

**TASK ORDER NO. 2022-02**

REGARDING AGREEMENT BETWEEN CITY OF YAKIMA  
(CITY CONTRACT NO. 2020-124, RESOLUTION NO. R-2020-083)

AND

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

WHEREAS, CITY and ENGINEER entered into City Contract No. 2020-124 ("the contract") as authorized by City Resolution No. R-2020-083; 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:**

**Stormwater Division Capital Improvements**

**2022 CIPP DID Rehabilitation (PROJECT)**

**HLA Project No. 22165E**

**City Project No. SW2651**

The City of Yakima (CITY) desires to rehabilitate approximately 4,900 linear feet (LF) of Drainage Irrigation District (DID) pipelines at various locations throughout the CITY, necessary to properly maintain and operate existing pipelines. Rehabilitation of DID system includes the following:

<b>S. 40<sup>th</sup> Avenue/Storm Avenue</b>	<b>MH 11045 – MH 11083</b>
<b>S. 67<sup>th</sup> Avenue, Chestnut Avenue to Tieton Drive</b>	<b>MH 10941 – MH10946</b>
<b>Prasch Avenue and 18<sup>th</sup> Avenue</b>	<b>MH 11215 – MH 11217</b>
<b>North of Lincoln Avenue, 29<sup>th</sup> Avenue to 35<sup>th</sup> Avenue</b>	<b>MH 10841 – MH 10833</b>
<b>Plath Avenue and S. 18<sup>th</sup> Avenue</b>	<b>MH 11246 – MH11247</b>
<b>W. Ahtanum Road and Burlington Northern Railroad</b>	<b>MH 10312 – MH 10315</b>
<b>Manhole Rehabilitation at various locations</b>	<b>10 Each</b>

**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 will 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 Conduct a topographic survey of the PROJECT areas as required to complete design, plans, and specifications, including call for utility locates.

- 1.4 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.
- 1.5 Review video inspection of the DID pipelines as provided by the CITY and identify existing connections and obstruction removal needs.
- 1.6 Determine location and install up to three (3) ground water monitoring wells through the Burning Tree housing area. It is intended to monitor groundwater depth through the winter of 2022 through the summer of 2023.
- 1.7 Obtain Title Reports for all privately owned property where construction activity may occur. It is anticipated up to 30 title reports may be needed.
- 1.8 DID Section MH 10312 to MH 10315 crossing Ahtanum Road: Prepare Central Washington Railroad permitting documents as required for work within regulated proximity of the railroad and coordinate Iron Horse Property Development for approved permits. All fees associated with permitting including application cost, will be paid by the CITY.
- 1.9 Perform the preliminary design and submit 60% preliminary plans and preliminary estimate to the CITY.
- 1.10 Meet with CITY to review 60% submittal. CITY to confirm removal of any pipeline segments within five working days following 60% review meeting.
- 1.11 Following receipt of 60% plan review comments by the CITY, prepare 90% design plans and submit to the CITY for review.
- 1.12 Review and discuss 90% design plans with CITY staff.
- 1.13 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.
- 1.14 Prepare the Engineer's Estimate of construction cost.
- 1.15 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.
- 1.16 Furnish the CITY electronic copies of the final plans and specifications for bidding and construction. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one (1) bid call; 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.
- 1.17 Submit bid advertisement to the Yakima Herald Republic.
- 1.18 Post contract plans and specifications to the HLA website for bidding purposes.
- 1.19 Notify private utility companies and plan centers of upcoming PROJECT and maintain planholders list, including contractors, subcontractors, and CITY staff.
- 1.20 Answer and supply such information as requested by prospective bidders.
- 1.21 Prepare and issue addenda, if necessary.
- 1.22 Attend bid opening and participate in the bid evaluation process.

- 1.23 Prepare tabulation of all bids received by the CITY and review bidder's qualifications and responsiveness.
- 1.24 Make recommendation of construction contract award to the lowest responsible bidder.
- 1.25 Prepare Notice of Intent to Award to Contractor.
- 1.26 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 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 for 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 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, where 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 storm sewer main as provided by the Contractor and identify any deficiencies.
- 2.15 Perform final walk-through with the CITY and Contractor, issue final punchlist, and inspect punchlist items once completed.
- 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 in this Task Order.

#### **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 video inspections of all pipe segments, 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 Provide CITY legal direction on access to and rehabilitation of existing DID lines necessary for design and construction.
- 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 within this Task Order shall be completed as follows:

##### **1.0 Design Engineering**

It is intended for this PROJECT to be ready for bid advertisement no later than September 2023. Submittal of 60% plans will be provided no more than one hundred twenty (120) calendar days following receipt of DID video inspection files from the CITY. Submittal of 90% plans will be provided within sixty (60) calendar days following CITY comments received from previously submitted set. Final plans will be provided within sixty (60) calendar days following receipt of CITY comments 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 will 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 thirty-five (35) 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 thirty-five (35) working days shall be considered additional services.

##### **3.0 Additional Services**

Time of completion for work directed by the CITY as 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 in 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 effect at time of the Task Order. All work directed by the CITY for this PROJECT phase will be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT 2, plus reimbursement for direct non-salary expenses. An estimate of time and expenses for services is provided in EXHIBIT 1 below. The estimated maximum fee for this work is \$117,820.

### **2.0 Construction Engineering**

All work shall be performed on a time-spent basis at the normal hourly billing rates in effect at time of the Task Order. All work directed by the CITY for this PROJECT phase will be performed on a time-spent basis at the hourly billing rates provided in EXHIBIT 2, plus reimbursement for direct non-salary expenses. An estimate of time and expenses for services is provided in EXHIBIT 1 below. The estimated maximum fee for this work is \$89,820.00.

### **3.0 Additional Services**

Additional work requested by the CITY 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 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

9/19/2022  
\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
City of Yakima  
Robert Harrison, 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:

### Stormwater Division – 2022 CIPP DID Rehabilitation (PROJECT)

**Task Order No. 2022-02**

**HLA Project No. 22165E**

For the services described in Task Order No. 2022-02, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2020-\_\_\_\_, Resolution No. R-2022-\_\_\_\_). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: 2022 CIPP DID Rehabilitation										
Client: City of Yakima										
City Contract Number: 2022-										
HLA Project No. 22165E										
Date: September 2, 2022			ENGINEER'S HOURLY ESTIMATE							
Task No.	Project Task	Senior Principal Engineer \$229	Licensed Principal Engineer \$208	Project Engineer II \$173	Licensed Land Surveyor \$167	Surveyor on Two Man Crew \$117	CAD Technician \$133	Administrative Clerical \$90	Total Hours	Task Direct Costs
<b>1.0</b>	<b>DESIGN ENGINEERING</b>									
1	Project Management	8	12	0	0	0	0	4	22	\$4,230
2	Project Meetings (2 Each)	1	4	4	0	0	4	2	15	\$2,465
3	Topographic Surveying	0	2	2	6	48	16	0	74	\$9,508
4	Field Investigations	0	2	8	0	0	12	0	22	\$3,396
5	Pipeline evaluation, review video inspection	0	2	6	0	0	4	0	12	\$1,966
6	Ground Water Monitoring	1	6	16	0	0	4	2	29	\$4,957
7	Obtain Title Reports (est. 30 Each)	0	0	2	6	0	2	0	10	\$1,614
8	CWRR Permitting and Coordination	1	4	12	0	0	8	0	25	\$4,201
9	Preliminary design - 60%	2	16	36	4	0	64	2	124	\$19,374
10	Review w/ and include Agency review	1	4	8	0	0	8	1	22	\$3,599
11	Preliminary design - 90%	2	12	24	4	0	40	2	84	\$13,274
12	Review w/ and include Agency review	1	4	6	0	0	8	1	20	\$3,253
13	Final design, plans, and specifications	2	12	18	4	0	32	6	74	\$11,532
14	Prepare estimate of construction cost	1	4	12	0	0	8	0	25	\$4,201
15	Copies of plans and specifications	0	0	2	0	0	0	4	6	\$706
16	Prepare and submit bid advertisement	0	0	1	0	0	0	2	3	\$353
17	Answer bidder questions and maintain planholder list	0	2	4	0	0	0	4	10	\$1,468
18	Prepare and issue addenda	0	2	2	0	0	0	4	8	\$1,122
19	Attend bid opening	0	2	2	0	0	0	0	4	\$782
20	Prepare tabulation of bids	0	0	1	0	0	0	4	5	\$533
21	Make recommendation of contract award	0	1	1	0	0	0	2	4	\$561
22	Prepare notice of award	0	0	1	0	0	0	2	3	\$353
23	Assemble construction contracts, review bond/ins	0	1	2	0	0	0	8	11	\$1,274
Labor Subtotal		18	92	170	24	48	210	50	612	\$94,722
<b>EXPENSES:</b>										
Travel:		Cost/Unit	Ground	Days	Days	Miles	Unit			
Mileage		\$0.63				157				\$98.10
Misc. Expenses:										
Title Reports		\$400					30			\$12,000.00
Sub-Consultants:										
Holocene - Monitoring Wells		\$10,000.00					Multiplier	1.1		\$11,000.00
Subtotal - Labor										\$94,722.00
Subtotal - Expenses										\$23,098.10
Total - DESIGN ENGINEERING										\$117,820.10

## EXHIBIT 1 – PROFESSIONAL SERVICES (Continued)

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

**Stormwater Division – 2022 CIPP DID Rehabilitation (PROJECT)**  
**Task Order No. 2022-02**  
**HLA Project No. 22165E**

For the services described in Task Order No. 2022-02, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2020-\_\_\_\_, Resolution No. R-2022-\_\_\_\_). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: 2022 CIPP DID Rehabilitation									
Client: City of Yakima									
City Contract Number: 2022-									
HLA Project No. 22165E									
Date: September 2, 2022				ENGINEER'S HOURLY ESTIMATE					
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer II	Resident Engineer/Inspector	Contract Administrator III	Engineering Technician I	Total Hours	Task Direct Costs
		\$245	\$218	\$180	\$133	\$147	\$95		
<b>2.0</b>	<b>CONSTRUCTION ENGINEERING</b>								
1	Assist City with Review/Contract Prep.	0	2	2	0	4	4	12	\$1,764
2	Conduct Pre-Construction Meeting	0	4	4	4	4	0	16	\$2,712
3	Construction Observation (35day)	2	8	16	367	0	0	393	\$53,925
4	Field Inspection Reports	0	2	2	16	8	2	28	\$3,996
5	Construction Administration	0	2	4	0	16	8	30	\$4,288
6	Construction Meetings	2	4	8	8	4	2	28	\$4,644
7	Submittal Review	0	2	4	8	4	2	20	\$2,998
8	State Labor Standards Compliance	0	0	2	4	8	0	14	\$2,088
9	Progress Payments	0	2	4	4	8	4	22	\$3,244
10	Change Orders	1	2	6	6	4	2	21	\$3,337
11	Final Walk-Through/Punchlist	0	2	4	2	2	2	12	\$1,906
12	Project Closeout	1	1	4	2	6	4	18	\$2,711
13	Record Drawings	0	0	2	8	2	2	14	\$1,908
<b>Labor Subtotal</b>		6	31	62	429	68	32	628	\$89,481
<b>EXPENSES:</b>									
Travel:		Cost/Unit		Ground	Days	Miles			
Mileage		\$0.625				543			\$339.38
Meals/Lodging		\$0.00							
Misc. Expenses:									
Advertisement									
Telephone									
Postage									
Misc.									\$0.00
Sub-Consultants:									
None Anticipated		\$0.00				Multiplier	1.1		\$0.00
Subtotal - Labor									\$89,481.00
Subtotal - Expenses									\$339.38
<b>Total - CONSTRUCTION ENGINEERING</b>									<b>\$89,820.38</b>

**End of Exhibit 1**

**EXHIBIT 2**  
**SCHEDULE OF RATES**  
**FOR**

**HLA Engineering and Land Surveying, Inc.**

**Effective January 1, 2022, through December 31, 2022**

Senior Principal Engineer	\$229.00 per hour
Licensed Principal Land Surveyor	\$213.00 per hour
Licensed Principal Engineer	\$208.00 per hour
Licensed Professional Engineer	\$188.00 per hour
Other Licensed Professional	\$185.00 per hour
Project Engineer II	\$173.00 per hour
Licensed Professional Land Surveyor	\$167.00 per hour
Project Engineer I	\$155.00 per hour
Contract Administrator III	\$142.00 per hour
Senior Planner	\$138.00 per hour
CAD Technician	\$133.00 per hour
Engineering Technician III	\$126.00 per hour
Resident Engineer	\$126.00 per hour
Surveyor	\$124.00 per hour
Surveyor on Two Man Crew	\$117.00 per hour
Contract Administrator II	\$118.00 per hour
Engineering Technician II	\$110.00 per hour
Surveyor on Three Man Crew	\$104.00 per hour
Contract Administrator I	\$90.00 per hour
Engineering Technician I	\$90.00 per hour
Administrative/Clerical	\$90.00 per hour
Vehicle Mileage	Federal Rate



**EXHIBIT 2**  
**SCHEDULE OF RATES**  
**FOR**

**HLA Engineering and Land Surveying, Inc.**

**Effective January 1, 2023, through December 31, 2023**

Senior Principal Engineer	\$245.00 per hour
Licensed Principal Land Surveyor	\$220.00 per hour
Licensed Principal Engineer	\$218.00 per hour
Licensed Professional Engineer	\$198.00 per hour
Other Licensed Professional	\$196.00 per hour
Project Engineer II	\$180.00 per hour
Licensed Professional Land Surveyor	\$175.00 per hour
Project Engineer I	\$161.00 per hour
Contract Administrator III	\$147.00 per hour
Senior Planner	\$145.00 per hour
CAD Technician	\$141.00 per hour
Engineering Technician III	\$133.00 per hour
Resident Engineer	\$133.00 per hour
Surveyor	\$128.00 per hour
Contract Administrator II	\$122.00 per hour
Surveyor on Two Man Crew	\$122.00 per hour
Engineering Technician II	\$114.00 per hour
Surveyor on Three Man Crew	\$108.00 per hour
Contract Administrator I	\$95.00 per hour
Engineering Technician I	\$95.00 per hour
Administrative/Clerical	\$95.00 per hour
Vehicle Mileage	Federal Rate

**EXHIBIT 2**  
**SCHEDULE OF RATES**  
**FOR**

**HLA Engineering and Land Surveying, Inc.**

**Effective January 1, 2024, through December 31, 2024**

Senior Principal Engineer	\$255.00 per hour
Licensed Principal Engineer	\$228.00 per hour
Licensed Principal Land Surveyor	\$225.00 per hour
Licensed Professional Engineer	\$205.00 per hour
Other Licensed Professional	\$204.00 per hour
Project Engineer II	\$187.00 per hour
Licensed Professional Land Surveyor	\$180.00 per hour
Project Engineer I	\$166.00 per hour
Contract Administrator III	\$152.00 per hour
Senior Planner	\$148.00 per hour
CAD Technician	\$146.00 per hour
Engineering Technician III	\$138.00 per hour
Resident Engineer	\$137.00 per hour
Surveyor	\$132.00 per hour
Contract Administrator II	\$126.00 per hour
Surveyor on Two Man Crew	\$125.00 per hour
Engineering Technician II	\$118.00 per hour
Surveyor on Three Man Crew	\$110.00 per hour
Contract Administrator I	\$98.00 per hour
Engineering Technician I	\$98.00 per hour
Administrative/Clerical	\$98.00 per hour
Vehicle Mileage	Federal Rate

**End of Exhibit 2**