

For City of Yakima Use Only:

Contract No. _____
Project No. _____
Resolution No. _____
SOQ No. _____

TASK ORDER NO. 2018-01

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

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

PROJECT DESCRIPTION:

Hathaway Street Watermain Replacement (PROJECT)
HLA Project No. 18041E

The City of Yakima (CITY) desires to improve system operation and reduce unscheduled repairs by replacing approximately 2,650 linear feet of existing 16-inch diameter steel watermain with new 12-inch diameter ductile iron watermain in Hathaway Street, between North 6th Avenue and North 16th Avenue. 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:

PHASE 1 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

- A. Meet with CITY staff to confirm limits of water system replacement and desired project outcomes.
- B. Conduct a topographic survey of the project area as required to complete design, plans, and specifications, including call for utility locates.
- C. Perform field investigations necessary to design the identified improvements.
- D. Perform the preliminary design. Present, review, and discuss preliminary plans with the CITY at both 60% and 90% completion.
- E. 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.
- F. Prepare the Engineer's Estimate of construction cost.
- G. Furnish the CITY electronic copies of the final Plans and Specifications for bidding and construction. Print up to 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.
- H. Answer and supply such information as is requested by prospective bidders.
- I. Prepare and issue addenda, if necessary.
- J. Attend bid opening and participate in the bid evaluation process.
- K. Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- L. Make recommendation of construction contract award to the lowest responsible bidder.

PHASE 2 – SERVICES DURING CONSTRUCTION

- A. Prepare and transmit Notice of Award to the Contractor.
- B. Coordinate execution of the Contract with the CITY and Contractor, including review of Bond and Insurance requirements.
- C. Coordinate and facilitate Preconstruction Meeting with the CITY, Contractor, private utilities, and affected agencies.
- D. Prepare and issue Notice to Proceed to the Contractor.
- E. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
- F. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times that significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with Plans and Specifications.
- G. 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.
- H. Administer construction meetings (as needed).
- I. Consult and advise the CITY during construction and make a final report of the completed work.
- J. 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 monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.
- K. Review Contractor's submission of samples and shop drawings, where applicable.
- L. Review materials testing results for compliance with Plans and Specifications.
- M. Prepare and submit proposed contract change orders when applicable.
- N. Perform final walk-through with the CITY and Contractor, and issue final punch list.
- O. 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.

PHASE 3 – ADDITIONAL SERVICES

Provide professional engineering and land surveying services for additional work requested by the CITY that is not included in Phase 1 or Phase 2.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.
- B. 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.

- C. Provide staff and equipment to pothole at specific areas of potential conflict or interest, necessary to confirm the design.
- D. Make contact with property owners affected by the PROJECT and gain necessary access to property for field investigation, design, and construction of improvements.
- E. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- F. Obtain approval of all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from such other individuals or bodies as may be necessary for completion of the PROJECT.
- G. Pay for project bid advertisement costs.

TIME OF PERFORMANCE:

The services called for under the various phases of this Agreement shall be completed as follows:

PHASE 1 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

Plans, specifications, and cost estimate for all project elements shall be completed within 80 working days following authorization to proceed.

PHASE 2 – SERVICES DURING CONSTRUCTION

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 40 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 40 working days shall be considered additional services.

PHASE 3 – 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 the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

PHASE 1 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

All work directed by the CITY for this PROJECT phase shall be performed on a lump sum basis in the amount of \$63,700.00. A fee breakdown is provided in EXHIBIT 1 attached.

PHASE 2 – SERVICES DURING CONSTRUCTION (AS DIRECTED)

All work shall be performed on a time-spent basis at the normal hourly billing rates in affect at time of the Task Order. 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-____, Resolution No. R-2018-____), 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 attached. The estimated maximum amount of this phase of work is \$79,600.00.

PHASE 3 – ADDITIONAL SERVICES

Any additional work requested by the CITY that is not included in other phases 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-____, Resolution No. R-2018-____), plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, and outside engineers.

CITY OF YAKIMA

HLA Engineering and Land Surveying, Inc.

Signature

Signature

Printed Name: _____
Cliff Moore

Printed Name: _____
Michael T. Battle, PE

Title: _____
City Manager

Title: _____
President

Date: _____

Date: _____

Attest _____

City Clerk

EXHIBIT 1 – PROFESSIONAL SERVICES

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

Hathaway Street Watermain Replacement (PROJECT)
Task Order No. 2018-01
HLA Project No. 18041E

For the services described in Task Order No. 2018-01, compensation shall be paid per Section 5 of the Agreement (City Contract No. 2018-____, Resolution No. R-2018-____). The following spreadsheet shows the estimated time and expenses to perform said services.

Project Title: Hathaway Street Watermain Replacement										
Client: City of Yakima										
Task Order No. 2018-01										
Date: January 6, 2018			ENGINEER'S HOURLY ESTIMATE							
Task No.	Project Task	Senior Principal Engineer	Licensed Principal Engineer	Project Engineer	Senior Prin. Land Surveyor	Two Man Survey Crew	CAD Technician	Word Processing Technician	Total Hours	Task Direct Costs
		\$202	\$181	\$136	\$197	\$214	\$119	\$79		
ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE										
1	Project Management	8	4	4	2	0	0	2	20	\$2,318
2	Project Meetings	2	6	6	0	0	2	2	18	\$1,616
3	Field investigations and topographic survey	0	4	6	6	40	12	0	68	\$10,804
4	Review public and private utilities	0	4	16	0	4	8	0	32	\$3,384
5	Review existing easements and right-of-way	0	2	2	6	0	6	0	16	\$386
6	Preliminary design	4	16	44	1	4	48	2	119	\$13,518
7	In-house project review, quality control	2	2	2	1	0	2	2	11	\$1,072
8	Review w/and Incorporate Agency comments	2	2	8	0	0	8	2	22	\$2,602
9	Final design, plans, and specifications	2	8	24	0	0	24	2	60	\$6,682
10	Prepare estimate of construction cost	1	2	8	0	0	4	0	15	\$1,766
11	Furnish copies of plans and specifications	0	0	2	0	0	0	2	4	\$430
12	Answer bidders questions	0	2	6	0	0	0	0	8	\$816
13	Prepare and issue addenda	0	2	6	0	0	4	2	14	\$1,450
14	Attend bid opening	0	2	2	0	0	0	0	4	\$272
15	Review bids/Prepare tabulation of bids	0	2	2	0	0	0	2	6	\$430
16	Make recommendation of contract award	1	2	2	0	0	0	2	7	\$632
Labor Subtotal		22	60	140	16	48	118	20	424	\$63,330
EXPENSES:										
Travel:		Cost/Unit	Ground	Days	Days	Miles				
Mileage		\$0.54				50				\$27.00
Meals/Lodging		\$0.00								
Misc. Expenses:										
Advertisement										
Telephone										
Postage										
Printing 12 copies plans/specs										\$300.00
Sub-Consultants:										
None Anticipated		\$0.00					Multiplier	1.1		\$0.00
Subtotal - Labor										\$63,330.00
Subtotal - Expenses										\$327.00
Total - ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE										\$63,717.00

EXHIBIT 1 – PROFESSIONAL SERVICES (Continued)

Project Title: Hathaway Street Watermain Replacement												
Client: City of Yakima												
Task Order No. 2018-01												
Date: January 6, 2018				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	
		\$202	\$181	\$136	\$197	\$214	\$112	\$124	\$79			
SERVICES DURING CONSTRUCTION												
1	Assist City with Review/Contract Prep.	0	2	2	0	0	0	4	2	10	\$792	
2	Conduct Pre-Construction Meeting	0	2	2	0	0	0	2	2	8	\$792	
3	Construction Observation	4	12	28	0	0	380	8	0	428	\$48,540	
4	Construction Staking	0	1	4	8	24	2	0	0	39	\$6,085	
5	Field Inspection Reports	0	1	2	0	0	16	16	8	43	\$2,877	
6	Construction Administration	8	12	26	0	0	0	24	16	78	\$6,372	
7	Construction Meetings	0	2	6	0	0	6	2	2	18	\$2,008	
8	Submittal Review	0	2	8	0	0	2	6	6	24	\$2,148	
9	State Labor Standards Compliance	0	1	2	0	0	2	8	16	29	\$1,941	
10	Progress Payments	1	2	4	0	0	4	8	4	22	\$1,670	
11	Change Orders	1	2	2	0	0	2	4	4	14	\$1,174	
12	Final Walk-Through/Punchlist	1	2	4	0	0	2	4	2	14	\$1,288	
13	Project Closeout	1	2	4	0	0	2	6	6	20	\$1,604	
14	Record Drawings	0	1	2	0	0	8	2	2	15	\$1,507	
Labor Subtotal		16	44	36	8	24	426	34	70	762	\$79,338	
EXPENSES:												
Travel:			Cost/Unit	Ground	Days	Days	Miles					
Mileage			\$0.540				400				\$216.00	
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									\$79,338.00
			Subtotal - Expenses									\$216.00
			Total - SERVICES DURING CONSTRUCTION									\$79,614.00