

TASK ORDER NO. 2022-01

(CITY CONTRACT NO. 2022-____, RESOLUTION NO. R-2022-____)
AGREEMENT REGARDING TASK ORDER UNDER CITY CONTRACT 2020-046 AND
RESOLUTION R-2020-034 BETWEEN

CITY OF YAKIMA

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

WHEREAS, CITY and ENGINEER entered into City Contract No. 2020-046 ("the contract") as authorized by City Resolution No. R-2020-034; and

WHEREAS, the parties agreed in the contract, Section 2.1 that ENGINEER shall be expected to perform the work required by each task or group of tasks as assigned by the CITY for completion as required by the CITY and approved by Yakima City Council;

THEREFORE, the parties agree ENGINEER shall complete the following tasks as part of the Basic Services as defined in Section 2.1 of the contract subject to all the terms and conditions contained in the contract, which is incorporated by reference.

PROJECT DESCRIPTION:

2022 Citywide Wastewater CIPP Rehabilitation

City Project No. SC2560

HLA Project No. 22146E

The City of Yakima (CITY) desires to rehabilitate approximately 16,000 linear feet (LF) of sanitary sewer collection pipelines at various locations throughout the CITY, necessary to properly maintain and operate existing sewer mains. Rehabilitation pipeline segments include the following:

1. SW Nob Hill Boulevard and 16th Avenue Segments
Segments 7217, 7216, 7221, 8748, 5234, 5235, 7220, 8850, 8854, 8849, 7215, 7212, 7213, 7214, 7210, 7207, 7208, 7209, 8195, 8196, 5689, 8192, 7218, 7219, 5233, 5692, and 5242
2. Various Collection System Segments
Segments 8105, 8103, 6672, 6673, 6674, 7689, 6854, 11876, 6855, and 8694
3. 2nd Street Segments
Segments 5532, 5533, 5482, 5538, 10150, 10151, 5738, 5183, 8634, and 211042
4. Lincoln Avenue Segments
Segments 5889, 5888, 5887, 11965, 5886, 5885, 5926, 5828, 5827, 5826, and 5825
5. I-82 Trunk Crossings
Segments 5807 and 5808

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 2022 Citywide Wastewater CIPP Rehabilitation project (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 up to two (2) PROJECT meetings with CITY staff at 60% and 90% plan completion to fully review all elements of the PROJECT.
- 1.3 Assist with PROJECT updates and related administrative documents to the appropriate agencies that have jurisdiction over design and construction of this PROJECT.
- 1.4 Conduct a topographic survey of the PROJECT areas as required to complete design, plans, and specifications, including call for utility locates.
- 1.5 Perform field investigations necessary to design the identified improvements, including measuring inverts within manholes, measuring water main depths, field checking topographic survey, and all associated traffic control for field investigations.
- 1.6 Review video inspection of the sewer main as provided by the CITY and identify existing side sewer locations, and any obstruction removal needs.
- 1.7 Perform the preliminary design and submit 60% preliminary plans and preliminary estimate to the CITY.
- 1.8 Meet with CITY to review 60% submittal. CITY to confirm removal of any pipeline segments within five working days following 60% review meeting.
- 1.9 Following receipt of 60% plan review comments by the CITY, prepare 90% design plans and submit to the CITY for review.
- 1.10 Review and discuss 90% design plans with CITY staff.
- 1.11 Following receipt of 90% plan review comments by the CITY, perform the final design, and prepare complete plans and specifications for publicly bid improvements, as authorized by the CITY.
- 1.12 Prepare WSDOT permitting documents as required for work within Interstate 82, and coordinate with WSDOT staff to secure permits.
- 1.13 Prepare the Engineer's Estimate of construction cost.
- 1.14 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.
- 1.15 Furnish the CITY electronic copies of the final plans and specifications for bidding and construction. It is anticipated HLA will prepare up to two (2) complete sets of plans and specifications for two bid calls; additional bid packages beyond two, 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.
- 1.16 Submit bid advertisement to the Yakima Herald Republic.
- 1.17 Post contract plans and specifications to the HLA website for bidding purposes.
- 1.18 Notify private utility companies and plan centers of upcoming PROJECT and maintain planholders list, including contractors, subcontractors, and CITY staff.
- 1.19 Answer and supply such information as requested by prospective bidders.

- 1.20 Prepare and issue addenda, if necessary.
- 1.21 Attend bid opening and participate in the bid evaluation process.
- 1.22 Prepare tabulation of all bids received by the CITY and review bidder's qualifications and responsiveness.
- 1.23 Make recommendation of construction contract award to the lowest responsible bidder.
- 1.24 Prepare Notice of Award to Contractor.
- 1.25 Assemble construction Contracts and coordinate execution of the Contract with the CITY and Contractor, including review of bond and insurance requirements.

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 worksheets 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 for the PROJECT with the CITY, and provide monthly progress pay estimates to the CITY.
- 2.6 Administer weekly construction meetings as requested by CITY.
- 2.7 Prepare weekly statements of working days.
- 2.8 Consult and advise the CITY during construction and make a final report of the completed work.
- 2.9 Monitor the Contractor's compliance with the contract documents labor standards and review Statements of Intent to Pay Prevailing Wages and Affidavits of Wages Paid.
- 2.10 Review Contractor's submission of samples and shop drawings, when applicable.
- 2.11 Review materials testing results for compliance with plans and specifications.
- 2.12 Recommend progress payments for the Contractor to the CITY.
- 2.13 Prepare and submit proposed contract change orders when applicable.
- 2.14 Review post-installation video inspection of the sewer main as provided by the Contractor and identify any deficiencies.
- 2.15 Perform final walk-through with the CITY and Contractor, and issue final punch list.
- 2.16 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 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.
- 4.3 Provide video inspection files of all PROJECT pipeline segments.
- 4.4 Contact property owners affected by the PROJECT and gain necessary access to property for field investigation, design, and construction of improvements. Entry to private property will not be made until a CITY approved agreement is obtained.
- 4.5 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.
- 4.6 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.
- 4.7 Pay for PROJECT bid advertisement costs.
- 4.8 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 seventy (70) working days following receipt of signed Task Order. Each successive plan review set (90% and final) shall be completed within twenty-five (25) working days of comment receipt from that previously submitted set. The bid advertisement will be scheduled for a Wednesday publication in the Yakima Herald Republic. The bid opening will be two weeks following the bid advertisement. A bid summary and recommendation of award will be prepared within two working days of the bid opening. Following award concurrence by the CITY, contracts will be prepared and provided to the Contractor within three (3) working days.

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 one hundred twenty-five (125) 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 one hundred twenty-five (125) 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 service is 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 directed by the CITY for this PROJECT phase shall be performed on a time-spent basis at the hourly billing rates in affect at time of this Task Order, provided in EXHIBIT B of the Agreement (City Contract No. 2020-46, Resolution No. R-2020-34), 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 \$289,210.00.

2.0 Construction Engineering

The Construction Engineering phase is anticipated to occur in early 2023. If PROJECT segments are split into two bid packages, the second bid package would be anticipated to occur in late 2023. All work directed by the CITY for this PROJECT phase shall be performed on a time-spent basis at the hourly billing rates in affect at time of this Task Order, provided in EXHIBIT B of the Agreement (City Contract No. 2020-46, Resolution No. R-2020-34), 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 \$289,210.00.

3.0 Additional Services

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 services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates in affect at the time of this Task Order, provided in EXHIBIT B of the Agreement (City Contract No. 2020-46, Resolution No. R-2020-34), plus reimbursement for direct non-salary expenses as described in section 5.1.1.

Proposed:  8/23/2022
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved: _____ Date _____
City of Yakima
Robert Harrison, City Manager

EXHIBIT 1 – PROFESSIONAL SERVICES

During the term of this Task Order, HLA Engineering and Land Surveying, Inc. (HLA), shall perform professional services in connection with the following project:

2022 Citywide Wastewater CIPP Rehabilitation (PROJECT)
Task Order No. 2022-01
City Project No. SC2560
HLA Project No. 22146E

For the services described in Task Order No. 2022-01, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2020-46, Resolution No. R-2020-34). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: 2022 Citywide Wastewater CIPP Rehabilitation										
Client: City of Yakima										
City Contract Number: 2022-										
Date: July 21, 2022										
ENGINEER'S HOURLY ESTIMATE										
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer II	Licensed Land Surveyor	Two Man Survey Crew	CAD Technician	Administrative/ Clerical	Total Hours	Task Direct Costs
		\$229	\$208	\$172	\$167	\$117	\$133	\$90		
1.0	DESIGN ENGINEERING									
1	Project Management	20	120	80	0	0	0	0	220	\$43,300
2	Project Meetings	20	20	20	0	0	0	0	60	\$12,180
3	Field investigations and field surveying	0	0	20	20	180	20	0	240	\$30,500
4	Pipeline evaluation, review video inspection	0	40	80	0	0	0	0	120	\$22,080
5	Preliminary design	20	120	140	20	0	56	40	396	\$68,008
6	In-house project review, quality control	20	40	40	20	0	20	20	160	\$27,580
7	Incorporate Agency review comments	0	40	40	0	0	20	20	120	\$19,660
8	Final design, plans, and specifications	20	40	40	0	0	20	20	140	\$24,240
9	Prepare estimate of construction cost	0	20	40	0	0	20	0	80	\$13,700
10	Copies of plans and specifications	0	8	8	0	0	0	8	24	\$3,760
11	Answer bidder questions	0	20	20	0	0	0	0	40	\$7,800
12	Prepare and issue addenda	0	8	8	0	0	20	8	44	\$6,420
13	Attend bid opening	0	8	8	0	0	0	0	16	\$3,040
14	Prepare tabulation of bids	0	20	0	0	0	0	8	28	\$4,880
15	Make recommendation of contract award	0	8	0	0	0	0	4	12	\$2,024
Labor Subtotal		100	512	544	60	180	176	128	1700	\$288,972
EXPENSES:										
Travel:		Cost/Unit	Ground	Days	Days	Miles				
Mileage		\$0.63				200				\$126.00
Meals/Lodging		\$0.00								
Misc. Expenses:										
Advertisement										
Telephone										
Postage										
Printing 6 copies plans/specs										\$112.00
Sub-Consultants:										
None Anticipated		\$0.00					Multiplier	1.1		\$0.00
Subtotal - Labor										\$288,972.00
Subtotal - Expenses										\$238.00
Total - DESIGN ENGINEERING										\$289,210.00

Project Title: 2022 Citywide Wastewater CIPP Rehabilitation								
Client: City of Yakima								
City Contract Number: 2022-								
Date: July 21, 2022			ENGINEER'S HOURLY ESTIMATE					
Task No.	Project Task	Licensed Principal Engineer	Project Engineer II	Resident Engineer/Inspector	Contract Administrator III	Engineering Technician I	Total Hours	Task Direct Costs
		\$218	\$180	\$133	\$147	\$95		
2.0 CONSTRUCTION ENGINEERING								
1	Assist City with Review/Contract Prep.	4	8	8	16	8	44	\$6,488
2	Conduct Pre-Construction Meeting	8	8	8	8	8	40	\$6,184
3	Construction Observation	8	24	1000	0	8	1040	\$139,824
4	Field Inspection Reports	8	40	80	16	12	156	\$23,076
5	Construction Administration	8	16	12	80	16	132	\$19,500
6	Construction Meetings	24	24	24	16	16	104	\$16,616
7	Submittal Review	16	24	16	24	8	88	\$14,224
8	State Labor Standards Compliance	0	4	4	40	0	48	\$7,132
9	Progress Payments	16	16	16	24	8	80	\$12,784
10	Change Orders	16	16	16	40	8	96	\$15,136
11	Final Walk-Through/Punchlist	8	8	8	8	8	40	\$6,184
12	Project Closeout	16	16	16	24	16	88	\$13,544
13	Record Drawings	8	8	16	8	8	48	\$7,248
Labor Subtotal		140	212	1224	304	124	2004	\$287,940
EXPENSES:								
Travel:		Cost/Unit	Ground	Days	Miles			
Mileage		\$0.63			1500			\$945.00
Meals/Lodging		\$0.00						
Misc. Expenses:								
Advertisement								
Telephone								
Postage								
Misc.								\$325.00
Sub-Consultants:								
None Anticipated		\$0.00			Multiplier	1.1		\$0.00
		Subtotal - Labor						\$287,940.00
		Subtotal - Expenses						\$1,270.00
		Total - CONSTRUCTION ENGINEERING						\$289,210.00