare and issue addenda	1	2	6	0	0	4	2	15	\$2,147
17	Attend bid opening	0	2	2	0	0	0	0	4	\$676
18	Review bids/Prepare tabulation of bids	1	2	2	0	0	0	6	11	\$1,395
19	Make recommendation of contract award	0	1	2	0	0	0	2	5	\$651
Labor Subtotal		23	109	236	32	72	286	48	806	\$121,948
EXPENSES:										
Expenses:		Cost/Unit	Ground	Days	Days	Miles	Units			
Mileage		\$0.58				224				\$130
Printing 12 copies plans/specs		\$35					12			\$420
2.0 Design Engineering										122,500
Total Phase 1.0 and Phase 2.0										148,050

EXHIBIT 1 – PROFESSIONAL SERVICES (Continued)

Project Title: East Viola Avenue Watermain Improvements, D-16											
Client: City of Yakima											
Task Order No. 2020-01											
Date: August 25, 2020											
ENGINEER'S HOURLY ESTIMATE											
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer	Lic. Princ. Land Surveyor	Two Man Survey Crew	Resident Engineer/ Inspector	Contract Administrator	Engineering Technician	Total Hours	Task Direct Costs
		\$222	\$200	\$150	\$164	\$226	\$119	\$132	\$84		
3.0 Construction Engineering											
1	Coordinate Contract Execution including review of bond and insurance	0	2	2	0	0	0	4	2	10	\$1,336
2	Prepare and Issue Notice of Award	0	1	2	0	0	0	2	0	5	\$764
3	Conduct Pre-Construction Meeting	1	2	4	0	0	2	2	2	13	\$1,892
4	Prepare and Issue Notice to Proceed	0	1	1	0	0	0	2	2	6	\$782
5	Field Survey Crew for Horiz/Vert Control	0	1	4	12	48	2	0	0	67	\$13,854
6	Construction Observation (60d)	4	18	48	0	0	570	4	4	648	\$80,382
7	Field Inspection Reports	0	1	4	0	0	16	4	4	29	\$3,568
8	Construction Administration	4	4	8	0	0	0	32	16	64	\$8,456
9	Weekly Construction Meetings	2	8	18	0	0	0	4	4	36	\$5,608
10	Materials Submittal Review	0	2	8	0	0	2	0	8	20	\$2,510
11	State Labor Standards Compliance	0	0	1	0	0	2	4	12	19	\$1,924
12	Progress Pay Estimates	1	2	4	0	0	4	16	4	31	\$4,146
13	Review Materials Testing Results for Compliance	0	0	4	0	0	2	1	4	11	\$1,306
14	Prepare and Submit Change Orders	0	4	6	0	0	2	4	4	20	\$2,802
15	Final Walk-Through/Punchlist	0	2	4	0	0	2	2	0	10	\$1,502
16	Project Closeout	0	1	4	0	0	2	6	6	19	\$2,334
17	Record Drawings	0	1	2	0	0	8	2	2	15	\$1,884
Labor Subtotal		12	50	124	12	48	614	89	74	1023	\$135,110
EXPENSES:											
Travel:											
	Mileage		\$0.580					1540			\$890
	Meals/Lodging										
Misc. Expenses: (None)											
	Advertisement										
	Telephone										
	Postage										
Sub-Consultants:											
	None Anticipated	\$0.00	\$0.00				Multiplier	1.1	1.1		\$0.00
Subtotal - Labor											\$135,110
Subtotal - Expenses											\$890
Total - CONSTRUCTION ENGINEERING											\$136,000