

**For City of Yakima Use Only:**

Contract No. 2022-  
Project No. AC2570 / SC2605  
Resolution No. 2022-  
SOQ No. 12215Q

**TASK ORDER NO. 2022-01**

REGARDING AGREEMENT BETWEEN CITY OF YAKIMA  
(CITY CONTRACT NO. 2022-\_\_\_\_, RESOLUTION NO. R-2022-\_\_\_\_)

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

**PROJECT DESCRIPTION:**

**Water/Irrigation and Wastewater Divisions**

**Low-Income and Unserved Utility Areas, AC2570 and SC2605 (PROJECT)**

**HLA Project No. 22133E**

The City of Yakima (CITY) desires to make available both domestic water and sanitary sewer in low-income and currently unserved areas of northeast, northcentral, and southcentral Yakima. Improvements are to consist of water distribution mains, sanitary sewer collection mains, service lines to existing right of way, associated improvements, and surfacing repair.

Improvements in the northeast area generally fall east of N. 2nd Street, west of N. 6th Street, north of Erickson Lane and south of Interstate 82. Improvements in the northcentral area generally fall east of 20<sup>th</sup> Avenue, west of 18<sup>th</sup> Avenue, north of McKinley Avenue and south of Englewood Avenue. Improvements in the southcentral area generally fall east of Pleasant Avenue, west of S. 10<sup>th</sup> Avenue, north of King Street extended, and south of W. Mead Avenue.

**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 Funding Source Recommendations and Applications**

- 1.1 Assist CITY with identifying funding sources applicable to the PROJECT.
- 1.2 As directed, assist the CITY with preparation and submittal of funding application(s).

**2.0 Design Engineering**

- 2.1 Provide complete project management to deliver the PROJECT within mutually determined expectations.
- 2.2 Attend kick-off meeting with the CITY to identify extent and type of improvements.
- 2.3 Provide preliminary cost estimate(s) for CITY selected initial improvements.
- 2.4 Perform detailed topographic survey of the PROJECT area(s) 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).
- 2.5 Research and identify existing easements and right of way limits for the PROJECT.
- 2.6 Perform field investigations necessary to design the identified improvements.

- 2.7 Complete review of the existing system, connection locations and looping alternatives, and provide any change in improvement recommendations from CITY selected initial improvements.
- 2.8 Review and identify public and private utilities within the PROJECT area.
- 2.9 Perform the preliminary design. Present, review, and discuss preliminary plans with the CITY at 30%, 60%, and 90% completion.
- 2.10 Provide quality assurance and quality control review for each level of design completion (30%, 60%, and 90%).
- 2.11 Coordinate Agency reviews and incorporate Agency comments for each level of design completion (30%, 60%, and 90%).
- 2.12 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.
- 2.13 Prepare the Engineer's Estimate of construction cost.

### **3.0 Bidding and Construction Engineering**

Bidding and Construction Engineering-services will be added as a separate Task Order or amendment to this Task Order once the CITY moves forward with construction.

### **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 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 with jurisdiction over the PROJECT and approvals and consents from other individuals or bodies as necessary for completion of the PROJECT.

## **TIME OF PERFORMANCE:**

### ***WATER/IRRIGATION DIVISION***

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

#### **1.0 Funding Source Recommendations and Applications**

These services shall begin immediately following receipt of the signed Task Order and continue until funding is secured for bidding and construction of the PROJECT. Once a funding source is identified, the associated funding application will be completed within a mutually agreeable timeframe.

#### **2.0 Design Engineering**

Plans, specifications, and cost estimate for this phase shall be completed within one-hundred sixty (160) working days following receipt of signed Task Order. It is anticipated one complete bid package will be prepared for all improvements. If the City directs a portion of the work and/or multiple bid packages, then time of completion to prepare multiple bid packages will be mutually agreed and included under an amendment to this agreement for Bidding and Construction Services.

#### **3.0 Bidding and Construction Engineering**

Time of completion for work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

#### **4.0 Additional Services**

Time of completion for work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

### ***WASTEWATER COLLECTIONS DIVISION***

#### **1.0 Funding Source Recommendations and Applications**

These services shall begin immediately following receipt of the signed Task Order and continue until funding is secured for bidding and construction of the PROJECT. Once a funding source is identified, the associated funding application will be completed within a mutually agreeable timeframe.

#### **2.0 Design Engineering**

Plans, specifications, and cost estimate for this phase shall be completed within one-hundred sixty (160) working days following receipt of signed Task Order. It is anticipated one complete bid package will be prepared for all improvements. If the City directs a portion of the work and/or multiple bid packages, then time of completion to prepare multiple bid packages will be mutually agreed and included under an amendment to this agreement for Bidding and Construction Services.

#### **3.0 Bidding and Construction Engineering**

Time of completion for work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

#### **4.0 Additional Services**

Time of completion for work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

## **FEE FOR SERVICE:**

For services furnished by HLA as described in this Task Order, the CITY agrees to pay HLA the not to exceed fees as set forth in 1.0 and 2.0 below. The amounts listed below may be revised only by written agreement of both parties. A fee breakdown is provided in EXHIBIT 1 attached.

### ***WATER/IRRIGATION DIVISION***

#### **1.0 Funding Source Recommendations and Applications**

Work directed by the CITY for this phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum fee of \$15,000.

#### **2.0 Design Engineering**

Work directed by the CITY for this phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum fee of \$207,700. It is anticipated one complete bid package will be prepared for all improvements. If the City directs a portion of the work and/or multiple bid packages, then work to prepare multiple bid packages will be performed as additional services or under an amendment to this agreement for Bidding and Construction Services.

#### **3.0 Bidding and Construction Engineering**

Work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

#### **4.0 Additional Services**

Additional work requested by the CITY not included above shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with services. HLA shall perform 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. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out of town travel costs, and outside consultants.

### ***WASTEWATER COLLECTIONS DIVISION***

#### **1.0 Funding Source Recommendations and Applications**

Work directed by the CITY for this phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum fee of \$15,000.

#### **2.0 Design Engineering**

Work directed by the CITY for this phase shall be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT B of the Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), plus reimbursement for direct non-salary expenses as described in section 5.1.1 for the estimated maximum fee of \$320,500. It is anticipated one complete bid package will be prepared for all improvements. If the City directs a portion of the work and/or multiple bid packages, then work to prepare multiple bid packages will be performed as additional services or under an amendment to this agreement for Bidding and Construction Services.

### **3.0 Bidding and Construction Engineering**

Work directed by the CITY for this phase shall be negotiated and mutually agreed upon when services are requested by the CITY.

### **4.0 Additional Services**

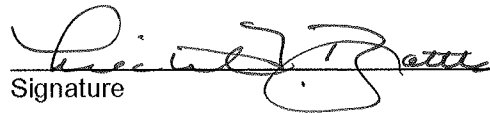
Additional work requested by the CITY not included above shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with services. HLA shall perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_), 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: AUGUST 1, 2022

Attest \_\_\_\_\_  
City Clerk

# EXHIBIT 1 – PROFESSIONAL SERVICES

## Low-Income and Unserved Utility Areas, AC2570 (PROJECT)

Task Order No. 2022-01

HLA Project No. 22133E

For the services described in Task Order No. 2022-01, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2022-\_\_\_\_, Resolution No. R-2022-\_\_\_\_). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: Low-Income and Unserved Utility Areas										
Client: City of Yakima										
Task Order No. 2022-01										
Date: July 27, 2022			ENGINEER'S HOURLY ESTIMATE							
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer I	Licensed Land Surveyor	Two Man Survey Crew	Senior Planner	Admin/ Clerical	Total Hours	Task Direct Costs
		\$235	\$210	\$155	\$170	\$240	\$140	\$91		
WATER/IRRIGATION DIVISION										
	1.0 Funding Source Recommendations and Applications									
1	Assist City with identifying funding sources applicable to the PROJECT	4	6	8	0	0	12	4	34	\$5,484
2	Prepare and submit funding applications	4	12	16	0	0	18	12	62	\$9,552
Labor Subtotal		8	18	24	0	0	30	16	96	\$15,036
		1.0 Funding Source Recommendations and Applications								\$15,000
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer I	Licensed Land Surveyor	Two Man Survey Crew	CAD Technician	Admin/ Clerical	Total Hours	Task Direct Costs
		\$235	\$210	\$155	\$170	\$240	\$136	\$91		
	2.0 Design Engineering - Water Division									
1	Project Management	24	24	0	0	0	0	16	64	\$12,136
2	Project Kick-off Meeting	6	6	0	0	0	4	0	16	\$3,214
3	Preliminary cost estimates for identified improvements	8	12	0	0	0	16	0	36	\$6,576
4	Detailed topographic survey	0	8	8	16	80	32	0	144	\$29,192
5	Review existing easements and right-of-way	0	6	8	32	16	16	0	78	\$13,956
6	Field investigations	4	8	24	0	0	16	0	52	\$8,516
7	Review and provide improvement recommendations	2	8	24	0	0	16	0	50	\$8,046
8	Review public and private utilities	0	8	24	8	8	16	0	64	\$10,856
9	Preliminary Engineering Design (30%, 60% and 90%)	36	64	96	2	0	192	24	414	\$65,416
10	In-house project review, quality control (30%, 60% and 90%)	12	18	24	0	0	16	16	86	\$13,952
11	Review w/and Incorporate Agency comments (30%, 60% and 90%)	8	18	32	0	0	40	6	104	\$16,806
12	Final design, plans, and specifications	6	16	18	2	0	40	8	90	\$14,068
13	Prepare Engineer's Estimate of construction cost	2	4	8	0	0	16	4	34	\$5,090
Labor Subtotal		108	200	266	60	104	420	74	1232	\$207,624
EXPENSES:										
Expenses:		Cost/Unit	Ground	Days	Days	Miles	Units			
Mileage		\$0.63				120				\$80
		2.0 Design Engineering								\$207,700
		TOTAL WATER/IRRIGATION DIVISION								\$222,700

# EXHIBIT 1 – PROFESSIONAL SERVICES (Continued)

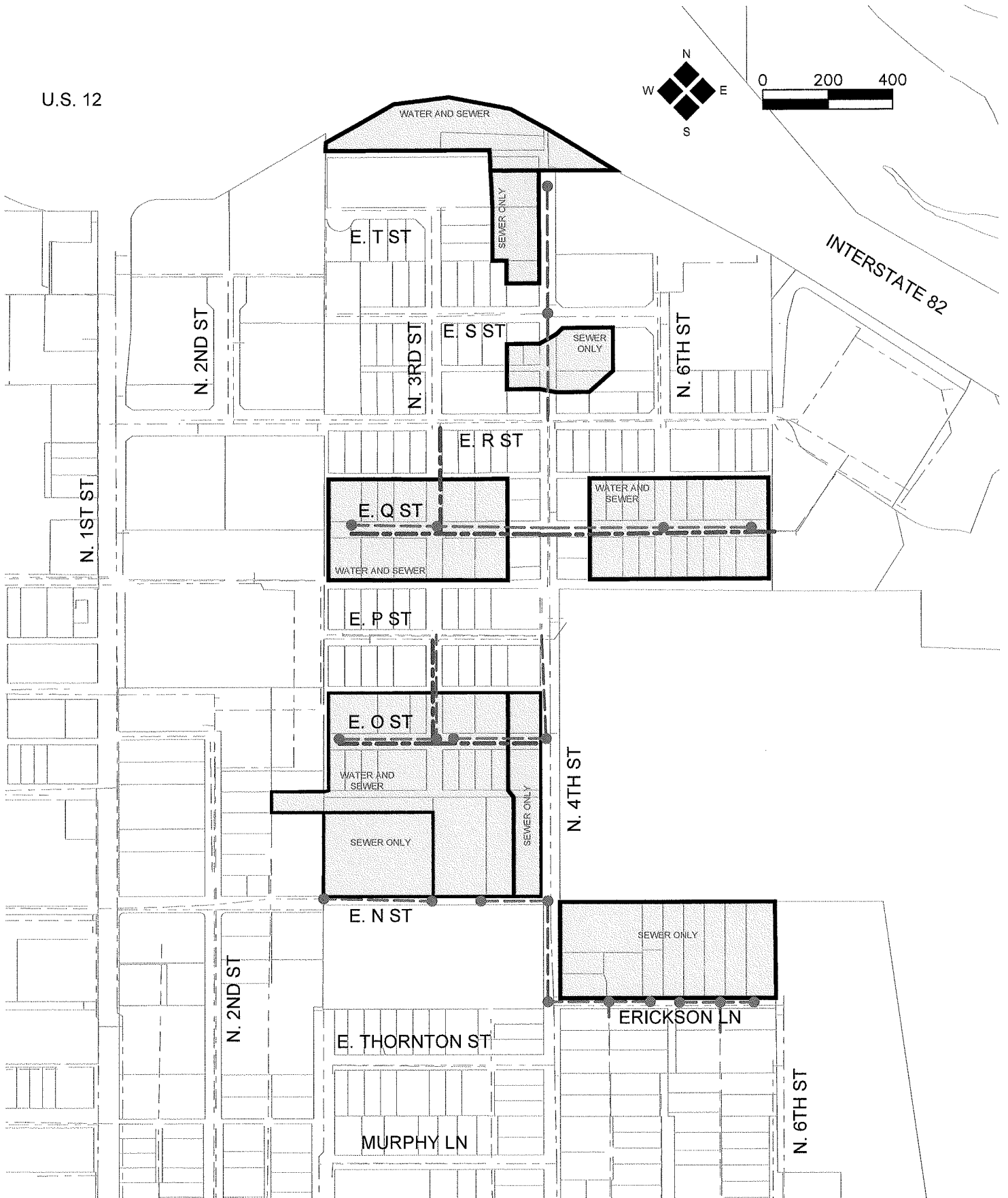
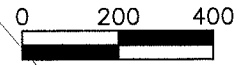
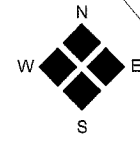
## Low-Income and Unserved Utility Areas, SC2605 (PROJECT)

Task Order No. 2022-01






HLA Project No. 22133E

Project Title: Low-Income and Unserved Utility Areas										
Client: City of Yakima										
Task Order No. 2022-01										
Date: July 27, 2022				ENGINEER'S HOURLY ESTIMATE						
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer I	Licensed Land Surveyor	Two Man Survey Crew	Senior Planner	Admin/ Clerical	Total Hours	Task Direct Costs
		\$235	\$210	\$155	\$170	\$240	\$140	\$91		
<b>WASTEWATER COLLECTIONS DIVISION</b>										
<b>1.0 Funding Source Recommendations and Applications</b>										
1	Assist City with identifying funding sources applicable to the PROJECT	4	6	8	0	0	12	4	34	\$5,484
2	Prepare and submit funding applications	4	12	16	0	0	18	12	62	\$9,552
Labor Subtotal		8	18	24	0	0	30	16	96	\$15,036
<b>1.0 Funding Source Recommendations and Applications</b>										\$15,000
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer I	Licensed Land Surveyor	Two Man Survey Crew	CAD Technician	Admin/ Clerical	Total Hours	Task Direct Costs
		\$235	\$210	\$155	\$170	\$240	\$136	\$91		
<b>2.0 Design Engineering - Wastewater Collections Division</b>										
1	Project Management	40	40	0	0	0	0	24	104	\$19,984
2	Project Kick-off Meeting	6	6	0	0	0	6	0	18	\$3,496
3	Preliminary cost estimates for identified improvements	16	24	0	0	0	24	0	64	\$12,064
4	Detailed topographic survey	0	8	8	24	120	48	0	208	\$42,328
5	Review existing easements and right-of-way	0	8	16	48	16	16	0	104	\$18,336
6	Field investigations	4	16	40	0	8	24	0	92	\$15,684
7	Review and provide improvement recommendations	2	16	40	0	0	24	0	82	\$13,294
8	Review public and private utilities	0	8	24	12	8	16	0	68	\$11,536
9	Preliminary Engineering Design (30%, 60% and 90%)	48	96	180	4	0	340	40	708	\$109,900
10	In-house project review, quality control (30%, 60% and 90%)	12	18	32	0	0	24	24	110	\$17,008
11	Review w/and incorporate Agency comments (30%, 60% and 90%)	8	24	48	0	0	64	12	156	\$24,156
12	Final design, plans, and specifications	8	24	36	4	0	64	16	152	\$23,340
13	Prepare Engineer's Estimate of construction cost	4	8	18	0	0	24	6	60	\$9,220
Labor Subtotal		148	296	442	92	152	674	122	1926	\$320,336
<b>EXPENSES:</b>										
Expenses:		Cost/Unit	Ground	Days	Days	Miles	Units			
Mileage		\$0.63				250				\$160
										\$0
<b>2.0 Design Engineering</b>										320,500
<b>TOTAL WASTEWATER COLLECTIONS DIVISION</b>										<b>\$335,500</b>

U.S. 12

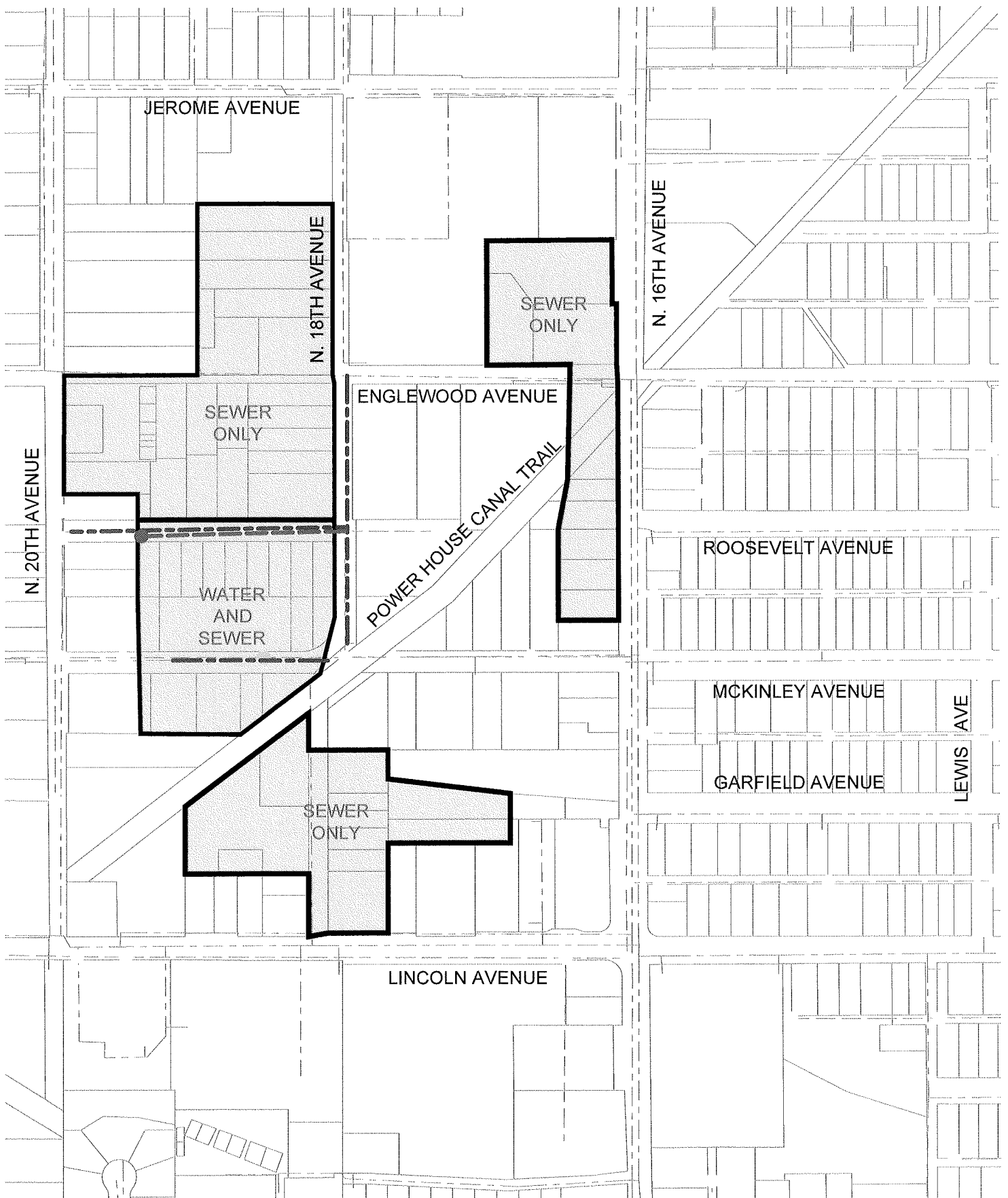


**LEGEND**

- |  |   |
|--|---|
|  PROJECT LOCATIONS    |  NEW SEWER MAINS |
|  EXISTING SEWER MAINS |  NEW WATER MAINS |
|  EXISTING WATER MAINS |   |

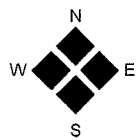
**CITY OF YAKIMA**  
NORTH EAST AREA  
WATER AND SEWER  
UNSERVED AREAS  
FIGURE - 1





# LEGEND

- PROJECT LOCATIONS
- EXISTING SEWER MAINS
- EXISTING WATER MAINS
- NEW SEWER MAINS
- NEW WATER MAINS



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CITY OF YAKIMA  
NORTH CENTRAL AREA  
WATER AND SEWER  
UNSERVED AREAS  
FIGURE - 6

