

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, OCTOBER 10, 2023**



**PLEASE NOTE:** The maximum occupancy of the Council Chambers is 49 individuals at one time. Access to exits must be kept clear to ensure everyone in the Chambers can safely exit in the event of an emergency.

This meeting will be held in person and will also be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

**COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM**

**PAGE**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT** – At this time, the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing. The public comment period is not an opportunity for dialogue with the Mayor and Councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. If you would like to address the Council, please step up to the microphone and give your name and address for the record. Your comments will be limited to three minutes.
- 4. NEW BUSINESS**
  - A. Cemetery Improvements – City Engineer Stephane Ray, HLA Engineering
  - B. Ambulance Service Update – Fire Chief Pat Mason
  - C. Resolution approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements 1-8
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, October 10, 2023 at 6:00 pm and 7:00 pm will be held in person and will also be available via teleconference.

Please join the meeting from your computer, tablet or smartphone.

Join Zoom Meeting

<https://us06web.zoom.us/j/88993020838?pwd=eXRDemQ0ZXVlL3JXZ3BQZm1iNnpYQT09>

To join via phone: +1 253 215 8782


Meeting ID: 889 9302 0838

Passcode: 170524

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (A)
Resolution approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements	<b>AGENDA DATE:</b> October 10, 2023
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION (City Treasurer)</b> (If applicable)
Public Works Department	

**DEPARTMENT DIRECTOR REVIEW**

Cus Arteaga, City Administrator/Public Works Director 

<b>CITY ADMINISTRATOR</b>	<b>MAYOR</b>
	

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The City received FY 2023 Water Quality Combined Financial Assistance from the Washington State Department of Ecology to improve stormwater conditions within the City. The project will design and construct three stormwater treatment facilities for known outfalls to remove untreated stormwater from the Sunnyside Valley Irrigation District's conveyance system. Funding for this project consists of \$1,074,995.00 Ecology grant and \$189,705.00 City funds, for a total project cost of \$1,264,700.00.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the city budget, personnel resources, and/or residents.

Task Order 2023-09 includes preparation of final Contract Documents, Bidding Services, and Construction Services to complete the Stormwater Improvement project. Construction award to the lowest responsible contractor will be by separate council action. The project targets three locations where City stormwater comingles with Sunnyside Valley Irrigation District. When complete, three new infiltration systems will manage City Stormwater for West 5<sup>th</sup> Street, Larson Street, and Butternut Road. Eighty-five (85) percent of this Task Order is funded by a grant from the Department of Ecology. The remaining 15 percent is funded by local funding and has been budgeted.

Attached is Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., to provide professional engineering and land surveying services for the Grandview Stormwater Improvements with an estimated fee for services in the amount of \$221,500.00

**ACTION PROPOSED**

Move a resolution approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements to a regular Council meeting for consideration.

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING TASK ORDER NO. 2023-09 WITH HLA ENGINEERING AND  
LAND SURVEYING, INC., FOR THE GRANDVIEW STORMWATER IMPROVEMENTS**

**WHEREAS**, the City of Grandview has entered into a General Services Agreement with HLA Engineering and Land Surveying, Inc., (HLA) for work pursuant to task orders; and,

**WHEREAS**, the City would like to enter into a Task Order with HLA to provide professional engineering and land surveying services for the Grandview Stormwater Improvements,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements with an estimated fee for services in the amount of \$221,500.00 in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**TASK ORDER NO. 2023-09**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Grandview Stormwater Improvements - WQC-2023-Grandv-00123**  
**HLA Project No. 19175A-C**

The City of Grandview (CITY) has received FY 2023 Water Quality Combined Financial Assistance from the Washington State Department of Ecology (ECOLOGY) to improve stormwater conditions within the CITY. The project will design and construct three stormwater treatment facilities for known outfalls to remove untreated stormwater from the Sunnyside Valley Irrigation District's conveyance system. Funding for this project consists of \$1,074,995.00 ECOLOGY grant and \$189,705.00 City funds, for a total project cost of \$1,264,700.00.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering services for the Grandview Stormwater Improvements - WQC-2023-Grandv-00123 project (PROJECT). HLA shall provide a final comprehensive civil engineering construction document package (100% plans, specifications, and estimate), and services during construction. Services will also include advertising and bidding, review and recommendation of contract award to the lowest responsible bidder, and project administration/management.

HLA shall provide the following services:

**1.0 Grant and Loan Administration**

- 1.1 Maintain documentation that demonstrates the PROJECT follows applicable procurement, contracting, and agreement requirements.
- 1.2 Prepare progress reports for CITY review and submission no less than quarterly in ECOLOGY's Administration of Grants and Loans system (EAGL).
- 1.3 Prepare Recipient Closeout Report in EAGL.
- 1.4 Prepare and submit requests for funding reimbursements.

***ECOLOGY Deliverables:***

- *Upload to EAGL and notify ECOLOGY including:*
  - *Quarterly construction progress reports and payment requests (PRPR), PROJECT challenges, and/or changes in schedule*
  - *ECOLOGY Recipient closeout report (EAGL Form)*
  - *2-page Outcome Summary Report*

**2.0 Cultural and Environmental Review, and Permitting**

- 2.1 Prepare and submit updated Cultural Resources Review Form 21-02 to ECOLOGY for review and approval.

2.2 Prepare and submit Inadvertent Discovery Plan (IDP) to ECOLOGY for review and approval.

2.3 The following environmental items are not anticipated to be required for this PROJECT:

1. Joint Aquatic Resources Permit Application (JARPA)
2. Hydraulic Project Approval (HPA)
3. Corp of Engineers Permit
4. Biological Assessment
5. Environmental Impact Statement

Should it be determined any of these items must be prepared, they will be added as a separate and additional phase of work by amendment to this Task Order.

2.4 Cultural Resource Monitoring during construction is not required for the PROJECT.

2.5 Provide copies of previously approved environmental and cultural documents to ECOLOGY.

*ECOLOGY Deliverables:*

- *Email Cultural Resources Review Form to ECOLOGY*
- *Email Inadvertent Discovery Plan to ECOLOGY*
- *Upload to EAGL and notify ECOLOGY including:*
  - *SEPA Checklist*
  - *SEPA Determination*
  - *Permits Acquired and Environmental Review Documents*
  - *Landowner agreement (LOA) and easement documentation.*

**3.0 Design Plans and Specifications**

3.1 Finalize ECOLOGY approved 90% design plans, specifications, and contract documents.

3.2 Incorporate CITY and ECOLOGY review comments and provide final construction documents for bidding approval.

3.3 Respond to ECOLOGY comments received on final bid package.

3.4 Prepare and submit final PROJECT plans, contract documents and special provisions, and engineer's estimate to the CITY.

3.5 Prepare advertisement for bids and provide it to newspapers for publication as selected by the CITY. Advertising fees to be paid by the CITY.

3.6 Post contract documents to HLA website for potential bidders and plan center access and maintain planholder list.

3.7 Notify dry utility companies of pending construction, including Sunnyside Valley Irrigation District (SVID), power, cable, natural gas, and telephone and direct them to HLA website for plans and specifications.

3.8 Prepare addenda to contract documents, as required.

3.9 Answer questions during bidding from prospective bidders.

3.10 Attend PROJECT bid opening, confirm and tabulate bids, and make recommendation of award to lowest responsible bidder.

**ECOLOGY Deliverables:**

- *Upload to EAGL and notify ECOLOGY including:*
  - *Contract Documents, Design Report*
  - *Design Report Acceptance Letter*
  - *90% Design Package*
  - *90% Design Package ECOLOGY review responses*
  - *90% Design Package Acceptance Letter*
  - *Preliminary equivalent new/redevelopment area determination*
  - *Preliminary PROJECT area shapefile or approved equivalent*
  - *PROJECT Area Acceptance Documentation*
  - *Final Bid Package*
  - *Final Bid Package ECOLOGY comment responses*
  - *Final Bid Package Acceptance Letter*
  - *Bid Documents (bid advertisement, bid tabulation, bid award)*

**4.0 Construction Management**

- 4.1 Following award of the Contract by the CITY, prepare notice of award to the Contractor.
- 4.2 Coordinate execution of construction contract with CITY and Contractor, including review of bond and insurance requirements.
- 4.3 Coordinate and conduct preconstruction conference followed by issuance of notice to proceed.
- 4.4 Furnish the field survey crew to set horizontal and vertical control for the PROJECT.
- 4.5 Provide staking for construction, including structures, curb and gutter, sidewalk, illumination, and subgrade elevations.
- 4.6 Furnish a qualified resident engineer (inspector) to observe PROJECT construction for substantial compliance with plans and specifications.
- 4.7 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
- 4.8 Attend construction meetings associated with civil improvements, anticipated once per week during construction of the improvements.
- 4.9 Prepare daily construction progress reports and weekly statement of working days for days the resident engineer is present.
- 4.10 Recommend monthly progress payments for the Contractor to the CITY.
- 4.11 Prepare and submit proposed contract change orders when applicable.
- 4.12 Monitor the Contractor's compliance with required labor standards.
- 4.13 Monitor statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.
- 4.14 Conduct final inspection and prepare punch list of items to be addressed by the Contractor and provide to the CITY.

- 4.15 Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.
- 4.16 Assist the CITY with ECOLOGY funding reimbursement requests.

***ECOLOGY Deliverables:***

- *Upload to EAGL and notify ECOLOGY including:*
  - *Construction Quality Assurance Plan*
  - *Pre-Construction Conference Meeting Minutes*
  - *PROJECT Schedule prior to construction and upon changes*
  - *Change Orders and ECOLOGY Acceptance Documentation*
  - *Signed and Dated Construction Contract*
  - *Stormwater Construction Completion form*

**5.0 Construction**

- 5.1 Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

**6.0 PROJECT Closeout**

- 6.1 Prepare and submit to ECOLOGY the Outcome Summary Report.
- 6.2 Prepare and submit Recipient Closeout Report (RCOR).
- 6.3 Submit a GIS compatible PROJECT area shapefile document for ECOLOGY use.
- 6.4 Prepare and submit an Operations and Maintenance Plan (O&M) as required by ECOLOGY.
- 6.5 Respond to comments received from O&M Plan.

***ECOLOGY Deliverables:***

- *Upload documents to EAGL and notify ECOLOGY including:*
  - *Operation and Maintenance Plan*
  - *Final, as Constructed, Equivalent new/redevelopment Area Determination*
  - *Final, as Constructed, PROJECT Area Shapefile or ECOLOGY-approved Equivalent*

**7.0 Additional Services**

- 7.1 Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

**8.0 Items To Be Furnished And Responsibility of CITY**

- 8.1 Provide full information as to CITY requirements of the PROJECT.
- 8.2 Pay for PROJECT advertising, notices or publications, and permits as may be required by the funding source.
- 8.3 Pay for necessary materials testing not paid by the Contractor.



- 8.4 Assist HLA by placing at their disposal 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.
- 8.5 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.

#### **TIME OF PERFORMANCE:**

The services called for in this Task Order shall be completed as follows:

#### **1.0 Grant and Loan Administration**

Work for this phase will begin upon receipt of the executed Task Order and continue until all funding close out requirements for the PROJECT have been satisfied.

#### **2.0 Cultural and Environmental Review, and Permitting**

All ECOLOGY deliverables in this phase shall be prepared and submitted to the controlling authority/authorities prior to PROJECT advertisement.

#### **3.0 Design Plans and Specifications**

Final bid documents will be provided to the CITY within thirty (30) working days following signed Task Order and executed ECOLOGY funding agreement. Following ECOLOGY review, stamped plans will be provided for advertisement within one (1) week. It is anticipated the bid advertisement period will extend two (2) weeks followed by the bid opening, review and recommendation of award, and Council consideration of Award.

#### **4.0 Construction Management**

Construction management services shall begin upon construction contract award by the CITY and will extend through the completion of construction, and completion of as-constructed drawings. It is anticipated the physical construction will take fifty (50) working days, utilizing standard 40-hour work weeks. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, construction management services beyond fifty (50) working days shall be considered additional services.

#### **5.0 Construction**

Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

#### **6.0 PROJECT Closeout**

HLA will diligently pursue PROJECT Closeout; however, time of performance is highly dependent on the responsiveness and timeliness of the construction Contractor providing required documentation.

#### **7.0 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 Grant and Loan Administration**

All work for PROJECT administration/management shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for an estimated fee of \$10,000.00.

**2.0 Cultural and Environmental Review, and Permitting**

All work for cultural and environmental review and permitting shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for subconsultants, contract services, and/or non-salary expenses for an estimated fee of \$2,500.00

**3.0 Final Design Plans and Specifications**

All work for final design plans and specifications shall be performed for the lump sum fee of \$60,000.00.

**4.0 Construction Management**

All work for construction management shall be completed on an hourly basis, at normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$144,000.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then construction management related to the granted additional working days shall be considered Additional Services.

**5.0 Construction**

Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

**6.0 PROJECT Closeout**

All work for PROJECT closeout shall be performed for the lump sum fee of \$5,000.00.

**7.0 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 the services. HLA will 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, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

**Proposed:** Michael T. Battle 10/3/2023  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

**Approved:** \_\_\_\_\_ Date \_\_\_\_\_  
City of Grandview  
Gloria Mendoza, Mayor