

RESOLUTION NO. 2016-12

**A RESOLUTION OF THE TOWN OF NACHES, WASHINGTON, AUTHORIZING THE
MAYOR TO SIGN TASK ORDER NO. 2016-02: REGARDING GENERAL AGREEMENT
BETWEEN THE TOWN OF NACHES AND HLA INC. FOR THE WWTP
HEADWORK IMPROVEMENTS PROJECT.**

WHEREAS, the Town is in need of consultant engineering work and help on the Wastewater Treatment Plant Improvement Project; and,

WHEREAS, the proposed Contract meets the specifications and requirements of the project and,

WHEREAS, the Town is not able to provide these services with its present staff;

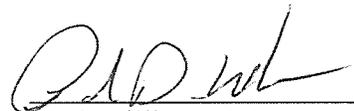
WHEREAS, the Town Council of the Town of Naches finds it is in the best interests of the residents of the Town to contract for consultant services regarding the 2016 WWTP Headwork Improvements Project with HLA, Inc.,

Now, therefore,

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
NACHES, WASHINGTON, as follows:**

The Town Council of the Town of Naches authorizes the Mayor to sign. Task Order No. 2016-02: Regarding General Agreement between the Town of Naches and HLA, Inc., HLA Project No. 16156E WWTP Headwork Improvements Project.

**PASS BY THE TOWN COUNCIL OF THE TOWN OF NACHES,
WASHINGTON, this 14th day of November, 2016.**


Paul Williams, Mayor

ATTEST:


Elvira Birrueta, Clerk/Treasurer

APPROVED AS TO FORM:


Mike Shinn, Attorney

TASK ORDER NO. 2016-02

REGARDING GENERAL AGREEMENT BETWEEN TOWN OF NACHES

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

WWTP Headwork Improvements
HLA Project No. 16156E

The Town of Naches (TOWN) desires to replace aging equipment at the treatment plant headworks and allow the headworks to accept increased flow. The existing bar screen will be replaced with a new 6-mm perforated plate screen meeting Ecology biosolids requirements, and a screenings washer/compactor will be installed so screenings are acceptable for landfill disposal. Building improvements include a new truss roof with metal roofing to replace the aging and leaking flat roof, a corrosion resistant door to the wet well, new insulated windows to improve lighting and heat retention, and a new wastewater sampler to replace the existing sampler for which parts are no longer available. A third influent pump will be installed to improve reliability and provide redundancy.

This project is funded in part by Yakima County SIED funds in the loan amount of \$198,000 and grant amount of \$198,000, private funding in the amount of \$49,500, and TOWN funds in the amount of \$49,500. The total project cost is anticipated to be approximately \$495,000.

SCOPE OF SERVICES:

At the direction of the TOWN, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering and construction services for the WWTP Headworks Improvements project (PROJECT). HLA services shall include the following:

Phase 1 – Engineering Design and Bidding Assistance

- A. Perform field investigations necessary to design the identified improvements. No topographic survey of the project area is planned to be completed.
- B. Perform preliminary design and present preliminary plans to the TOWN prior to detailing final plans.
- C. On the basis of approved preliminary plans, perform the final design, and prepare complete plans and specifications for bid call on the proposed work, as authorized by the TOWN.
- D. Prepare Engineer's Opinion of Construction Cost.
- E. Furnish thirty (30) copies of the final plans and specifications for bidding.
- F. Answer and supply such information as is requested by prospective bidders.
- G. Prepare and issue addenda, if necessary.
- H. Attend bid opening and participate in the bid opening and evaluation process.
- I. Prepare summary of bids received and review bidder's qualifications.
- J. Make recommendation to the TOWN of construction contract award.

Phase 2 – Services During Construction

- A. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- B. Prepare and file progress reports on the PROJECT with the TOWN and provide monthly progress estimates to the TOWN.
- C. Consult and advise the TOWN during construction and make a final report of the completed work.
- D. Monitor the construction contractor's compliance with Stage labor standards.
- E. Review Contractor's submission of submittals and shop drawings, where applicable.
- F. Recommend to the TOWN progress payments for the construction contractor.
- G. Prepare and submit proposed contract change orders when applicable.
- H. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor.

Phase 3 – Additional Services

- A. Provide professional engineering services for additional work requested by the TOWN that is not included in Phases 1 and 2.

Items to be Furnished and Responsibility of the TOWN

The TOWN will provide or perform the following:

- A. Provide full information as to TOWN 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. 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.
- D. 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. Pay all review fees and costs associated with obtaining such approvals
- E. Pay for project bid advertisement costs, if necessary.
- F. Pay for all necessary testing costs not paid by the Contractor.
- G. Pay for all necessary permit fees not paid by the Contractor.

TIME OF PERFORMANCE:

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

Phase 1 – Engineering Design and Bidding Assistance

Engineering design will commence immediately following notice to proceed and will be completed, ready for bid advertisement, within fifty (55) calendar days. Project advertisement, bidding and recommendation of award will occur within thirty (30) calendar days following Department of Ecology plan approval and authorization to advertise for bids.

Phase 2 – Services During Construction

Engineering services during construction of the PROJECT shall begin upon construction contract award by the TOWN and shall extend through the completion of construction, and completion of as-constructed drawings. It is anticipated that construction of these improvements will take approximately thirty (30) working days, and work will not begin until all equipment and materials have been received. The estimated procurement time for equipment and materials is 6-8 weeks from the time of purchase/approval of submittal documents. 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 (30) working days shall be considered additional services.

Phase 3 – Additional Services

Time of completion for work directed by the TOWN under additional services shall be negotiated and mutually agreed upon at the time of service request by the TOWN.

FEE FOR SERVICE:

For the services furnished by HLA as described under this Agreement, the TOWN 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 Bidding Assistance

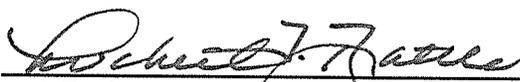
All work shall be performed for the Lump Sum price of \$48,000.00

Phase 2 – Services During Construction

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out-of-town travel costs, and outside engineers, with an estimated maximum amount of \$51,000.00.

Phase 3 – Additional Services

Any additional work requested by the TOWN that is not included in Phases 1 and 2 shall be authorized by the TOWN and agreed upon by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the TOWN 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, reproduction expenses, out-of-town travel costs, and outside engineers.

Proposed:  11/2/16
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved:  11/14/16
Town of Naches Date
Paul Williams, Mayor