

TASK ORDER NO. 2023-03

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

North Avenue Sidewalk Improvements **HLA Project No. 23092E**

The City of Sunnyside (CITY) intends to complete contract documents to construct approximately 200 lineal feet of curb, gutter, and sidewalk on the north side of North Avenue between Rhoman Street and Woods Road. These improvements are intended to add driveway curb cuts and sidewalk to better route traffic and pedestrians to businesses. This project will also close off Rhoman Street f.k.a. Yellowstone Trail to vehicular traffic from North Avenue. Ninety percent design plans were completed in 2017. Engineering design work will begin immediately following Task Order Approval. Construction is anticipated to occur during the summer of 2023.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering services for the North Avenue Sidewalk Improvements project (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) for improvements, including resurfacing of roadway, ADA compliant sidewalk ramps, crack sealing, curb and gutter, and pavement markings. Services will also include advertising and bidding, recommendation of contract award, and engineering services during construction.

HLA shall provide the following services:

1.0 Design Engineering

- 1.1 Attend one (1) design meeting with the CITY to obtain input regarding existing and proposed improvements.
- 1.2 Prepare complete plan set, including plan sheets with construction notes and plan details.
- 1.3 Prepare final engineer's construction cost estimate.
- 1.4 Prepare final PROJECT specifications.
- 1.5 Submit final documents to the CITY for review and approval.
- 1.6 Incorporate CITY review comments and provide final construction documents for bidding approval.
- 1.7 Prepare advertisement for bids and transmit to newspapers selected by the CITY. Advertising fees to be paid by the CITY.
- 1.8 Post contract documents to HLA website for potential bidders and plan center access and maintain planholder list.
- 1.9 Notify dry utility companies of pending construction, including power, cable, natural gas, and telephone and direct them to HLA website for plans and specifications.

- 1.10 Prepare any required addenda to contract documents, if necessary.
- 1.11 Answer questions during bidding from prospective bidders.
- 1.12 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

2.0 Construction Engineering

- 2.1 Following award of the contract by the CITY, prepare Notice of Award to the Contractor.
- 2.2 Coordinate execution of construction contract with CITY and Contractor, including review of bond and insurance requirements.
- 2.3 Coordinate and conduct preconstruction conference with the CITY, Contractor, private utilities, and affected agencies followed by issuance of Notice to Proceed.
- 2.4 Furnish the field survey crew to set horizontal and vertical control for the PROJECT, including construction staking.
- 2.5 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 2.6 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
- 2.7 Administer and attend construction meetings.
- 2.8 Prepare construction progress reports for days the resident engineer is present.
- 2.9 Perform measurement and computation of pay items and prepare and file progress reports for the PROJECT with the CITY. Recommend progress payments monthly for the Contractor to the CITY.
- 2.10 Prepare and submit proposed contract change orders when applicable.
- 2.11 Conduct final PROJECT walk-through inspection with the CITY and Contractor and prepare punchlist of items to be corrected by the Contractor and provide to the CITY.
- 2.12 Prepare and furnish record drawings and field notes of all completed work in accordance with PROJECT field records provided by the resident engineer.
- 2.13 Prepare administrative documents for the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.
- 2.14 Monitor Contractor's compliance with the contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid if necessary.

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

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

- 4.2 Pay for PROJECT advertising, notices or other publications as may be required by the funding source.
- 4.3 Assist HLA by providing 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.
- 4.4 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.5 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion. Pay all review fees and costs associated with obtaining such approvals.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

1.0 Design Engineering

Completion of plans, specifications, opinion of cost, and bidding services within forty-five (45) working days following receipt of signed Task Order.

2.0 Construction Engineering

It is estimated construction of improvements will be completed within twelve (12) working days assuming a 40-hour a week contractor schedule, following award of the contract and Notice to Proceed.

3.0 Additional Services

Time for completion of 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:

1.0 Design Engineering

All work for Design Engineering services shall be performed for the Lump Sum fee of \$12,500.00.


2.0 Construction Engineering

All work for Construction Engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$28,800.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

3.0 Additional Services

Additional work requested by the CITY not included in this Task Order 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

4/13/2023

Date

Approved:

City of Sunnyside
Elizabeth Alba, City Manager

Date