

Contract Supplemental Agreement

Supplemental Agreement Number: 3	Organization and Address: HLA Engineering and Land Surveying, Inc. 2803 River Road, Yakima, WA 98902
Original Contract Number: 2020-066	Execution Date of Supplement: August _____, 2022
City Project Number: N/A	Completion Date of Supplement: December 31, 2023
Project Title: Russell Lane Improvements (SIED)	Maximum Annual Amount Payable this Supplement: \$196,300
Maximum Annual Amount Payable for the Original Agreement including Supplements No. 1 and No. 2: \$362,000 Maximum Amount Payable for Supplement No. 3: \$196,300	<i>Original Contract Amount \$150,000 + Supplement No. 1 \$212,000 + Supplement No. 2 \$0.00 Supplement No. 3: \$196,300</i>

Section 1: Supplemental Agreement

The City of Yakima, Washington, received funding from the Yakima County Supporting Investments in Economic Development program in the amount of \$416,000 grant and \$416,000 loan (total funding of \$832,000), for design and construction of Russell Lane Improvements. The City desires to supplement the Agreement for Professional Services first entered into with HLA Engineering and Land Surveying, Inc. (HLA), and executed on April 22, 2020, by Resolution No. 2020-047 and identified as Contract 2020-066. All provisions in the basic contract remain in effect except as expressly modified by this supplement. The changes to the Agreement are described as follows:

Section 2: Scope of Services

2.1 Basic Services: The change in basic services to be performed as part of this Supplemental Agreement is specific to both Design Engineering and Construction Engineering Services for Russell Lane Improvements (SIED). Improvements consist of approximately 380 feet of new roadway, curb and gutter, sidewalk, storm water system, and addition of signal pole to existing traffic signal system. It is intended for design engineering to be completed necessary to allow bidding and construction of improvements in calendar year 2023. Exhibit A of the original Agreement for Professional Services shall be supplemented to include the following specific services for Russell Lane Improvements (SIED):

Design Engineering

Preliminary Engineering Design (30%)

1. Provide monthly status reports and invoices for work performed.
2. Prepare SEPA Checklist for processing by the City.
3. Conduct a topographic survey as required to prepare preliminary design plans.
4. Conduct site visit to review existing conditions within project limits.
5. Perform review of public and private utilities, including City Water, City Sewer, City Storm, Cascade Natural Gas, Pacific Power, Lumen, and any others in the project vicinity to determine general locations, size of facilities, and repair/relocation needs. No excavation work to determine location or depth will be conducted.

6. Prepare 30% design plans, including a cover sheet, legend and general notes, street improvement plan alignment and profile, general storm drain system layout, identify right of way and easements, and prepare preliminary signal improvement layout.
7. Prepare 30% Engineer's opinion of construction cost.
8. Transmit 30% design plans and Engineer's opinion of construction cost to the City for review and approval.
9. Notify private utilities of pending improvements.
10. Transmit 30% design plans to City Water, Wastewater Collections, Stormwater and Public Works.
11. Attend one (1) meeting with the City to review the 30% design package.

Engineering Design, Plans, and Estimate (60%)

1. Prepare 60% design plans, including a cover sheet, legend and general notes, demolition plans, street improvement plans, storm drain system plans, and signal improvement plans.
2. Prepare 60% Engineer's opinion of construction cost.
3. Transmit 60% design plans and Engineer's opinion of construction cost to the City for review and approval.
4. Transmit 60% design plans to impacted utility companies and identify any repair/relocation requirements.
5. Transmit 60% design plans to City Water, Wastewater Collections, Stormwater and Public Works.
6. Attend one (1) meeting with the City to review the 60% transmittal package.

Engineering Design, Plans, Estimate, and Specifications (90%)

1. Based on approved 60% design plans, perform the 90% design.
2. Prepare 90% design plans, including a cover sheet, legend and general notes, construction sequence plans, demolition plans, street improvement plans, storm drain system plans, signal improvement plans, traffic control plans, pavement marking plans, and details.
3. Prepare 90% Engineer's opinion of construction cost.
4. Prepare 90% project specifications and contract documents.
5. Transmit 90% design plans, Engineer's opinion of construction cost, and specifications to the City for review and approval.
6. Transmit 90% design plans to City Water, Wastewater Collections, Stormwater and Public Works.
7. Attend one (1) meeting with the City to review the 90% transmittal package.

Final Engineering Design, Plans, Estimate, and Specifications (100%)

1. Based on approved 90% design plans, perform the final design.
2. Prepare 100% design plans, including a cover sheet, legend and general notes, construction sequence plans, demolition plans, street improvement plans, signal improvement plans, traffic control plans, pavement marking plans, and details.

3. Prepare 100% Engineer's opinion of construction cost.
4. Prepare 100% project bid documents, contracts, specifications, and special provisions.
5. Transmit 100% design plans, Engineer's opinion of construction cost, and specifications to the City for review and approval, and authorization to Advertise for Bids.

Assumptions:

1. Work does not include design/replacement of existing utilities.

Bid Process

1. Prepare advertisement for bids and transmit to City selected newspaper(s) for publication. Advertising fees to be paid by the City.
2. Answer and supply such information as requested by prospective bidders.
3. Prepare and issue addenda to contract documents, if necessary.
4. Provide contract documents to potential bidders as requested and maintain planholder list.
5. Attend bid opening and evaluate bids.
6. Prepare summary of bids received and review bidder's qualifications.
7. Make recommendation of award for construction contract.

Construction Engineering

Construction Engineering and Administration

1. Provide monthly status reports and invoices for work performed.
2. Maintain project files for City review.
3. Construction contract duration is fifty (50) working days.
4. Coordinate and facilitate preconstruction meeting, including preconstruction agenda and meeting record.
5. Prepare and transmit Notice to Proceed to Contractor.
6. Furnish the field survey crew to set horizontal and vertical control for the project.
7. Provide staking for construction, including but not limited to structures, curb and gutter, sidewalk, subgrade elevations, signing, and pavement markings.
8. Provide submittal review for project materials as provided by the Contractor per the specifications.
9. Respond to contractor Request for Information (RFI).
10. Administer construction meetings anticipated once per week during the duration of improvements.
11. Furnish a qualified resident engineer (inspector) to observe project construction for substantial compliance with plans and specifications.
12. Prepare daily progress reports.

13. Prepare weekly statements of working days.
14. Consult and advise the City during construction and report of the completed work with City representatives.
15. Review acceptance sampling and testing of construction materials.
16. Perform measurement and computation of pay items.
17. Recommend progress payments for the Contractor to the City.
18. Prepare proposed contract change orders and/or force account computations as required.
19. Conduct final inspection with the Contractor, City, and HLA, and prepare punchlist of items to be addressed by the Contractor and provide to the City.
20. Prepare and furnish record drawings and field notes of completed work in accordance with project field records provided by the resident engineer.
21. Prepare administrative documents to the appropriate agencies which have jurisdiction over funding, design, and construction of this project.
22. Monitor the Contractor and subcontractor's compliance with State labor standards during construction of this project, including requests to sublet, intents to pay prevailing wages, affidavits of wages paid, monthly certified payrolls as needed, and issuing letters of non-compliance and/or missing documentation.
23. All project communications including City, contractor, utilities, and others shall be directed through HLA.
24. Prepare and submit recommendation of project acceptance and Notice of Completion of Public Works Contract (NOC) for City review and processing.

Section 5: Compensation

5.2 Unless specifically authorized in writing by the City, the total annual budgetary amount for the Original Contract including Supplements 1 and 2 shall not exceed three hundred sixty-two thousand (\$362,000) dollars during any calendar year for the term of the Agreement. The total budget amount for Supplement 3, Russell Lane Improvements, shall not exceed one hundred ninety-six thousand three hundred (\$196,300) dollars.

a. Original Contract	\$150,000
b. Supplement No. 1	\$212,000
c. Supplement No. 2	\$ 0
d. Supplement No. 3 – Russell Lane	\$196,300
<i>Design Engineering</i>	<i>\$ 94,700</i>
<i>Construction Engineering</i>	<i>\$101,600</i>

If you concur with this supplement and agree to the changes as stated above, please sign the appropriate spaces below and return to this office for final action.

By: _____

By: _____

Consultant Signature

City Manager Signature
