

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, JANUARY 23, 2024**



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. Resolution approving Task Order No. 2024-02 with HLA Engineering and Land Surveying, Inc., for the Mike Bren Memorial Park Restroom Construction Engineering 1-7
 - B. Resolution approving Task Order No. 2021-06 – Amendment No. 1 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and McCreddie Road Roundabout Center Island Landscaping Treatment 8-12
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, January 23, 2024 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/83745680998?pwd=v3PVvja4DIq5sOP8wYGzQoIFBU7pjo.1>

To join via phone: +1 253 215 8782

Meeting ID: 837 4568 0998

Passcode: 311570

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

ITEM TITLE

Resolution approving Task Order No. 2024-02 with HLA Engineering and Land Surveying, Inc., for the Mike Bren Memorial Park Restroom Construction Engineering

AGENDA NO.: New Business 4 (A)

AGENDA DATE: January 23, 2023

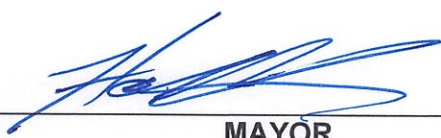
DEPARTMENT

Public Works Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

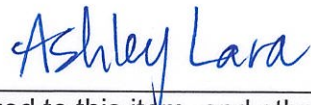
DEPARTMENT DIRECTOR REVIEW

Hector Mejia, Public Works Director



CITY ADMINISTRATOR

MAYOR



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

The City previously contracted with HLA Engineering and Land Surveying, Inc. (HLA), to provide plans, specifications, and a bid package to add a public restroom facility to the Mike Bren Memorial Park. With these tasks and documents complete, the City requested HLA provide bidding support and construction engineering services.

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 2024-02 with HLA Engineering and Land Surveying, Inc., provides for bidding services and construction engineering administration for the Mike Bren Memorial Park Restroom - Construction Engineering project in the amount of \$3,500 for bidding services and \$21,500 for construction engineering. It is intended that the City will provide on-site observation, photographs, measurements, monitoring, and preparation of daily reporting for use by HLA in providing construction administration and documentation.

ACTION PROPOSED

Move a resolution approving Task Order No. 2024-02 with HLA Engineering and Land Surveying, Inc., for the Mike Bren Memorial Park Restroom Construction Engineering to a regular Council meeting for consideration.

Date: January 4, 2024

Project No.: 23108C

To: City of Grandview
207 W. Second Street
Grandview, WA 98930

Attention: Shane Fisher
City Administrator

From: Jacob R. Sevigny, PE

Re: Mike Bren Memorial Park Restroom
Construction Engineering
Task Order No. 2024-02

We are sending you the attached following items:

Two (2) Original Signed Task Order Agreements

Comment:

Shane,

Upon review and approval, please have the Mayor sign and date the attached Task Order No 2024-02 Agreements for the Mike Bren Memorial Park Restroom – Construction Engineering project. Keep one original agreement for your records and return the other to our office.

We appreciate the opportunity to serve the City of Grandview. If you have any questions or need additional information, please contact our office.

Thank you.

Copy to: _____ Signed: *Jacob R. Sevigny*

TASK ORDER NO. 2024-02

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF GRANDVIEW
AND
HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Mike Bren Memorial Park Restroom – Construction Engineering
HLA Project No. 23108C

The City of Grandview (CITY) contracted with HLA Engineering and Land Surveying, Inc. (HLA), to provide plans, specifications, and a bid package to add a public restroom facility to the Mike Bren Memorial Park. With these tasks and documents complete, the CITY has requested HLA provide bidding support and construction engineering services.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide bidding services and construction engineering administration for the Mike Bren Memorial Park Restroom – Construction Engineering project (PROJECT). It is intended that the CITY will provide on-site observation, photographs, measurements, monitoring, and preparation of daily reporting for use by HLA in providing construction administration and documentation. HLA shall provide the following services:

1.0 Bidding Services

- 1.1 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. 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.
- 1.2 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.3 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting and maintain planholder list.
- 1.4 Answer and supply information as requested by prospective bidders.
- 1.5 Prepare and issue addenda to contract documents, if necessary.
- 1.6 Attend the bid opening and participate in the evaluation process.
- 1.7 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.8 Make recommendation of award to the CITY for construction contract.

2.0 Construction Engineering

- 2.1 Following Council award authorization, prepare Notice of Award to the Contractor, assemble construction contract documents, and coordinate execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.
- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.

- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Respond to contractor requests for information (RFI).
- 2.7 Interpret plans and specifications when necessary.
- 2.8 Create and maintain accurate construction documentation for the life of the PROJECT.
- 2.9 Ensure the CITY has all necessary files for audits.
- 2.10 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 2.11 Review acceptance sampling and testing for construction materials.
- 2.12 Review Contractor's submission of samples and shop drawings.
- 2.13 Attend construction meetings as requested by the CITY, anticipated no more twice per month during the duration of improvements.
- 2.14 Perform measurement and computation of pay items.
- 2.15 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.16 Monitor the Contractor's compliance with federal and state labor standards.
- 2.17 Conduct final walkthrough inspection with the Contractor, CITY, and HLA. Prepare and transmit punchlist to Contractor.
- 2.18 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.19 Notify CITY when retainage may be released.
- 2.20 Ensure the PROJECT is completed as designed and contract specifications are adhered to during construction.

3.0 Additional Services

Provide professional engineering services for additional work requested by the CITY that is not included in this Task Order.

4.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 4.1 Provide full information as to CITY requirements for the PROJECT.
- 4.2 Provide all available information pertinent to the PROJECT relative to completion of construction of the PROJECT.
- 4.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.

- 4.4 Obtain approval of all required governmental authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT. Pay all review fees and costs associated with obtaining such approvals.
- 4.5 Pay for advertising, notices, or other publications as may be required.
- 4.6 Pay for all necessary permits and testing fees not paid by the Contractor.
- 4.7 Furnish qualified staff to observe construction for substantial compliance with plans and specifications and CITY Construction Standards, and provide HLA with daily reports, photographs, measurements, and contractor communications.
- 4.8 Prepare proposed contract change orders and/or force account computations as required.
- 4.9 Prepare and submit recommendation of PROJECT acceptance.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT as follows:

1.0 Bidding Services

- 1.1 HLA will assist the CITY to advertise the PROJECT for bids in February 2024.

2.0 Construction Engineering

- 2.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 2.2 A maximum of forty (40) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 2.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the forty (40) working days shall be considered additional services.

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 SERVICES:

For the services furnished by HLA as described within this Task Order, 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.

1.0 Bidding Services

All work for bidding services shall be performed for the lump sum fee of \$3,500.

2.0 Construction Engineering

All work for construction engineering services 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 the estimated fee of \$21,500.

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: Michael T. Battle 1/4/2024
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved: _____ Date _____
City of Grandview
Ashley Lara, Mayor

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2024-02 WITH HLA ENGINEERING AND
LAND SURVEYING, INC., FOR THE MIKE BREN MEMORIAL PARK RESTROOM
CONSTRUCTION ENGINEERING**

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 bidding support and construction engineering services for the Mike Bren Memorial Park Restroom Construction Engineering project,

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. 2024-02 with HLA Engineering and Land Surveying, Inc., for the Mike Bren Memorial Park Restroom Construction Engineering project with an estimated fee for services in the amount of \$3,500 for bidding services and \$21,500 for construction engineering 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 _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

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


ITEM TITLE Resolution approving Amendment No. 1 to Task Order No. 2021-06 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and McCreadie Road Roundabout Center Island Landscaping Treatment	AGENDA NO.: New Business 4 (B) AGENDA DATE: January 23, 2024
DEPARTMENT Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT HEAD REVIEW

Hector Mejia, Public Works Director



CITY ADMINISTRATOR **MAYOR**



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

The City of Grandview received funding from the Washington State Transportation Improvement Board (TIB) for safety and function improvements to the Wine Country Road and McCreadie Road intersection. The project reconstructed and improved the Wine Country Road and McCreadie Road intersection with a roundabout.

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 No. 2021-06 was originally approved by Resolution No. 2021-57 on December 14, 2021. The reason for Amendment No. 1 to Task Order No. 2021-06 was for additional construction engineering efforts, in the form of contract and project administration, which were necessary due to Change Order work by the Contractor. Amendment No. 1 adds thirty (30) additional construction engineering working days associated with Change Order No. 2 for the landscaping treatment to the center island of the roundabout.

Task Order No. 2021-06 provided for an estimated maximum fee of \$182,180, plus \$27,000 for the additional construction engineering efforts for the center island landscaping treatment due to Change Order No. 2, for a total fee of \$209,180.

ACTION PROPOSED

Move a resolution approving Amendment No. 1 to Task Order No. 2021-06 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road and McCreadie Road Roundabout Center Island Landscaping Treatment to a regular Council meeting for consideration.

Date: January 10, 2024

Project No.: 21250C

To: City of Grandview
207 W. Second Street
Grandview, WA 98930

Attention: Shane Fisher
City Administrator

From: Stephen S. Hazzard, PE

Re: WCR and McCreddie Roundabout
Construction Administration – Change Order No. 2
Task Order No. 2021-06 – Amendment No. 1

RECEIVED

JAN 16 2024

CITY OF GRANDVIEW

We are sending you the attached following items:

Two (2) Original Signed Task Order 2021-06 – Amendment No. 1 Agreements

Comment:

Shane,

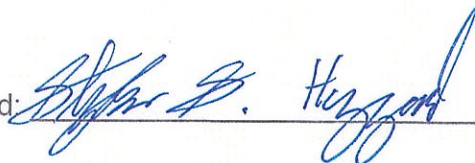
Upon review and approval, please have the Mayor sign and date the attached Task Order No 2021-06 – Amendment No. 1 Agreements for the WCR and McCreddie Roundabout construction project. Keep one original agreement for your records and return the other to our office.

We appreciate the opportunity to serve the City of Grandview. If you have any questions or need additional information, please contact our office.

Thank you.

Copy to: _____

Signed: _____



AMENDMENT NO. 1
TASK ORDER NO. 2021-06

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wine Country Road and McCreadie Road Roundabout

HLA Project No. 21250C

TIB Project No. 8-4-183 (004)-1

The City of Grandview (CITY) has received funding from the Washington State Transportation Improvement Board (TIB) for safety and function improvements to the Wine Country and McCreadie Roads intersection. This project will reconstruct and improve the Wine Country Road and McCreadie Road intersection with a roundabout.

REASON FOR AMENDMENT NO. 1

Additional construction engineering efforts, in the form of contract and project administration, are necessary due to Change Order work by the Contractor. Amendment No. 1 adds thirty (30) additional construction engineering working days associated with Change Order No. 2 for the landscaping treatment to the center island of the roundabout.

SCOPE OF SERVICES:

The following is added to the Task Order 2021-06 scope of services:

3.0 Construction Engineering

- 3.16 HLA will provide construction project and contract administration services only for the additional working days due to Change Order No. 2 including:
 - 3.16.1 Provide limited construction staking, including structures and curb.
 - 3.16.2 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT Specifications and any applicable Traffic Control Plans.
 - 3.16.3 Recommend progress payments for the Contractor to the CITY.
 - 3.16.4 Prepare administrative documents for the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.
 - 3.16.5 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.

TIME OF PERFORMANCE:

The time of performance for Task Order No. 2021-06 is revised to add the following:

3.0 Construction Engineering

HLA will provide construction engineering services in the form of project and contract administration for thirty (30) additional construction days due to Change Order No. 2, added to the original eighty (80) working days, utilizing standard 40-hour work weeks, increasing total working days to one hundred and ten (110).

FEE FOR SERVICE:

3.0 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 \$182,180.00, plus the additional amount of \$27,000 for added services due to Change Order No. 2, for a total fee of \$209,180.00.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

1/10/2024
Date

Approved:

City of Grandview
Ashley Lara, Mayor

Date

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING AMENDMENT NO. 1 TO TASK ORDER NO. 2021-06 WITH HLA
ENGINEERING AND LAND SURVEYING, INC., FOR THE WINE COUNTRY ROAD
AND MCCREADIE ROAD ROUNDABOUT CENTER ISLAND
LANDSCAPING TREATMENT**

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 Council adopted Resolution No. 2021-57 on December 14, 2021 approving Task Order No. 2021-06 with HLA to provide professional engineering services for the Wine Country Road and McCreadie Road Roundabout; and

WHEREAS, Amendment No. 1 to Task Order No. 2021-06 revises the Scope of Services and Fee for Services for additional construction engineering efforts, in the form of contract and project administration, which were necessary due to Change Order work by the Contractor and adds thirty (30) additional construction engineering working days associated with Change Order No. 2 for the landscaping treatment to the center island of the roundabout;

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

The Mayor is hereby authorized to sign Amendment No. 1 to Task Order No. 2021-06 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services for the Wine Country Road and McCreadie Road Roundabout for the estimated maximum fee of \$182,180 plus the additional amount of \$27,000 for added services due to Change Order No. 2, for a total fee of \$209,180 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 _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY