

AGENDA ITEM SUMMARY

DATE: April 11, 2011

DEPARTMENT: Finance

DEPT. HEAD SIGNATURE: TA for HD

SUBJECT: Reimbursement request from the Building Material Thrift Store

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The Building Material Thrift Store (BMTS) is a sub-awardee of the Hailey Community Climate Challenge grant. The sub-award includes funds for the purchase of a forklift and scaffolding to enhance deconstruction and material salvage operations at the BMTS. Because the funds for this grant are distributed by reimbursement, the BMTS has paid for the equipment in advance and has requested reimbursement. Once the city reimburses the BMTS, the EPA will reimburse Hailey for these spent grant funds.

The payment to the BMTS is in addition to the rest of the checks issued for payment. Due to timing, this payment was not included with the other checks and therefore requires a separate approval. The amount spent is \$22,500.00 and does not exceed the amount listed in the Hailey Community Climate Challenge budget for this purpose.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Casele # _____

Budget Line Item # _____ YTD Line Item Balance \$ _____

Estimated Hours Spent to Date: _____ Estimated Completion Date: _____

Staff Contact: _____ Phone # _____

Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Safety Committee |
| <input checked="" type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve payment to the Building Material Thrift Store.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

Dear Mr. [Name]

10/11/67

I have received your letter of the 10th inst. regarding the matter of [Topic]. I am sorry that I cannot give you a more definite answer at this time, but the matter is still under consideration.

I have discussed this matter with the relevant departments and we are working to resolve the outstanding issues as quickly as possible. Your patience is appreciated.

I will contact you again once a final decision has been reached. In the meantime, please do not hesitate to contact me if you have any further questions.

Very truly yours,
[Signature]

[Name]
[Address]
[City, State, Zip]

AGENDA ITEM SUMMARY

DATE: April 11, 2011

DEPARTMENT: Finance

DEPT. HEAD SIGNATURE: TA [Signature]

SUBJECT: Letter of Agreement for building commissioning services at the Interpretive Center.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The Hailey Community Climate Challenge grant includes LEED Certification of the Interpretive Center. Building commissioning is part of LEED for New Construction Certification. Commissioning provides building owners with a third party engineer to provide checks and balances that the owner would not normally have with a classic design team. Often key elements of the design are obfuscated or less understood than the owner and general contractor realizes which often result in design deficiencies and compromises. These project risks can be eliminated with third party commissioning involvement. The commissioning authority makes sure that the Owner's Project Requirements are reflected in the architects and engineers Basis of Design and that the actual selection and installment of systems by the general contractor and sub-contractors meet the Owner's Project Requirements and Basis of Design.

The fee for this service is \$2,400.00 and is not in excess of the amount listed in the Hailey Community Climate Challenge budget for this purpose.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Case # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Safety Committee |
| <input checked="" type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review the Letter of Agreement and motion to approve the Mayor to sign.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

April 11, 2011

Brian Formusa P.E.
108 S. Third Avenue
Hailey, ID 83333

Subject: *Hailey Community Climate Challenge* – building commissioning services at the Interpretive Center

Dear Brian:

You have been selected as the Commissioning (Cx) Authority for the Interpretive Center, to provide fundamental and enhanced building commissioning as part of the *Hailey Community Climate Challenge*. Please review the following conditions of the award, sign this letter and return the original to the City of Hailey for Mayor Rick Davis' signature. I will then send you a complete, signed copy for your records.

1. The Cx activities, requirements, and systems to be commissioned are outlined in the attached request for quotes and proposal submitted by you.
2. Fundamental and Enhanced Commissioning Services, as required by USGBC's LEED 2009 NC, will be provided for \$2,400.
3. Includes commissioning of the HVAC, lighting, and domestic hot water system categories listed in the attached request for quotes; however, the details and specifications of the system components of such categories may be altered at anytime.
4. All commissioning activities described in the attached request for quotes and proposal submitted by you, will be conducted at the required times, determined by the timing of the design and construction activities. Timing of the design and construction activities will be determined by City of Hailey and architectural and engineering team. It is anticipated that the system design activities will commence immediately following April 11, 2011. The start and end date for construction activities have not been finalized.

Thank you very much for the thought and effort that have gone into your proposal for building commissioning services. The City of Hailey is grateful for your participation in the *Hailey Community Climate Challenge*, and I look forward to working with you on the Interpretive Center.

Sincerely,



Mariel Platt
Sustainability Coordinator
City of Hailey

Rick Davis, Mayor

Date

Brian Formusa P.E.

Date

Mariei Platt

From: Mariel Platt
Sent: Thursday, March 24, 2011 2:26 PM
Cc: Tom Hellen; Tracy Anderson
Subject: Building Commissioning Agent - Request for quotes
Attachments: Interpretive center schematic.pdf

Dear Commissioning Agent,

The City of Hailey is seeking price quotes for a building commissioning agent to provide fundamental commissioning and enhanced commissioning, on a new commercial building in Hailey, Idaho, that is seeking LEED certification.

ABOUT THE PROJECT: *Hailey Community Climate Challenge (Challenge)* is a Climate Showcase Community Grant Program made possible by a grant from the U.S. Environmental Protection Agency to the City of Hailey. One of the components of the *Challenge* involves obtaining LEED NC certification of the city's soon to be constructed Interpretive Center. The Interpretive Center is part of the Hailey Rodeo Park. In addition to the interpretive center, the Park will include a multi-use arena, an indoor ice rink, and a skate park (these facilities will not be obtaining LEED certification). The Interpretive Center will be used as a gallery space for historical displays and office and visitor space for the Hailey Chamber of Commerce and the City of Hailey. In addition, part of the *Challenge* includes the production of a film, which will document all project components of the *Challenge*, including the certification of the Interpretive Center.

The siting, schematic design, and elevations of the Interpretive Center have been finalized and approved. Please see the attached schematic floor plan. The construction documents have not been drafted. The square footage is approximately 2,000. The following is a brief description of the anticipated systems that must be included in the commissioning activities:

HVAC systems and associated controls

We anticipate that the 3 HVAC system to be comprised of indoor furnaces connected to exterior air cooled heat pumps. Ventilation and exhaust air will be provided by a Heat recovery ventilator.

Domestic hot water systems

Domestic hot water will be provided by electric hot water heater (potentially point of use instantaneous).

Lighting and daylighting controls

6.1 Controllability of Systems – Lighting:

Interior lighting shall consist of a combination of ambient and task lighting; individual controls will be provided for occupants, via stepped-level dimming.

8.1 Daylight and Views – Daylight:

Daylight sensors will be incorporated into daylit spaces, such that electric lighting load (ambient) will be automatically step-dimmed when daylight is sufficient for illumination requirements

REQUIREMENTS:

FUNDEMENTAL

Agent Qualifications and requirements:

1. Must have documented commissioning authority experience in at least 2 building projects.
2. Must report results, findings and recommendations directly to the City.

Commissioning Requirements:

1. Review the owner's project requirements and the basis of design for clarity and completeness. Ensure that the basis of design reflects the owner's project requirements, prior to the approval of contractor submittals of any commissioned equipment or systems.
2. Develop and implement a commissioning plan. The plan must include the following:
 - a. Commissioning Program Overview
 - i. Goals and objectives
 - ii. General project information
 - iii. Systems to be commissioned
 - b. Commissioning Team
 - i. Team members, roles, and responsibilities
 - ii. Communication protocol, coordination, meetings, and management.
 - c. Commissioning Process Activities
 - i. Documenting the owner's project requirements (document to be provided by the owner)
 - ii. Preparing the basis of design (document to be provided by the design team)
 - iii. Developing system functional test procedures
 - iv. Verifying system performance
 - v. Reporting deficiencies and the resolution process
 - vi. Accepting the building systems
3. Develop and incorporate commissioning requirements into the construction documents
 - a. The following project specifications (if applicable) will be used to inform contractors of their responsibilities in the commissioning process:
 - i. Commissioning team involvement
 - ii. Contractors' responsibilities
 - iii. Submittal review procedures for commissioned systems
 - iv. Operations and maintenance documentation, system manuals
 - v. Meetings
 - vi. Construction verification procedures
 - vii. Startup plan development and implementation
 - viii. Functional performance testing
 - ix. Acceptance and closeout.
 - x. Training (enhanced only)
 - xi. Warranty review site visit (enhanced only)
4. Verify the installation and performance of the systems to be commissioned.
 - a. Installation inspections to ensure systems were installed properly.
 - b. Performance testing, which includes testing to ensure system components are energized, programmed, balanced, and otherwise ready for operation under part and full-load conditions. Testing must include each process in the sequence of operations under central and packaged equipment control, including startup, shutdown, capacity modulation, emergency and failure modes, alarms, and interlocks to the equipment. This testing shall rely on testing procedures developed by the agent, listed in the commissioning specifications, and commissioning plan.
 - c. At each point in the process of installation inspections and systems performance testing the agent should evaluate whether the installed system meets the criteria for the project as set forth by the owner's project requirements and the basis of design documents.
 - d. Discrepancies and deficiencies should be reported to the owner and the team should work collaboratively to find an appropriate resolution.
5. Complete a summary commissioning report, which includes the following:
 - a. Executive summary of the process and the results of the commissioning program, including observations, conclusions, and any outstanding items.
 - b. History of any system deficiencies identified and how they were resolved, including any outstanding issues or seasonal testing scheduled for a later date
 - c. Systems performance test results and elevation

- d. Confirmation form the agent indicating whether individual systems meet the owner's project requirements, basis of design, and contract documents.

ENHANCED (in addition to the fundamental commissioning requirements)

Agent Qualifications and requirements:

1. Must have documented commissioning authority experience in at least 2 building projects.
2. Must report results, findings and recommendations directly to the City.

Commissioning Requirements:

1. Develop and implement a commission plan. In addition to what is listed above, under fundamental commissioning, the plan must also include the following:
 - a. Documentation of the commissioning review process
 - b. Reviewing contractor submittals
 - c. Developing the systems manual
 - d. Verifying the training of operations and personnel
 - e. Reviewing building operation after final acceptance.
2. Conduct at least 1 commissioning design review of the owner's project requirements, basis of design, and design documents prior to midconstruction documents phase and back-check the review comments in the subsequent design submission. The design review should focus on the following issues:
 - f. Ensuring clarity, completeness, and adequacy of the owner's project requirements.
 - g. Verifying that all issues discussed in the owner's project requirements are addressed adequately in the basis of design
 - h. Reviewing design documents for achieving the owner's project requirements and basis of design and coordination of commissioned systems.
3. Review contractor submittals applicable to the systems being commissioned and evaluate the following specifics:
 - i. Conformance with the owner's project requirements and basis of design. This review must be concurrent with the architect's or engineers' reviews and submitted to the design team and the owner.
 - j. Fulfilling operation and maintenance requirements
 - k. Facilitating performance testing
4. Develop a system manual that gives future operating staff the information needed to understand the optimally operate the commissioned system (this is in addition to the O&M manuals submitted by the contractors – the systems manual focuses on operating rather than maintaining the equipment). The following should be included, if applicable, in the system manual for each commissioned system:
 - l. Final version of the basis of design
 - m. System single-line diagrams
 - n. As-built sequences of operations, control drawings, and original setpoints,
 - o. Operating instructions for integrated building systems,
 - p. Recommended schedule of maintenance requirements and frequency, if not already included in the project O&M manuals
 - q. Recommended schedule for retesting of commissioned systems with blank test forms from the original commissioning plan.
 - r. Recommended schedule for calibrating sensors and actuators.
5. Establish and document training expectations and needs with the owner. Provide the operations staff and occupants with training and orientation on the following applicable topics:
 - s. General purpose of system
 - t. Use of O&M manual
 - u. Review of control drawings and schematics
 - v. Start up adjustments and optimizing methods for energy conservation
 - w. Health and safety issues
 - x. Special maintenance and replacement sources
 - y. Occupant interaction issues
 - z. System response to different operating conditions

- aa. Interactions with other systems.
6. Enter into contract with the city to review operations with staff and occupants, including a plan for resolution of outstanding commissioning-related issues 10 months after substantial completion.
7. Complete a summary commissioning report, which includes the following, in addition to the fundamental commissioning requirements:
 - bb. Summary of the design review process
 - cc. Summary of the submittal review process
 - dd. Summary of the O&M documentation and training process
8. 10 months after substantial completion, review the building operation with O&M staff and occupants. All unresolved construction deficiencies as well as any deficiencies identified in this post occupancy review should be documented and corrected under manufacturer or contractor warranties.

PRICE QUOTE INFORMATION: The City of Hailey seeks the following information in your price quote:

1. Pricing on all travel expenses, if applicable.
2. Two different price quotes 1) on fundamental and 2) on enhanced commissioning.
3. Indication of your availability – the development and completion of the construction documents will begin immediately. Construction will begin in July and is anticipated to be substantially complete in November or December.
4. Any other pricing information necessary to provide a complete price quote, inclusive of all costs.
5. Indication of level of involvement and anticipated roles of contractors and design team.
6. Indication that the agent can meet the requirement to provide documentation of commissioning authority experience on at least 2 building projects that are at least as complex as this project.
7. Information on the agent's experience level working as a commissioning agent on a LEED project.
8. Any other information describing what is included in the price quote for the expected requirements of the commissioning activities (detailed above).

Please limit your price quotes and any supporting documents to no more than 3 pages. Price quotes may be sent via email to mariel.platt@haileycityhall.org.

Price quotes must be received by, **8am on March 31, 2011.**

Minority and women owned businesses are encouraged to respond.

Thank you,

Mariel Platt
Sustainability Coordinator
City of Hailey
(208) 788-9815 Ext. 24

To: Mariel Platt, LEED AP, Sustainability Coordinator City of Hailey, Idaho

3/29/11

Proposal: Hailey Rodeo Interpretive Center Commissioning

OBJECTIVE:

Provide commissioning (Cx) services in accord with the RFP requirements as emailed 3/24/11 including HVAC, lighting and DHW systems as outlined in the RFP. Particular emphasis is on verifying that these systems meet the targeted LEED requirements as reflected in both plan and specifications. Utilize ASHRAE CPMP Standards for commissioning, which I have employed since the first ASHRAE Standard '0' was in 2005 and carried through to current CPMP rollout. On the ground: strengthen ties between the installing contractor and Owner by commissioning the systems in tandem with the subcontractor. In my experience this allows the subcontractor to make onsite system adjustments in accord with project goals while maintaining a cooperative relationship with Cx authority. The ultimate objective is to employ a tactful, respectful expertise to move the project towards LEED goals, final completion and Owner acceptance.

SCOPE OF SERVICES AND METHODOLOGY

- Verify that the system is installed as per plan and specifications i.e. pipe and duct sizes, proper valve locations, insulation, lighting and domestic hot water (DHW) systems. Verify the installation and control of these systems is in accord with the spirit of the final LEED certification criteria including lighting controls, performance of DHW and HVAC systems without destructive testing.
- Ensure we have proper water and air flows, valve and damper settings, building air balance, heat pump operation, lighting control ramping, economizer operation, etc. Perform tests to ensure proper control operation under differing conditions (i.e. by simulating summer/winter conditions). Controls expertise is essential in Cx – 30 years as a controls designer will be employed even if advanced DDC controls are employed. Test and Balance (T&B) expertise is backed by that 30+ years of in-field expertise. Subcontractors will perform all T&B and control adjustments in order to maintain project warranties and ownership.
- Develop a collaborative interaction between the General Contractor, their subcontractors and City of Hailey to resolve any issues in a constructive win-win atmosphere.
- Assumptions: Each subcontractor shall perform their own start-up, test/balance/control adjustments and system verification procedures (to conform to plan and spec) before the commissioning procedure is begun. These reports will be reviewed – and audited with spot field tests by the Cx to verify reasonable accuracy of the reporting (a.k.a. third party verification). The Sub-contractors shall be on-site during each building system Cx process (Electrician, Plumber, HVAC subs) to provide on-site final adjustments during the Cx audit. This caveat protects the G.C. and Owner in that any deficiencies or punch-list items developed as part of the Cx process have subcontractor participation and buy-in for follow-up. Usually the system adjustments (always made by the installing contractor) can be made at this time to comply with Cx approval.
- Following the Cx audit above, a deficiencies list will be prepared for the project. Only one site visit for each system (HVAC, lighting, DHW) is envisioned in this proposal as it is a simple, small structure with very little complexity. In unusual circumstances where substantial system construction deficiencies persist, any follow-up verification can be made by the G.C. site superintendent or the City's engineering staff (T. Hellen

or J. Zurubika are qualified.) The Cx authority is available at the City's behest to perform additional site supervision/verification on a time (\$125./hr) and materials basis.

- Enhanced Cx services will include the above fundamental Cx tasks plus no more than 8 hours for Arch/Engr design meetings, plan review and any follow-up reports and correspondence. An extended Cx service may be enlisted at the Owners behest at normal billing rates.

QUALIFICATIONS AND EXPERIENCE

- **Project Familiarity/Ownership:** I have participated in the entire 3 hour LEED pre-design charrette for this project and well understand the LEED process and goals established. In addition I am privy to several critical programming goals that were not well explored at that time. In addition I expect to donate an additional 45 hours of time to the City on related Climate Challenge Grant work over the next 3 years. The project is one minute from my house, In short it is a community project that I continue to donate time to.
- **Design/Construction Teaming:** I have worked in a similar Owners' representative oversight capacity with ES² (Hugh), and have worked with Paul Stoops, RLB and nearly every HVAC, plumber and electrical subcontractor in town, with historically excellent rapport and end results.
- **Cx Experience:** Recent experience in commissioning services for the City of Hailey on two 2009-2011 projects; a 24.6 kW electrical PV system and an HVAC retrofit (project value \$249,000. I am currently the Commissioning authority for the Blaine County School District regarding a \$60 Million school bond, these are primarily HVAC, lighting and energy retrofit projects. I have performed Cx services for clients since 1981 well before "commissioning" developed into a named component of the building process.
- **LEED:** Review my Qualifications and Experience online at brianformusa.com. In particular the pre-LEED type projects as early as 1982 when I was awarded a National Energy Design Award for the most energy efficient commercial building in America in a juried AIA process. This project, "Ventura Coastal" is a corporate headquarters for the 7-Up Corporation which was one of the first projects in the USA to include computer modeling for site location, landscaping, architectural daylighting design with electronic controls, energy efficient mechanical systems, economizers and annual energy modeling as a part of the design process (I authored the energy modeling software, daylighting design, some architectural design and complete HVAC design). This process was much more involved than either current LEED or Title 24 design procedures.
- **LEED:** This project is in concert with a very specific 30 year-long career track in energy efficient building and mechanical design, particularly as an early adopter of natural ventilation, daylighting, passive solar and active solar designs as early as 1980. I hold a B.S. degree from Cal Poly in one of the country's first accredited HVAC and alternative energy efficiency programs. More importantly I started as shop floor mechanical installer and "worked my way up" and then back down again to regain vital field experience as required. Today, I install as well as design systems. A member of ASHRAE since 1980, the only USA authority on Commissioning procedures.
- **Performance Record:** There has never been any litigation, error or omission claim on any project I have designed or managed, I attribute this to interpersonal and communication skills. Contact locals; Tom Hellen, Roger Parker, Howie Royal, Rick Stark, Tor Jensen or other on request for recent local Cx references.
- **Travel Time and Expenses;** fortunately, this is a neighborhood project for me. I am a 1 minute bike ride away from the project and there is no (0) travel time charged to travel to this jobsite for even the smallest verification, meeting or solution. I consider this project to be a community affair and am pleased to offer substantially discounted services to participate.

PROFESSIONAL Cx FEES

- A. Fundamental Commissioning Services as outlined in the referenced RFP - \$1400.
- B. Enhanced Cx Commissioning Services as outlined in the referenced RFP - \$2400.

BENEFITS

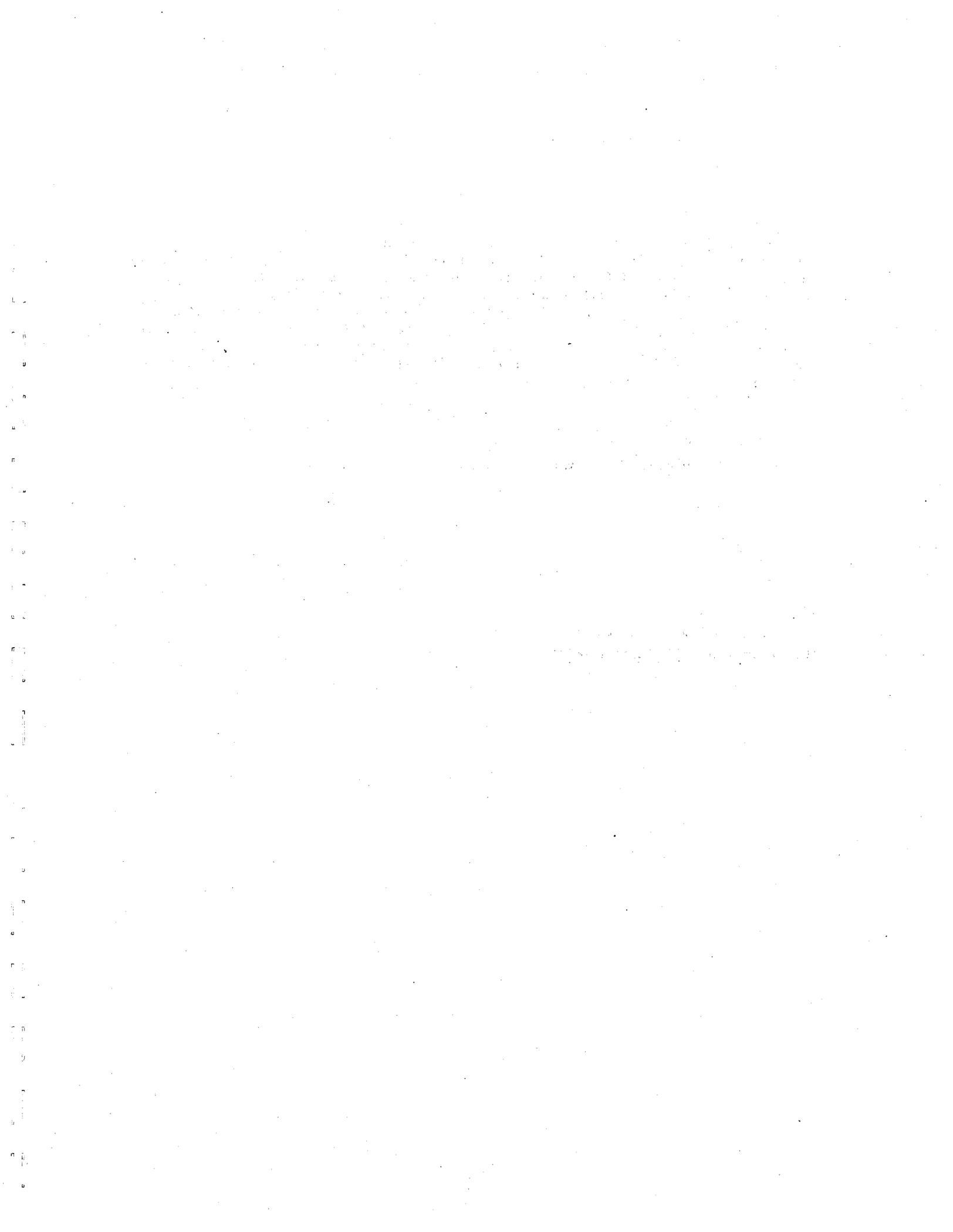
Enhanced Cx will provide the Owner with basically a third party engineer to provide checks and balances that the Owner would not normally have with a classic design team. Often key elements of the design are obfuscated or less understood than the Owner or G.C. realizes which often result in design deficiencies and compromises. These project risks can be eliminated with veteran third party Cx involvement. One client described it as "holding the design team accountable from the inside-out to meet design objectives". Most engineers describe my process as not only cost effective but an enhancement to the design process. Ninety percent of the time these value-engineered ideas cover the extra cost of my fees and result in significant annual energy savings afterwards. I have acted in this complementary design role on large multidiscipline projects for more than 15 years (from Power Engineers onwards), it's a soft, win-win process.

Thanks for offering the Opportunity

It is always a pleasure and privilege to work with City Staff.



Brian Formusa P.E. Mechanical Engineer
Cell+ Office # 806-1842 Office 788-6482



AGENDA ITEM SUMMARY

DATE: April 11, 2011

DEPARTMENT: Finance

DEPT. HEAD SIGNATURE: JA for HD

SUBJECT: Letter of Agreement for architectural and engineering services at the Interpretive Center.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The Hailey Community Climate Challenge grant includes LEED Certification of the Interpretive Center. Ruscitto/Latham/Blanton Architectura (RLB) and their selected consultants - Paul Stoops Associates, ES2, and Galena Engineering - will provide services to assist the city in obtaining LEED Certification.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Casele # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<input checked="" type="checkbox"/> City Administrator	<input type="checkbox"/> Library	<input type="checkbox"/> Safety Committee
<input checked="" type="checkbox"/> City Attorney	<input type="checkbox"/> Mayor	<input type="checkbox"/> Streets
<input type="checkbox"/> City Clerk	<input type="checkbox"/> Planning	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Building	<input type="checkbox"/> Police	_____
<input type="checkbox"/> Engineer	<input type="checkbox"/> Public Works, Parks	_____
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> P & Z Commission	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review the Letter of Agreement and the Service Agreement submitted by RLB and motion to approve the Mayor to sign both documents.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

April 11, 2011

Michael Bulls, AIA
Ruscitto/Latham/Blanton Architectura P.A.
Po Box 419
Sun Valley, ID 83353

Subject: *Hailey Community Climate Challenge* – architecture and engineering services for LEED 2009 New Construction and Major Renovation Certification of the Interpretive Center

Dear Michael:

Ruscitto/Latham/Blanton Architectura P.A. has been selected to provide architecture and engineering services for LEED 2009 New Construction and Major Renovation Certification of the Interpretive Center as part of the *Hailey Community Climate Challenge*. Please review the following conditions of the award, sign this letter and return the original to the City of Hailey for Mayor Rick Davis' signature. I will then send you a complete, signed copy for your records.

1. All services and fees detailed in the attached Services Agreement and Consultant Fee Schedule will apply.
2. All prerequisites listed in the attached Consultant Fee Schedule will be pursued.
3. Any credits listed in the attached Consultant Fee schedule may not be pursued, depending on material costs associated with the fee and any other information which affects the feasibility of achieving any credit. The determination on which credits will be pursued will be made by the City of Hailey. Invoicing of service fees listed for each credit in the attached Consultant Fee Schedule shall reflect the actual credits being pursued, as determined by the City of Hailey. Notification of this determination shall be made to Ruscitto/Latham/Blanton Architectura P.A. in writing (email communication is acceptable). In the event that the city chooses not to proceed with any LEED credit, which the city has previously notified RLB of in writing, any partial or completed work that has been conducted on any LEED credit will be invoiced in an amount that reflects the percentage complete.
4. The Service Fee will cover all necessary documentation for each LEED 2009 NC prerequisite and credit and will be submitted to the city in a timely manner.
5. In the event that it is determined that insufficient documentation for any prerequisite or credit is submitted to the city, Ruscitto/Latham/Blanton Architectura P.A. will supply the city with the required and corrected documentation in a timely manner, following notification to Ruscitto/Latham/Blanton Architectura P.A. from the city.
6. This agreement will remain in effect until the project receives final LEED Certification from United States Green Building Council (USGBC).
7. Ruscitto/Latham/Blanton Architectura P.A. and its selected consultants accept all terms, conditions, and provisions listed in the Green Building Certification Institute's LEED Project Registration Agreement and LEED Project Certification Agreement.

Thank you very much for the thought and effort that have gone into your proposal for architecture and engineering services. The City of Hailey is grateful for your participation in the

April 7, 2011

SERVICES AGREEMENT

Ruscitto/Latham/Blanton Architectura P.A. proposes to provide the following Services for the Interpretive Center component of the Hailey Rodeo Park located in Hailey, Idaho.

CLIENT INFORMATION:

Client: City of Hailey
Representative: Rick Davis, Mayor
Address: 115 S. Main Street, Hailey, Idaho 83333
Phone: 208.788.9815 ext. 24
Facsimile: 208.788.2924
Email: rick.davis@haileycityhall.org

PROJECT INFORMATION:

Project Name: Hailey Rodeo Park – Interpretive Center
Location: Hailey, Idaho

SERVICES:

The Services include calculations, documentation, and design to support and assist the City of Hailey in the LEED certification process. The project will pursue a target of USGBC LEED Certified rating.

SERVICES FEE:

See the attached Consultant Fee Schedule – LEED Certification

1. The Service Fee includes providing design information to the Integrated Design Lab (IDL) for use in the building energy model.
2. The Service Fee includes providing design information to be included in the Basis of Design (BOD) based on the Owner's Project Requirements (OPR).
3. The Service Fee includes time required to coordinate with the Commissioning Agent (CxA) for Enhanced Commissioning – EA Credit 3.

SITE VISITS:

Site visits by the Mechanical Engineer (ES2) will be billed at \$600.00 per visit as requested by the Client.

PAYMENT:

The Services Fee will be invoiced monthly based on completed LEED credit documentation received by the City of Hailey. Additional Services that are authorized by the Client are invoiced after completion on a monthly basis.

Thank you for the opportunity to propose Services on this project. We look forward to working with you. Please indicate your acceptance of this proposal by signing below and returning a copy. Please call me if you have any questions or concerns regarding this Agreement.

+



4.7.11

Accepted by Michael Bulls, AIA

Ruscitto/latham/Blanton
architectura P.A.

p.o. box 419 sun valley, idaho 83353

voice 208.726.5608

fax 208.726.1033

Accepted by Rick Davis, City of Hailey Mayor

CONSULTANT FEE SCHEDULE LEED CERTIFICATION

4.7.11

Interpretive Center
Hailey Rodeo Park
Hailey, Idaho

CREDIT	CREDIT NAME	RESPONSIBLE	FEE
SS Prerequisite 1	Construction Activity Pollution Prevention	Galena Engineering	\$127.50
SS Credit 4.3	Alternative Transportation- Low Emitting and Fuel Efficient Vehicles	Ruscitto Latham Blanton	\$85.00
SS Credit 6.1	Stormwater Design- Quantity Control	Galena Engineering	\$255.00
SS Credit 6.2	Stormwater Design- Quality Control	Galena Engineering	\$127.50
SS Credit 7.1	Heat Island Effect- Nonroof	Ruscitto Latham Blanton	\$85.00
SS Credit 7.2	Heat Island Effect- Roof	Ruscitto Latham Blanton	\$170.00
SS Credit 8.0	Light Pollution Reduction	Paul Stoops Associates	\$85.00
WE Credit 3	Water Use Reduction	ES2	\$205.00
EA Prerequisite 2	Minimum Energy Performance	ES2	\$85.00
		Ruscitto Latham Blanton	\$85.00
		Paul Stoops Associates	\$85.00
EA Prerequisite 3	Fundamental Refrigerant Management	ES2	\$195.00
EA Credit 4	Enhanced Refrigerant Management	ES2	\$195.00
MR Prerequisite 1	Storage and Collection of Recyclables	Ruscitto Latham Blanton	\$85.00
MR Credit 3	Materials Reuse	Ruscitto Latham Blanton	\$170.00
MR Credit 5	Regional Materials	Ruscitto Latham Blanton	\$170.00
IEQ Prerequisite 1	Minimum Indoor Air Quality Performance	ES2	\$210.00
IEQ Prerequisite 2	Environmental Tobacco Smoke (ETS) Control	Ruscitto Latham Blanton	\$85.00
IEQ Credit 6.1	Controllability of Systems- Lighting	Paul Stoops Associates	\$340.00
		Ruscitto Latham Blanton	\$85.00
IEQ Credit 6.2	Controllability of Systems- Thermal Comfort	Ruscitto Latham Blanton	\$85.00
		ES2	\$215.00
IEQ Credit 7.1	Thermal Comfort Design	ES2	\$185.00
IEQ Credit 8.1	Daylight & Views- Daylight	Ruscitto Latham Blanton	\$85.00
IEQ Credit 8.2	Daylight & Views- Views	Ruscitto Latham Blanton	\$85.00
		TOTAL:	\$3,585.00
	Consultant Subtotals:	ES2	\$1,290.00
		Galena Engineering	\$510.00
		Paul Stoops Associates	\$510.00
		Ruscitto Latham Blanton	\$1,275.00

AGENDA ITEM SUMMARY

DATE: 04/11/2011 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: _____

SUBJECT:

Request for Seasonal Park Use Permit fee waiver for Lars Hovey at Keefer Park (April 4, - April 29, 2011).

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

*** PLEASE SEE THE ATTACHED EMAIL CHAINS AND LETTER OF REQUEST FROM BECKI KEEFER. ***

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

___ City Attorney	___ Clerk / Finance Director	___ Engineer	___ Building
___ Library	___ Planning	___ Fire Dept.	
___ Safety Committee	___ P & Z Commission	___ Police	
___ Streets	___ Public Works, Parks	___ Mayor	

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

FOLLOW-UP REMARKS:

Trina Isaacs

From: B Keefer [b.keef@cox.net]
Sent: Wednesday, March 30, 2011 1:12 PM
To: Trina Isaacs
Cc: Tom Hellen; Janet Fugate
Subject: Sawtooth Baseball Seasonal Park Permit

Dear Mayor and City Council:

Lars Hovey, who works for the School District as a High School Health/PE teacher and also runs the very popular and successful kids' baseball program, has "adopted" the ballfield in Keefer Park for his Sawtooth Baseball programs.

Not only does Lars work directly with the kids in providing a much-needed active recreation program, he has volunteered many hours over the last three years in improvements and maintenance on the ballfield itself. Lars is responsible for getting donations for materials and labor to install a homerun fence; he has weeded, raked and improved the diamond dust infield; and, he has worked with Tom Hellen and myself all along the way to ensure that his efforts coincide with the city's goals for the ballfield. The city and its children are the beneficiaries of Lars' efforts with the ballfield and the programs that take place there.

Before the park was built and was merely in its visioning stage, we had always hoped that local recreation leagues or groups would "adopt" the ballfield and soccer field for their own. The Nelson Ballfields, the ballfield at Lions Park, Founders Field and the girls' softball field at the high school all have been "adopted" and improved by the teams and coaches using them, and Lars Hovey and his teams are doing the same for the ballfield at Keefer Park.

This summer, because of Lars' efforts to improve the field, there will be additional programming at the ballfield. Lars is applying for a "Seasonal Use Park Permit" which will alert the city to the times of his practices and games, and will reserve the field for Lars' programs. The permit fee is \$100 per season. I would ask the City Council and Mayor to waive that fee for at least this season because of Lars' efforts in improving the ballfield and making it a valued recreation asset.

Thank you for your consideration, and thanks to Lars for his work on behalf of our children and our parks.

Becki Keefer

Trina Isaacs

From: B Keefer [b.keef@cox.net]
Sent: Wednesday, March 30, 2011 9:38 AM
To: Trina Isaacs
Subject: Re: Keefer Park

I would be happy to write the letter.
I will email Lars the permit form, let him know what we're doing, and then have him get the completed permit back to you.

Thank you VERY much.
Becki

On 3/30/2011 8:48 AM, Trina Isaacs wrote:

Becki,

Do you want to write a letter of request on his behalf or do you think Tom would want to? After the letter is received I or Tom can create an Agenda Item Summary to get it to Council. We will want to do this in advance of the start of his season.

Thank you,
Trina Isaacs

Public Works AA
City of Hailey
115 Main Street South
Hailey, ID 83333
(208) 788-9830 X 22,
Fax (208) 788-2924
www.haileycityhall.org

Please be aware all correspondence received and sent by this public agency is a matter of public record.

From: B Keefer [mailto:b.keef@cox.net]
Sent: Wednesday, March 30, 2011 8:23 AM
To: Trina Isaacs
Cc: Tom Hellen
Subject: Re: Keefer Park

How do we get on the agenda to waive the fees? Lars has done, and continues to do, a ton of maintenance and improvements to the ballfield, and it would be an insult to charge him a fee.

Thanks,
Becki

On 3/30/2011 8:12 AM, Trina Isaacs wrote:
Becky,

The seasonal use waiver fee would have to be requested to City Council and approved by them. As it is ordinance/resolution to charge the fees.

Thank you,
Trina Isaacs
Public Works AA
City of Hailey
115 Main Street South
Hailey, ID 83333
(208) 788-9830 X 22,
Fax (208) 788-2924
www.haileycityhall.org

Please be aware all correspondence received and sent by this public agency is a matter of public record.

From: B Keefer [<mailto:b.keefer@cox.net>]
Sent: Wednesday, March 30, 2011 7:26 AM
To: jrfugate@cox.net; Tom Hellen
Cc: Trina Isaacs
Subject: Re: Keefer Park

Hi, as you can see, Lars would like to reserve the ballfield that he has put so much work into for his baseball/kids programs. I thought the P&L Board had talked about this and had wanted to waive his \$100 Seasonal Use Permit fee. I also went to the city's website to find the permit form, but it didn't look right; is the permit form on the website the updated form that we worked on last summer? Can't Lars' fee be waived as we are getting far more from him than we are giving him?

I told Lars I would work with him on behalf of the Hailey Parks Foundation. We'll see what he has in mind.

Thanks, let me know about the permit form and fee.

Becki

On 3/29/2011 7:51 PM, Lars Hovey wrote:
Hi Becki,

I, of course read your resignation article in the paper (sad for us!) but wanted to get your thoughts on proceedings at Keefer Park now that spring has (nearly) sprung. Maybe you could direct me to an "official contact" to run things through, much like we did back in the day. Here are a couple of items:

*Could I (Sawtooth Baseball) get another "official user" type of status for the field. I have continued plans for upgrades, etc., but as the field improves, so does the desire to play on it. I absolutely don't want "sole access" but would like priority when my programs are in full swing (starting next week!)

*Also, I would like to apply for a Pepsi grant (refresheverything.com) in a month or so and need to have a non-profit partner w/ the proper documentation. Is there someone you can think of from the Foundation who might work w/ me on this?

That's about it for now. I've contacted Ed Uhrig and we're making plans for the homerun fence completion. I'll keep you all abreast of the situation.

Thanks, and hope you're enjoying your retirement from public service!

Lars



PARK USE PERMIT APPLICATION

Park Name: Keefe Park

Date(s) of Use: Seasonal Use Time: From Attached To _____

Applicant Information

Name: Lars Hovey

Mailing Address: 109 Treasure Ln
Hailey, Id. 83333

Phone #: 721-1948

Organization Information (if applicable)

Name: Sawtooth Baseball

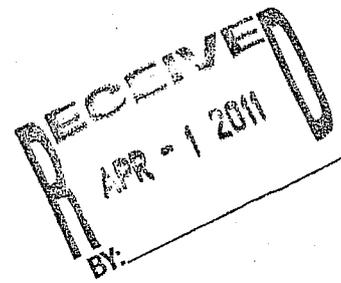
Mailing Address: _____

Phone #: _____

Type of Event: Spring Training Youth Baseball

- The park will not be reserved until the required applications and fees have been received by the city.
- All events and participants are subject to Hailey Municipal Code, 9.04.030 (noise) and 12.12 (parks). Special Events are also subject to 12.14 (special events).
- A \$25/hour maintenance fee will be charged for any cleanup required by the city.
- There is no guarantee of restrooms before May 15th or after October 15th.

Please see reverse side of this form for fee information.



Fees:

Check all that apply

Organized Private event up to 24 people	\$25.00	<input type="checkbox"/> _____
Organized Private Event / Rental for 25 – 99 people	\$50.00	<input type="checkbox"/> _____
Organized Private Event / Rental for 100 – 199 people	\$75.00	<input type="checkbox"/> _____
Seasonal Event (seasonal fee)	\$100.00	<input type="checkbox"/> _____

Special Event / 51 or more people
(Special Event Application required)

Your event is a Special Event if:

- It is not customary and incidental to the primary use of the property *and*
- It attracts crowds of more than 50 people at any one time;
- It will require street closures;
- It will require use of city equipment and/or services;

or

- It will cause other public impact to the community or nearby neighborhoods via crowds, noise, traffic and parking.

Special Event Permit Application Fee	\$125.00	<input type="checkbox"/> _____
Organized Public Event Per Day Park Rental Fee	\$200.00	<input type="checkbox"/> _____
Security Deposit	\$500.00	<input type="checkbox"/> _____

6% Tax (on park rental fee only) _____

Total Due: _____

I hereby certify the above statements to be true, complete and correct to the best of my knowledge.

Signature of Person Reserving Park: _____

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

Preferred Use

From: B Keefer <b.keefe@cox.net>
To: Lars Hovey <lhovey@blaineschools.org>
CC: Janet Fugate <jrfugate@cox.net>
Date: Wednesday - March 30, 2011 10:07 AM
Subject: Preferred Use
Attachments: Mime.822

Hi Lars,

I've talked to Trina Isaacs, who is in charge of park reservations and use, and here's the plan:

You need to fill out a permit form for a "Seasonal Use Park Permit", which will reserve the ballfield for your practices and games for this year. Normally the permit is \$100, but we are asking the Mayor and Council to waive that fee for you, as we have greatly benefited from all your work on the field. I am writing a letter to the Council requesting the waiver (they always waive fees when requested), so there should not be a problem.

Here is the permit form to be completed and returned to Trina at City Hall:
http://haileycityhall.org/publicworks/parks_trails/park_use_permit.pdf

Trina is at 788-9830, ext 22, or at trina.isaacs@haileycityhall.org if you have questions filling out the form.

I'll send in the letter separately, and Trina will get this on a Council Agenda as soon as possible and you should be in business (you do not need to go to the Council meeting, but you are most welcome to, if you'd like).

Best,
Becki



Sawtooth Baseball Academy

Last Updated: March 30, 2011

www.leaguelineup.com/sawtoothbaseball

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2011 Spring Training Schedule

[Printable Calendar](#) · [View 12 Month List](#)

2010	<< April 2011 >>						2012
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4 4:15 PM - 5:45 AM Position-specific Practice	5 4:15 PM - 5:45 AM Position-specific Practice	6 4:15 PM - 5:45 AM Position-specific Practice	7 4:15 PM - 5:45 AM Position-specific Practice	8	9 10:00 AM - 4:00 PM Hagermanial Spring Training Clinic	
10	11 4:15 PM - 5:45 PM Position-Specific Practice	12 4:15 PM - 5:45 PM Position-Specific Practice	13 4:15 PM - 5:45 PM Position-Specific Practice	14 4:15 PM - 5:45 PM Position-Specific Practice	15	16 Spring Training League Games	
17	18 BCRD Baseball Begins	19	20	21	22 4:15 PM - 5:45 PM Sawtooth Practice	23 Spring Training League Games	
24	25	26	27	28	29 1:00 PM - 5:00 PM Special times practice	30 Spring Training League Games	



Visitor Counter
4,210

MyLeagueLineup

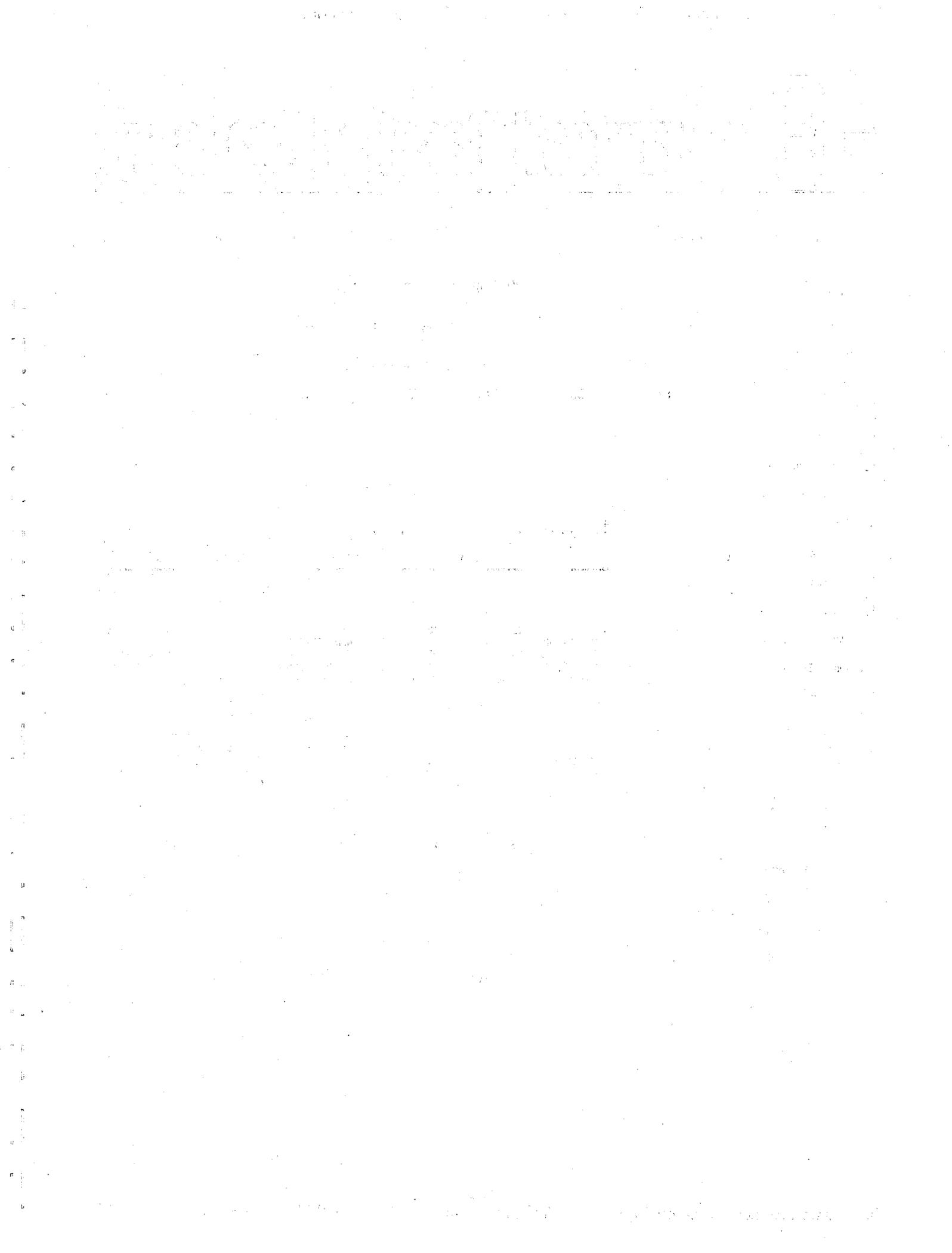
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[Go to MyLeagueLineup](#)

April 2011





AGENDA ITEM SUMMARY

DATE: 4/1/11 **DEPARTMENT:** Finance & Records **DEPT. HEAD SIGNATURE:** _____

SUBJECT:

New Alcohol Beverage License for Shelley's Deli

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code 5.04, 5.08, 5.12
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

New Restaurant – Alcohol Beverage License will expire on July 31, 2011 at which time they will need to reapply to the State, County and City.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	_____
____ Safety Committee	____ P & Z Commission	____ Police	_____
____ Streets	____ Public Works, Parks	____ Mayor	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Approve the following alcohol beverage licenses, which have been approved by HPD.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: _____ *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies
Instrument # _____



RECEIVED
APR 07 2011

ALCOHOL BEVERAGE LICENSE APPLICATION

AP

4/7/11

APPLICATION FOR:

Liquor	\$562.50	<input type="checkbox"/>	_____
Wine by the Drink	\$200.00	<input checked="" type="checkbox"/>	<u>200.</u>
Beer by the Drink	\$200.00	<input checked="" type="checkbox"/>	<u>200.</u>
Grocery Sale of Wine	\$200.00	<input type="checkbox"/>	_____
Grocery Sale of Beer	\$50.00	<input type="checkbox"/>	_____

APPLICATION IS:

New License	<input checked="" type="checkbox"/>
Renewal	<input type="checkbox"/>
Transfer	<input type="checkbox"/>

TOTAL DUE: 400.

Applicant Name: Shelley Braatz

Business Name: Shelley's Deli

Business Physical Address: 14 E. Cray St. A Hailey ID

Business Mailing Address: PO 3781 Hailey ID 83333

Business Phone Number: 788-8848

Property Owner (if different from applicant): Jerry Turco

(Applicant must attach certified copy of lease showing that owner consents to sale of alcohol on premises.)

I hereby certify that the above statements are true, complete and correct to the best of my knowledge. I further certify that I have applied for and received the Idaho State Liquor License (copy attached) and the Blaine County Liquor License (copy attached).

Shelley Braatz
Applicant Signature

4/7/11
Date

Subscribed and sworn to before me this 7th day of April, 2011

Notary Public OR City Clerk

Residing at: _____
My Commission Expires _____

Official Use Only	
State License No.	_____
County License No.	_____
City License No.	_____
Date Approved by Council	_____
<u>JP</u> Chief of Police	

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221