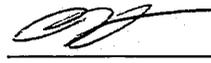


AGENDA ITEM SUMMARY

DATE: 5/20/13 DEPARTMENT: PW - Wastewater DEPT. HEAD SIGNATURE: 

SUBJECT: Public Hearing on proposed increase of Wastewater fees, and consideration of Resolution 2013 - 41, increasing wastewater fees

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

At the May 6, 2013 City Council meeting there was preliminary discussion on the consideration of increases to both water and wastewater fees. City Council voted to continue this public hearing in the hopes that there would be more public testimony with additional publicity.

The previous single resolution has been split into separate water and wastewater resolutions to allow council to act independently on each proposal. The information submitted previously for the wastewater rate increase remains the same as on May 6.

Should the city council move forward with the increase in wastewater rates and the contract with HDR Engineering for the biosolids project the Wastewater Department budget will need to be opened for amending. That process will include public notification and public hearing following the appropriate procedures.

5/6/2013 Agenda Item Summary

During the April 15, 2013 city council meeting Mayor Haemmerle led a discussion on the major issues facing both the Water and Wastewater Departments; conjunctive administration of water rights and the biosolids facility. Addressing both of these issues is going to require additional costs in the coming years. In order to get ahead of the possible costs for conjunctive administration and to pay for the biosolids design engineering costs rate increases for both water and wastewater are being proposed.

Attached pages show the proposed rates for wastewater for the next 5 months. For Wastewater the rate increase will pay for the additional \$190,000 estimate from HDR Engineering to get to a 60% design for the biosolids facility while meeting our obligations for our refinanced wastewater bond. There is also an increase in the monthly bond payment. It is proposed at this time and then will remain steady or slightly decrease over the next 8 years. I have also included an estimate of rates for the next 5 budget years with the assumption that the biosolids project has a successful bond election in May, 2014 and is ready for operation by FYE 16. This estimate assumes no surprises in either plant operation or regulatory costs.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input 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 Resolution 2013-41, increasing wastewater fees.

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./Agrmt./Order Originals: Record

*Additional/Exceptional Originals to: _____

Copies (all info.):

Copies (AIS only)

Instrument # _____

HAILEY RESOLUTION NO. 2013- 41

A RESOLUTION OF THE HAILEY CITY COUNCIL APPROVING RATE ADJUSTMENTS FOR SEWER USER FEES AND SEWER CONNECTION FEES PURSUANT TO CHAPTER 13.04, HAILEY MUNICIPAL CODE

WHEREAS, the Mayor and the City Council of the City of Hailey have amended Chapter 13.04 of the Hailey Municipal Code, Water and Sewer Systems, to establish procedures for determining both water and sewer user fees, and connection fees, establish new procedures and revised fees, and authorize a cross connection program;

WHEREAS, the construction and maintenance of municipal wastewater system is a valid proprietary function of the City of Hailey;

WHEREAS, the mandatory connection to the municipal wastewater system is a valid exercise of the police powers of the City of Hailey;

WHEREAS, the fees imposed by this resolution are segregated into a separate fund and are not placed into the general fund for the City of Hailey;

WHEREAS, the connection fee imposed by this resolution are to be used for the replacement and depreciation of the wastewater systems, while the user fees imposed by this resolution are to be used to pay for indebtedness and general operating costs of the systems;

WHEREAS, the fees imposed by this resolution have been studied and recommended by the City Engineer and are intended to be reasonably related to the benefit conveyed to the residents of the City of Hailey;

WHEREAS, the user fees imposed by this resolution are intended to make the system self-supporting and produce revenues for the payment of indebtedness;

WHEREAS, Hailey's Municipal Code Chapter 13 requires that the Hailey City Council review, and make appropriate adjustments to Hailey's sewer user fees, administrative fees and connection fees; and

WHEREAS, the Hailey City Council has reviewed the engineer's calculations which provide the rational basis for the establishment of sewer user fees and connection fees, which are established in this resolution.

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

Section 1. Adoption of Fees. The City Council of the City of Hailey hereby adopts the following fee schedule:

SCHEDULE OF WASTEWATER FEES AND CHARGES

1. Connection Fees – §13.04-140.

Wastewater Department: Wastewater connection fees shall be \$3,559 per equivalent connection.

2. Service Connection Inspection Fee.

Wastewater Department: The inspection fee for a new wastewater service connection shall be \$50.00.

3. Wastewater Department User Base Monthly Charges – Metered Accounts – §§ 13.04.130(B)(1) and (4).

Wastewater user monthly charges shall total \$20.90 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond retirement purposes shall be \$7.31 per connection per month. The portion of that fee for system maintenance and operation shall be \$13.59 per connection per month.

4. Wastewater Department User Base Monthly Charges – Residential Non-Metered Accounts – §13.04.130(B)(3).

New construction residential Wastewater user monthly charges shall total \$44.54 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond retirement purposes shall be \$7.31 per connection per month. The portion of that fee for system maintenance and operation shall be \$37.23 per connection per month.

5. Metered Charge – Wastewater – §13.04.130(B)(2). The Wastewater use metered charge shall be as follows:

a. <u>Single Family Residence</u>	
Rate per 1,000 gallons	\$5.97
b. <u>Commercial</u>	
Rate per 1,000 gallons	\$5.97
c. <u>Multi-Family</u>	
Rate per 1,000 gallons	\$5.97

6. Reduction in Water and Wastewater User Base Charges- §13.04.130(C).

Wastewater Charges: Wastewater user base charge for persons qualifying under Hailey Municipal Code Section 13.04.130(C) shall be \$12.75 per month. The portion of that fee collected for bond retirement purposes shall be \$7.31 per month. The portion of that fee for system maintenance and operation shall be \$5.44 per month.

7. Private Water and Wastewater System Inspection Fee – § 13.04.160.

Wastewater Department: The inspection fee for a new private wastewater system shall be \$50.00.

8. Miscellaneous Fees – §§ 13.04.150(D) and (F).

Discontinuance Administrative Fee – Non-payment: The Administrative fee for a discontinuance notice shall be \$37.50.

Recommencement Fee – Non-payment: The Administrative fee for recommencing a service terminated for non-payment shall be \$37.50.

Owner Requested Discontinuance Fee: The fee for an owner requested discontinuance of service shall be \$37.50.

Owner Requested Recommencement Fee: The fee for an owner requested recommencement of service shall be \$37.50.

Insufficient Funds Fee: The insufficient funds fee for a utility payment shall be \$20.00.

9. Administrative Waiver of Fees.

Customers, who in the last one (1) year, have not been sent late payment delinquent account notices, or have been charged insufficient fund fees, may request and administrative staff may approve a reversal of a one time insufficient funds fee.

Section 2. Effective Date. The fees adopted by this Resolution shall be effective on April, 25, 2013.

Passed this 20th day of May, 2013.

Fritz X. Haemmerle, Mayor, City of Hailey

ATTEST:

Mary Cone, City Clerk

Sewer Rate Comparison

Current Base Rate	\$13.59	New Base Rate	\$13.59	No Increase
Current Rate/1,000 Gallons	\$3.94	New Rate/1,000 Gallons	\$5.97	52% Increase
Current Bond Rate	\$6.43	New Bond Rate	\$7.31	14% Increase

GALLONS	Current	Proposed	Difference	GALLONS	Current	Proposed	Difference
1,000	\$17.53	\$19.56	\$2.03	51,000	\$214.53	\$318.06	\$103.53
2,000	\$21.47	\$25.53	\$4.06	52,000	\$218.47	\$324.03	\$105.56
3,000	\$25.41	\$31.50	\$6.09	53,000	\$222.41	\$330.00	\$107.59
4,000	\$29.35	\$37.47	\$8.12	54,000	\$226.35	\$335.97	\$109.62
5,000	\$33.29	\$43.44	\$10.15	55,000	\$230.29	\$341.94	\$111.65
6,000	\$37.23	\$49.41	\$12.18	56,000	\$234.23	\$347.91	\$113.68
7,000	\$41.17	\$55.38	\$14.21	57,000	\$238.17	\$353.88	\$115.71
8,000	\$45.11	\$61.35	\$16.24	58,000	\$242.11	\$359.85	\$117.74
9,000	\$49.05	\$67.32	\$18.27	59,000	\$246.05	\$365.82	\$119.77
10,000	\$52.99	\$73.29	\$20.30	60,000	\$249.99	\$371.79	\$121.80
11,000	\$56.93	\$79.26	\$22.33	61,000	\$253.93	\$377.76	\$123.83
12,000	\$60.87	\$85.23	\$24.36	62,000	\$257.87	\$383.73	\$125.86
13,000	\$64.81	\$91.20	\$26.39	63,000	\$261.81	\$389.70	\$127.89
14,000	\$68.75	\$97.17	\$28.42	64,000	\$265.75	\$395.67	\$129.92
15,000	\$72.69	\$103.14	\$30.45	65,000	\$269.69	\$401.64	\$131.95
16,000	\$76.63	\$109.11	\$32.48	66,000	\$273.63	\$407.61	\$133.98
17,000	\$80.57	\$115.08	\$34.51	67,000	\$277.57	\$413.58	\$136.01
18,000	\$84.51	\$121.05	\$36.54	68,000	\$281.51	\$419.55	\$138.04
19,000	\$88.45	\$127.02	\$38.57	69,000	\$285.45	\$425.52	\$140.07
20,000	\$92.39	\$132.99	\$40.60	70,000	\$289.39	\$431.49	\$142.10
21,000	\$96.33	\$138.96	\$42.63	71,000	\$293.33	\$437.46	\$144.13
22,000	\$100.27	\$144.93	\$44.66	72,000	\$297.27	\$443.43	\$146.16
23,000	\$104.21	\$150.90	\$46.69	73,000	\$301.21	\$449.40	\$148.19
24,000	\$108.15	\$156.87	\$48.72	74,000	\$305.15	\$455.37	\$150.22
25,000	\$112.09	\$162.84	\$50.75	75,000	\$309.09	\$461.34	\$152.25
26,000	\$116.03	\$168.81	\$52.78	76,000	\$313.03	\$467.31	\$154.28
27,000	\$119.97	\$174.78	\$54.81	77,000	\$316.97	\$473.28	\$156.31
28,000	\$123.91	\$180.75	\$56.84	78,000	\$320.91	\$479.25	\$158.34
29,000	\$127.85	\$186.72	\$58.87	79,000	\$324.85	\$485.22	\$160.37
30,000	\$131.79	\$192.69	\$60.90	80,000	\$328.79	\$491.19	\$162.40
31,000	\$135.73	\$198.66	\$62.93	81,000	\$332.73	\$497.16	\$164.43
32,000	\$139.67	\$204.63	\$64.96	82,000	\$336.67	\$503.13	\$166.46
33,000	\$143.61	\$210.60	\$66.99	83,000	\$340.61	\$509.10	\$168.49
34,000	\$147.55	\$216.57	\$69.02	84,000	\$344.55	\$515.07	\$170.52
35,000	\$151.49	\$222.54	\$71.05	85,000	\$348.49	\$521.04	\$172.55
36,000	\$155.43	\$228.51	\$73.08	86,000	\$352.43	\$527.01	\$174.58
37,000	\$159.37	\$234.48	\$75.11	87,000	\$356.37	\$532.98	\$176.61
38,000	\$163.31	\$240.45	\$77.14	88,000	\$360.31	\$538.95	\$178.64
39,000	\$167.25	\$246.42	\$79.17	89,000	\$364.25	\$544.92	\$180.67
40,000	\$171.19	\$252.39	\$81.20	90,000	\$368.19	\$550.89	\$182.70
41,000	\$175.13	\$258.36	\$83.23	91,000	\$372.13	\$556.86	\$184.73
42,000	\$179.07	\$264.33	\$85.26	92,000	\$376.07	\$562.83	\$186.76
43,000	\$183.01	\$270.30	\$87.29	93,000	\$380.01	\$568.80	\$188.79
44,000	\$186.95	\$276.27	\$89.32	94,000	\$383.95	\$574.77	\$190.82
45,000	\$190.89	\$282.24	\$91.35	95,000	\$387.89	\$580.74	\$192.85
46,000	\$194.83	\$288.21	\$93.38	96,000	\$391.83	\$586.71	\$194.88
47,000	\$198.77	\$294.18	\$95.41	97,000	\$395.77	\$592.68	\$196.91
48,000	\$202.71	\$300.15	\$97.44	98,000	\$399.71	\$598.65	\$198.94
49,000	\$206.65	\$306.12	\$99.47	99,000	\$403.65	\$604.62	\$200.97
50,000	\$210.59	\$312.09	\$101.50	100,000	\$407.59	\$610.59	\$203.00

City of Hailey Estimated Sewer Fee Schedule

Based on Final Design complete Feb, 2014 and bond election May, 2014

Fee	Current	5/1/13 - 9/30/13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18
Current Bond Fee	\$6.43	\$7.31	\$7.29	\$7.26	\$7.24	\$7.22	\$7.19
Fixed Base Rate	\$13.59	\$13.59	\$14.68	\$14.10	\$14.62	\$14.77	\$14.99
Rate/1,000 Gals	\$3.94	\$5.97	\$5.06	\$4.05	\$3.94	\$3.99	\$4.03
Cost for 6,000 Gals/Month	\$23.64	\$35.82	\$30.36	\$24.30	\$23.64	\$23.94	\$24.18
New Biosolids Facility Bond (Based on \$4million @3% & 20 years)	\$0.00	\$0.00	\$0.00	\$7.10	\$7.08	\$7.06	\$7.04
Monthly sewer bill	\$43.66	\$56.72	\$52.33	\$52.76	\$52.58	\$52.99	\$53.40

(Based on average 6,000
gals/month winter water use)

ESTIMATED
EXPENDITURES AT

	YTD	BUDGET	END-OF-YEAR	DIFFERENCE
Updated 4/18/13				
SUBTOTAL WW SALARIES A Budget	\$116,446.81	\$302,709.00	\$234,000.00	\$68,709.00
FICA	\$6,894.04	\$23,185.00	\$14,000.00	\$9,185.00
RETIREMENT	\$10,519.68	\$32,186.00	\$22,000.00	\$10,186.00
WORKMAN COMP.	\$3,051.78	\$16,794.00	\$6,500.00	\$10,294.00
H&A INSURANCE	\$14,783.73	\$48,750.00	\$32,500.00	\$16,250.00
SUBTOTAL Salaries & Benefits	\$151,696.04	\$423,624.00	\$309,000.00	\$114,624.00

B BUDGET

OFFICE SUPPLIES	\$730.23	\$2,000.00	\$1,600.00	\$400.00
POSTAGE	\$392.48	\$800.00	\$800.00	\$0.00
DEPARTMENTAL SUPPLIES	\$0.00	\$8,000.00	\$4,000.00	\$4,000.00
PROFESSIONAL SERVICES	\$6,301.30	\$2,500.00	\$10,000.00	-\$7,500.00
ADVERT. & PUBL.	\$0.00	\$500.00	\$500.00	\$0.00
ENGINEERING SERVICES	\$65,497.97	\$65,000.00	\$280,000.00	-\$215,000.00
PRINTING SERVICES	\$0.00	\$500.00	\$250.00	\$250.00
SERVICE CONTRACTS	\$2,343.89	\$3,000.00	\$4,500.00	-\$1,500.00
SUBTOTAL Services	\$75,265.87	\$82,300.00	\$301,650.00	-\$219,350.00

R & M - PLANT EQUIPMENT

R & M - PLANT EQUIPMENT	\$5,901.44	\$25,000.00	\$25,000.00	\$0.00
R & M - SYSTEM Equipment	\$2,231.03	\$30,000.00	\$30,000.00	\$0.00
R & M - EQUIPMENT	\$2,635.04	\$19,000.00	\$19,000.00	\$0.00
R & M - OFFICE EQUIP.	\$139.00	\$1,000.00	\$300.00	\$700.00
R & M - BUILDING	\$2,687.30	\$5,000.00	\$6,000.00	-\$1,000.00
R & M - AUTO Equip	\$6,647.66	\$3,500.00	\$10,000.00	-\$6,500.00
R & M - GROUNDS	\$79.97	\$3,500.00	\$2,000.00	\$1,500.00
R & M - SHOP	\$806.91	\$5,000.00	\$5,000.00	\$0.00
R & M - TOOLS	\$979.65	\$5,000.00	\$5,000.00	\$0.00
R & M - COMPUTERS	\$1,294.14	\$1,500.00	\$1,500.00	\$0.00
SUBTOTAL Repairs & Maintenance	\$23,402.14	\$98,500.00	\$103,800.00	-\$5,300.00

CLOTHING & UNIFORMS

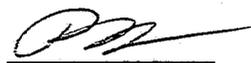
CLOTHING & UNIFORMS	\$3,628.88	\$7,000.00	\$7,500.00	-\$500.00
INSURANCE PREMIUMS & DED.	\$0.00	\$1,000.00	\$1,000.00	\$0.00
DUES & SUBSCRIPTIONS	\$110.00	\$1,000.00	\$1,000.00	\$0.00

ESTIMATED
EXPENDITURES AT

	YTD	BUDGET	END-OF-YEAR	DIFFERENCE
Updated 4/18/13				
TELEPHONE & COMMUNICATIONS	\$1,590.16	\$3,000.00	\$3,500.00	-\$500.00
UTILITIES	\$52,528.78	\$90,000.00	\$95,000.00	-\$5,000.00
GAS & OIL	\$10,717.82	\$25,000.00	\$22,500.00	\$2,500.00
EPA Sustainability Grant Match	\$4,106.86	\$18,750.00	\$18,750.00	\$0.00
PERSONNEL TRAINING	\$600.00	\$2,000.00	\$2,000.00	\$0.00
TRAVEL EXPENSES	\$550.00	\$2,000.00	\$1,500.00	\$500.00
PREVENTIVE PROGRAMS	\$1,735.00	\$1,500.00	\$1,750.00	-\$250.00
EQUIPMENT RENTAL	\$160.66	\$1,000.00	\$1,000.00	\$0.00
CHEMICALS	\$12,266.84	\$24,000.00	\$24,000.00	\$0.00
LAB TESTING & SUPPLIES	\$7,310.59	\$20,000.00	\$20,000.00	\$0.00
SUBTOTAL Miscellaneous	\$22,623.09	\$50,500.00	\$199,500.00	\$250.00
B BUDGET TOTAL	\$121,291.10	\$231,300.00	\$604,950.00	-\$224,400.00
TOTAL O&M BUDGET	\$272,987.14	\$654,924.00	\$913,950.00	-\$109,776.00
CAP-OUT - SPECIALIZED EQUIPMENT	\$0.00	\$10,000.00	\$10,000.00	\$0.00
CAP OUT - COMPUTER	\$1,270.66	\$0.00	\$1,500.00	-\$1,500.00
CAP OUT - PLANT EQUIPMENT	\$0.00	\$5,000.00	\$5,000.00	\$0.00
CAP OUT - SYSTEM (Jet-Vac Truck Funding)	\$0.00	\$75,000.00	\$75,000.00	\$0.00
CAP OUT - ENGINEERING Studies	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL OUTLAY EXPENSES	\$1,270.66	\$90,000.00	\$91,500.00	-\$1,500.00
BOND PRINCIPAL & INTEREST	\$15,488.89	\$241,517.00	\$276,000.00	-\$34,483.00
TOTAL DEPARTMENT BUDGET	\$274,257.80	\$744,924.00	\$1,005,450.00	-\$111,276.00
Legislative Budget	\$20,118.80	\$14,686.42	\$30,600.00	-\$15,913.58
Executive Budget	\$167,101.17	\$289,544.87	\$295,000.00	-\$5,455.13
Public Works Budget	\$30,366.92	\$75,656.47	\$70,000.00	\$5,656.47
Grant Budget				
TOTAL OPERATING BUDGET	\$491,844.69	\$1,124,811.76	\$1,401,050.00	-\$126,988.24
TOTAL OPERATING BUDGET PLUS BOND PYMNT			\$1,677,050.00	-\$161,471.24

AGENDA ITEM SUMMARY

DATE: 5/20/13 **DEPARTMENT:** PW - Water

DEPT. HEAD SIGNATURE: 

SUBJECT: Public Hearing on proposed increase of Water fees, and consideration of Resolution 2013- 43, increasing water fees

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

At the May 6, 2013 City Council meeting there was preliminary discussion on the consideration of increases to both water and wastewater fees. City Council voted to continue this public hearing in the hopes that there would be more public testimony with additional publicity, to give the mayor the opportunity to elaborate on this matter and for PW to provide additional information on the need for increased rates for water usage. The previous single resolution has been split into separate water and wastewater resolutions to allow council to act independently on each proposal.

I have attached three spreadsheets to this agenda item summary. The first shows the Water Department budget with expenditures to date, estimated end-of-year expenditures with an additional \$100,000 for conjunctive administration costs shown in bold on the second page. The second spreadsheet outlines compliance with our new refinanced bond for the Quigley water tank. Without Conjunctive Administration costs we will be in compliance with the bond requirements. With Conjunctive Administration costs we will need to raise rates as shown on the third spreadsheet and as outlined in the Resolution.

Should the city council move forward with the increase in water rates and conjunctive administration costs the Water Department budget will need to be opened for amending. That process will include public notification and public hearing following the appropriate procedures.

5/6/2013 Agenda Item Summary

For Water the rate increase is manifold: First, there will be increased costs to deal with conjunctive administration and funds will be needed to be set aside. Second, it has been 10 years since our last water master plan was completed. Since that time we have installed meters, built the Quigley water tank, installed a second transmission main down Buttercup Rd and the bike path, connected a water main around the airport to Woodside subdivision, and instituted metered rates. A master plan will cost between \$100 – 150,000 to complete and will include a rate review, address options for conjunctive administration, current system condition, possible system upgrades and other operational functions. Third, increased rates are intended to further conservation efforts. While we initially saw some rather large decreases in summer water use when metered rates were instituted in the last two years summer use has crept back up; from 120 million gallons in July, 2010 to 148 million in July, 2012. Learning conservation methods will be more important in future years. Our Sustainability Coordinator has included a staff report in this council packet on ideas to assist citizens in reducing water use. A rate increase now will allow our customers to adjust their irrigation practices at the start of the season.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 type="checkbox"/> City Administrator | <input type="checkbox"/> Building | <input type="checkbox"/> Library |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Engineer | <input type="checkbox"/> Mayor |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> Planning |

- Police
- Public Works, Parks
- P & Z Commission

- Benefits Committee
- Streets
- Treasurer
- _____
- _____
- _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2013- 43, increasing water fees.

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./Agrmt./Order Originals: Record
 Copies (all info.): _____
 Instrument # _____

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

HAILEY RESOLUTION NO. 2013- 43

A RESOLUTION OF THE HAILEY CITY COUNCIL APPROVING RATE ADJUSTMENTS FOR WATER USER FEES AND WATER CONNECTION FEES PURSUANT TO CHAPTER 13.04, HAILEY MUNICIPAL CODE

WHEREAS, the Mayor and the City Council of the City of Hailey have determined water conservation is a desired goal for the City of Hailey Water Department;

WHEREAS, the Mayor and the City Council of the City of Hailey have determined that establishing methods for metering water usage will assist the goal of water conservation;

WHEREAS, the Mayor and the City Council of the City of Hailey have amended Chapter 13.04 of the Hailey Municipal Code, Water and Sewer Systems, to establish procedures for determining both water and sewer user fees, and connection fees, establish new procedures and revised fees, and authorize a cross connection program;

WHEREAS, the construction and maintenance of a municipal water systems is a valid proprietary functions of the City of Hailey;

WHEREAS, the mandatory connection to the municipal water system is a valid exercise of the police powers of the City of Hailey;

WHEREAS, the fees imposed by this resolution are segregated into separate funds and are not placed into the general fund for the City of Hailey;

WHEREAS, the connection fees imposed by this resolution are to be used for the replacement and depreciation of the water system, while the user fees imposed by this resolution are to be used to pay for indebtedness and general operating costs of the system;

WHEREAS, the fees imposed by this resolution have been studied and recommended by the City Engineer and are intended to be reasonably related to the benefit conveyed to the residents of the City of Hailey;

WHEREAS, the user fees, including the meter rates, imposed by this resolution are intended to make the system self-supporting, produce revenues for the payment of indebtedness and encourage the conservation of water;

WHEREAS, Hailey's Municipal Code Chapter 13 requires that the Hailey City Council review, and make appropriate adjustments to Hailey's water user fees, administrative fees and connection fees; and

WHEREAS, the Hailey City Council has reviewed the engineer's calculations which provide the rational basis for the establishment of water user fees and connection fees, which are established in this resolution.

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

Section 1. Adoption of Fees. The City Council of the City of Hailey hereby adopts the following fee schedule:

SCHEDULE OF WATER FEES & CHARGES

1. Connection Fees – §13.04-140.

Water Department: Water connection fees shall be \$4,110 per equivalent connection.

2. Service Connection Inspection Fee.

Water Department: The inspection fee for a new water service connection shall be \$50.00.

3. Water Department User Base Monthly Charges- §§13.04.130(A)(1) and (3).

Water user base monthly charge shall be \$12.67 per month, a set fee established by the Hailey City Council. The portion of that fee collected for bond reserve purposes shall be \$4.35 per connection per month. The portion of that fee for maintenance and operation shall be \$8.32 per connection per month.

4. Metered Charge – Water – §13.04.130(A)(2). The Water user metered charge shall be as follows:

a. Single Family Residence

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

b. Commercial

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75

Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

c. Multi-Family (Per Unit)

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

d. Irrigation Charge (For separate irrigation accounts):

Base Rate per 1,000 gallons up to 30,000 gallons	\$0.50
Rate per 1,000 gallons, 31,000 to 40,000 gallons	\$0.75
Rate per 1,000 gallons, 41,000 to 50,000 gallons	\$1.00
Rate per 1,000 gallons, 51,000 to 60,000 gallons	\$1.50
Rate per 1,000 gallons, 61,000 to 70,000 gallons	\$2.00
Rate per 1,000 gallons, 71,000 to 80,000 gallons	\$2.25
Rate per 1,000 gallons, 81,000 to 90,000 gallons	\$2.50
Rate per 1,000 gallons, 91,000 to 100,000 gallons	\$2.75
Rate per 1,000 gallons, 101,000 to 150,000 gallons	\$3.00
Rate per 1,000 gallons, 151,000 and above	\$3.50

5. Reduction in Water and Wastewater User Base Charges- §13.04.130(C).

Water Charges: Water user base charge for persons qualifying under Hailey Municipal Code Section 13.04.130(C) shall be \$7.68 per month. The portion of that fee collected for bond reserve purposes shall be \$4.35 per month and for maintenance and operation shall be \$3.33 per month.

6. Private Water and Wastewater System Inspection Fee – §13.04.160.

Water Department: The inspection fee for a new private water system shall be \$50.00.

7. Miscellaneous Fees – §§ 13.04.150(D) and (F) and 13.08.040.

Discontinuance Administrative Fee – Non-payment: The Administrative fee for a discontinuance notice shall be \$37.50.

Recommencement Fee – Non-payment: The Administrative fee for recommencing a service terminated for non-payment shall be \$37.50.

Owner Requested Discontinuance Fee: The fee for an owner requested discontinuance of service shall be \$37.50.

Owner Requested Recommencement Fee: The fee for an owner requested recommencement of service shall be \$37.50.

Water Conservation Violation Discontinuance Fee: The discontinuance fee for violating Hailey Municipal Code Section 13.08.010 shall be \$50.00.

Water Conservation Violation Recommencement Fee: The recommencement fee for violating Hailey Municipal Code Section 13.08.010 shall be \$50.00.

Insufficient Funds Fee: The insufficient funds fee for a utility payment shall be \$20.00.

8. Administrative Waiver of Fees.

Customers, who in the last one (1) year, have not been sent late payment delinquent account notices, or have been charged insufficient fund fees, may request and administrative staff may approve a reversal of a one-time insufficient funds fee.

Temporary turn on/off –

Owners may temporarily ask that the water be turned on for 24 hours to do a home inspection or plumbing repair for a sale or foreclosure. This 24 hour turn on/off does not require the commencement/discontinuance form to be completed.

Section 2. Effective Date. The fees adopted by this Resolution shall be effective on May 25, 2013.

Passed this 20th day of May, 2013.

Fritz X. Haemmerle, Mayor, City of Hailey

ATTEST:

Mary Cone, City Clerk

	YTD 4/30/2013	BUDGET	ESTIMATE AT END-OF-YEAR	DIFFERENCE
SUBTOTAL WATER SALARIES	\$85,186.82	\$224,903.40	\$170,373.64	\$54,529.76
FICA	\$6,215.92	\$17,205.11	\$12,431.84	\$4,773.27
RETIREMENT	\$9,135.33	\$23,884.74	\$18,270.66	\$5,614.08
WORKMAN COMP.	\$3,246.22	\$12,525.69	\$6,492.44	\$6,033.25
H&A INSURANCE	\$18,204.31	\$40,950.00	\$36,408.62	\$4,541.38
UNEMPLOYMENT INSURANCE	\$339.57	\$0.00	\$339.57	-\$339.57
GRANTS IN-KIND LABOR	\$2,297.40	\$0.00	\$2,297.40	-\$2,297.40
SUBTOTAL BENEFITS	\$39,438.75	\$94,565.54	\$76,240.53	\$18,325.01
TOTAL SALARIES & BENEFITS	\$124,625.57	\$319,468.94	\$246,614.17	\$72,854.77
OFFICE SUPPLIES	\$78.94	\$300.00	\$136.10	\$163.90
POSTAGE	\$553.50	\$500.00	\$954.31	-\$454.31
DEPARTMENTAL SUPPLIES	\$0.00	\$500.00	\$500.00	\$0.00
DEQ USER FEE	\$8,241.00	\$12,000.00	\$13,000.00	-\$1,000.00
PROFESSIONAL SERVICES	\$12,649.47	\$60,000.00	\$60,000.00	\$0.00
ADVERT.&PUBL.	\$132.82	\$500.00	\$229.00	\$271.00
PRINTING SERVICES	\$0.00	\$500.00	\$500.00	\$0.00
SERVICE CONTRACTS	\$1,741.49	\$4,000.00	\$3,002.57	\$997.43
SUBTOTAL SERVICES	\$23,397.22	\$78,300.00	\$78,321.98	-\$21.98
R & M - EQUIPMENT	\$13,724.56	\$15,000.00	\$23,663.03	-\$8,663.03
R & M - SYSTEM	\$9,265.48	\$12,000.00	\$15,974.97	-\$3,974.97
R & M - EQUIPMENT	\$2,968.24	\$5,000.00	\$5,117.66	-\$117.66
R & M - OFFICE EQUIPMENT	\$103.34	\$250.00	\$225.00	\$25.00
R & M - BUILDING	\$1,707.75	\$2,500.00	\$2,000.00	\$500.00
R & M - AUTO	\$2,676.25	\$4,000.00	\$4,000.00	\$0.00
R & M RADIO	\$0.00	\$7,000.00	\$2,000.00	\$5,000.00
R & M - SHOP	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL REPAIRS & MAINTENANCE	\$30,445.62	\$45,750.00	\$52,980.66	-\$7,230.66
CLOTHING & UNIFORMS	\$871.80	\$1,500.00	\$1,800.00	-\$300.00
REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00

	YTD 4/30/2013	BUDGET	ESTIMATE AT END-OF-YEAR	DIFFERENCE
EPA Sustainability Grant Match	\$2,240.88	\$18,750.00	\$3,863.59	\$14,886.41
DUES & SUBSCRIPTIONS	\$1,289.57	\$2,000.00	\$2,000.00	\$0.00
TELEPHONE & COMMUNICATIONS	\$1,747.75	\$6,000.00	\$3,500.00	\$2,500.00
UTILITIES	\$24,245.24	\$67,000.00	\$65,000.00	\$2,000.00
GAS & OIL	\$4,241.11	\$10,000.00	\$7,000.00	\$3,000.00
PERSONNEL TRAINING	\$2,106.00	\$2,000.00	\$3,500.00	-\$1,500.00
TRAVEL EXPENSES	\$528.00	\$2,500.00	\$1,250.00	\$1,250.00
ELECTIONS	\$0.00	\$0.00	\$0.00	\$0.00
PREVENTIVE PROGRAMS	\$300.00	\$500.00	\$500.00	\$0.00
EQUIPMENT RENTAL	\$2,450.00	\$500.00	\$3,500.00	-\$3,000.00
LEGISLATIVE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
Conjunctive Admin Preparation	\$0.00	\$0.00	\$100,000.00	-\$100,000.00
CHEMICALS	\$1,878.07	\$5,000.00	\$5,000.00	\$0.00
LAB TESTING & SUPPLIES	\$1,937.53	\$6,000.00	\$4,000.00	\$2,000.00
SUBTOTAL MISC. EXPENDITURES	\$43,835.95	\$121,750.00	\$200,913.59	-\$79,163.59
B BUDGET TOTAL	\$97,678.79	\$245,800.00	\$332,216.22	-\$86,416.22
TOTAL O&M BUDGET	\$222,304.36	\$565,268.94	\$578,830.39	-\$13,561.46
Capital Improvements Reserve				
Computer Expenses	\$2,353.06	\$0.00	\$2,353.06	-\$2,353.06
Capital Studies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Expenses	\$0.00	\$85,000.00	\$0.00	\$85,000.00
TOTAL CAPITAL	\$2,353.06	\$85,000.00	\$2,353.06	\$82,646.94
TOTAL DEPARTMENT BUDGET	\$224,657.42	\$650,268.94	\$581,183.45	\$69,085.48
Legislative Budget	\$24,105.09	\$14,856.42	\$30,600.00	-\$15,743.58
Executive Budget	\$171,301.99	\$290,779.76	\$295,348.26	-\$4,568.50
Public Works Budget	\$44,145.24	\$75,656.47	\$76,112.48	-\$456.01
TOTAL OPERATING BUDGET	\$464,209.74	\$1,031,561.59	\$983,244.20	\$48,317.40

BOND COMPLIANCE	CURRENT BUDGET	CONJ ADMIN COSTS WITH NO	CONJ ADMIN COSTS WITH
		RATE INCREASE	RATE INCREASE
REVENUE	FYE 13	FYE 13	FYE 13
User Charges	\$942,000	\$942,000	\$1,042,000
Bond Revenue	\$168,000	\$168,000	\$168,000
Misc	\$25,000	\$25,000	\$25,000
Total Operating rev			
total	\$1,135,000	\$1,135,000	\$1,235,000
EXPENSES			
Salaries & Benefits	\$650,000	\$650,000	\$650,000
Admin & Supplies	\$233,000	\$333,000	\$333,000
Util & Supplies			
Total OpExp w/ deprec.	\$883,000	\$983,000	\$983,000
Net Operating Income	\$252,000	\$152,000	\$252,000
Avail without hook up fees	\$252,000	\$152,000	\$252,000
2014 Bond Payment			
Avail for 2012 Bond Pymnt	\$252,000	\$152,000	\$252,000
Debt Service - 2012	\$151,500	\$151,501	\$151,500
Coverage before hookup fees	1.66	1.00	1.66
Bond Compliance requires 1.50 Coverage before hook-up fees			

Water Rate Comparison

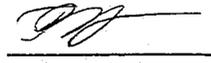
Gallons	Current Rate	Proposed Rate	% Increase
1-30,000	\$0.25	\$0.50	100%
31,000-40,000	\$0.50	\$0.75	50%
41,000-50,000	\$0.75	\$1.00	33%
51,000-60,000	\$1.25	\$1.50	20%
61,000-70,000	\$1.75	\$2.00	14%
71,000-80,000	\$2.00	\$2.25	13%
81,000-90,000	\$2.25	\$2.50	11%
91,000-100,000	\$2.50	\$2.75	10%
101,000-150,000	\$2.75	\$3.25	18%
151,000 & above	\$3.00	\$3.50	17%

Base rate	\$8.32
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Average % Increase 29%

GALLONS				GALLONS			
	Current	Proposed	Difference		Current	Proposed	Difference
1,000	\$8.57	\$8.82	\$0.25	51,000	\$29.57	\$42.32	\$12.75
2,000	\$8.82	\$9.32	\$0.50	52,000	\$30.82	\$43.82	\$13.00
3,000	\$9.07	\$9.82	\$0.75	53,000	\$32.07	\$45.32	\$13.25
4,000	\$9.32	\$10.32	\$1.00	54,000	\$33.32	\$46.82	\$13.50
5,000	\$9.57	\$10.82	\$1.25	55,000	\$34.57	\$48.32	\$13.75
6,000	\$9.82	\$11.32	\$1.50	56,000	\$35.82	\$49.82	\$14.00
7,000	\$10.07	\$11.82	\$1.75	57,000	\$37.07	\$51.32	\$14.25
8,000	\$10.32	\$12.32	\$2.00	58,000	\$38.32	\$52.82	\$14.50
9,000	\$10.57	\$12.82	\$2.25	59,000	\$39.57	\$54.32	\$14.75
10,000	\$10.82	\$13.32	\$2.50	60,000	\$40.82	\$55.82	\$15.00
11,000	\$11.07	\$13.82	\$2.75	61,000	\$42.57	\$57.82	\$15.25
12,000	\$11.32	\$14.32	\$3.00	62,000	\$44.32	\$59.82	\$15.50
13,000	\$11.57	\$14.82	\$3.25	63,000	\$46.07	\$61.82	\$15.75
14,000	\$11.82	\$15.32	\$3.50	64,000	\$47.82	\$63.82	\$16.00
15,000	\$12.07	\$15.82	\$3.75	65,000	\$49.57	\$65.82	\$16.25
16,000	\$12.32	\$16.32	\$4.00	66,000	\$51.32	\$67.82	\$16.50
17,000	\$12.57	\$16.82	\$4.25	67,000	\$53.07	\$69.82	\$16.75
18,000	\$12.82	\$17.32	\$4.50	68,000	\$54.82	\$71.82	\$17.00
19,000	\$13.07	\$17.82	\$4.75	69,000	\$56.57	\$73.82	\$17.25
20,000	\$13.32	\$18.32	\$5.00	70,000	\$58.32	\$75.82	\$17.50
21,000	\$13.57	\$18.82	\$5.25	71,000	\$60.32	\$78.07	\$17.75
22,000	\$13.82	\$19.32	\$5.50	72,000	\$62.32	\$80.32	\$18.00
23,000	\$14.07	\$19.82	\$5.75	73,000	\$64.32	\$82.57	\$18.25
24,000	\$14.32	\$20.32	\$6.00	74,000	\$66.32	\$84.82	\$18.50
25,000	\$14.57	\$20.82	\$6.25	75,000	\$68.32	\$87.07	\$18.75
26,000	\$14.82	\$21.32	\$6.50	76,000	\$70.32	\$89.32	\$19.00
27,000	\$15.07	\$21.82	\$6.75	77,000	\$72.32	\$91.57	\$19.25
28,000	\$15.32	\$22.32	\$7.00	78,000	\$74.32	\$93.82	\$19.50
29,000	\$15.57	\$22.82	\$7.25	79,000	\$76.32	\$96.07	\$19.75
30,000	\$15.82	\$23.32	\$7.50	80,000	\$78.32	\$98.32	\$20.00
31,000	\$16.32	\$24.07	\$7.75	81,000	\$80.57	\$100.82	\$20.25
32,000	\$16.82	\$24.82	\$8.00	82,000	\$82.82	\$103.32	\$20.50
33,000	\$17.32	\$25.57	\$8.25	83,000	\$85.07	\$105.82	\$20.75
34,000	\$17.82	\$26.32	\$8.50	84,000	\$87.32	\$108.32	\$21.00
35,000	\$18.32	\$27.07	\$8.75	85,000	\$89.57	\$110.82	\$21.25
36,000	\$18.82	\$27.82	\$9.00	86,000	\$91.82	\$113.32	\$21.50
37,000	\$19.32	\$28.57	\$9.25	87,000	\$94.07	\$115.82	\$21.75
38,000	\$19.82	\$29.32	\$9.50	88,000	\$96.32	\$118.32	\$22.00
39,000	\$20.32	\$30.07	\$9.75	89,000	\$98.57	\$120.82	\$22.25
40,000	\$20.82	\$30.82	\$10.00	90,000	\$100.82	\$123.32	\$22.50
41,000	\$21.57	\$31.82	\$10.25	91,000	\$103.32	\$126.07	\$22.75
42,000	\$22.32	\$32.82	\$10.50	92,000	\$105.82	\$128.82	\$23.00
43,000	\$23.07	\$33.82	\$10.75	93,000	\$108.32	\$131.57	\$23.25
44,000	\$23.82	\$34.82	\$11.00	94,000	\$110.82	\$134.32	\$23.50
45,000	\$24.57	\$35.82	\$11.25	95,000	\$113.32	\$137.07	\$23.75
46,000	\$25.32	\$36.82	\$11.50	96,000	\$115.82	\$139.82	\$24.00
47,000	\$26.07	\$37.82	\$11.75	97,000	\$118.32	\$142.57	\$24.25
48,000	\$26.82	\$38.82	\$12.00	98,000	\$120.82	\$145.32	\$24.50
49,000	\$27.57	\$39.82	\$12.25	99,000	\$123.32	\$148.07	\$24.75
50,000	\$28.32	\$40.82	\$12.50	100,000	\$125.82	\$150.82	\$25.00

AGENDA ITEM SUMMARY

DATE: 5/20/13 **DEPARTMENT:** PW - Wastewater **DEPT. HEAD SIGNATURE:** 

SUBJECT: Approval of Resolution 2013- 42, authorizing contract with HDR engineering for design and engineering of wastewater biosolids facilities.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

HDR Engineering has submitted a proposed contract for the engineering design of a replacement biosolids facility including dewatering equipment for a not to exceed cost of \$333,884. The 60% design costs are approximately \$190,000 with final design and bidding services costs the remaining \$143,884. The city council could authorize all or part (60% design) of this contract.

A part of the work scope is participation by HDR in a citizen's advisory committee. I recommend that this be retained in their scope of work and that we begin soliciting for citizen participants.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input 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 Resolution 2013- ~~42~~ authorizing contract with HDR Engineering for design and engineering of new wastewater biosolids facilities.

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./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

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

**CITY OF HAILEY
RESOLUTION NO. 2013-42**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING THE EXECUTION OF A TASK ORDER NUMBER SEVEN (7)
CONTRACT FOR SERVICES WITH
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into an agreement with HDR Engineering, Inc. (HDR) under which HDR will perform technical assistance for design and engineering of wastewater biosolids facilities.

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Task Order Number 7, a copy of which is attached hereto,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Task Order Number 7 between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 20th day of May, 2013.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk

April 5, 2013

Mr. Tom Hellen
City of Hailey
115 S Main St
Hailey, ID 83333

Subject: Design Engineering Services for Solids Handling Improvements

Dear Mr. Hellen:

HDR Engineering, Inc. (HDR) is looking forward to continuing our work with the City of Hailey. As you know, HDR is familiar with the City's wastewater treatment program including the treatment facilities, National Pollutant Discharge Elimination System (NPDES) permit, and conceptual planning for recycled water. Enclosed with this letter is a draft - Task Order No. 7 - Design Engineering Services for Solids Handling Improvements for the City of Hailey for your review.

The first task within Task Order No. 7 is focused on pilot testing dewatering equipment. The goal of pilot testing is to provide the city with an opportunity to see the equipment in operation and to identify one equipment manufacturer and one piece of dewatering equipment to carry through design. At the end of the pilot testing, we will have performance data and the city's experience in operating the equipment that will be used to make this determination. By using the pilot testing data to select one piece of equipment, we eliminate the need to design the project around different pieces of equipment. This is important since the arrangements of the various manufacturers are very different (i.e. footprint, piping, utility requirements, etc).

During pilot testing and 60 percent design, HDR Engineering will plan to participate in several meetings associated with the Citizens Advisory Council. To be more efficient, we assumed that two of these meetings would be held in conjunction with the pilot testing. This will also provide an opportunity for the citizens to see the dewatering equipment in use.

As requested, we separated the 60 percent design and final design into two separate tasks. The 60 percent design includes a first draft of the technical specifications. Also during 60 percent design, the major plan and specifications sheets are mostly complete. Throughout the 60 percent design process, the city has an opportunity to influence the design decisions related to layout, preferences, and equipment. The schedule that we assumed will provide the deliverables prior to a possible November 2013 bond election should the City elect to proceed at that time.

Mr. Tom Hellen
April 5, 2013

During final design, HDR will complete drawings and specifications for submittal to DEQ for review and approval, to the building department for permits, and for contractor bidding. This task includes supporting the city with equipment procurement. The equipment contract could be established with two notices to proceed – one for special services and one for fabrication. Typically the special services are approximately 10 percent of the total equipment cost and include shop drawings that are used in the design development. The benefit of special services procurement is that it provides enough information to inform the design but does not put the City at risk for purchasing equipment prior to the bond election. The schedule that we assumed will provide the deliverables prior to a possible May 2014 bond election, should the City elect to proceed at that time.

We have also included bid period services to provide an indication of what the costs would be to go from preliminary engineering through project bidding. This scope and fee estimate do not include contractor prequalification. By completing a contractor prequalification, the city can identify contactors who have successfully completed similar wastewater treatment projects. The schedule allows for contractor prequalification and the city may wish to consider this approach during the completion of final design (Idaho Statute 67-2805 allows for general contractor prequalification). Services during construction would be scoped separately after completion of the final design.

The opinion of probable project cost in the Preliminary Engineering Report (PER) was \$3,894,000 which included 18 percent for engineering (approximately 15 percent for engineering design services and approximately 3 percent for services during construction), legal, administrative, and fiscal, or approximately \$594,000. The design fee for previous Task Order No. 6 and this draft Task Order No. 7 combined is approximately 10.5 percent of the probable project cost as presented in the PER (\$3,894,000 with an accuracy range of \$3,300,000 to \$5,100,000). In addition to the engineering design, Task Order No. 7 includes pilot testing and the citizen's advisory council. By comparison, the 2012 Wastewater Facility Plan included 25 percent for engineering, legal, and administration for a total of approximately \$625,000 of the estimated project cost of \$3,159,000 (escalated from 2008 dollars to February 2013 dollars presented in the facility plan).

Mr. Tom Hellen
April 5, 2013

We look forward to working with you. Please do not hesitate to contact me at 208-387-7075 or
Haley Falconer, 208-387-7022.

Respectfully submitted,
HDR ENGINEERING, INC.



Tom Dupuis, P.E.
Idaho Water & Natural Resources Manager



Haley Falconer, E.I.T.
Project Manager

Enclosures

Cc. Heather Dawson, City of Hailey
Mike Zeltner, HDR Engineering, Inc. - Boise
Dan Harmon, HDR Engineering, Inc. - Missoula

EXHIBIT A

TASK ORDER NO. 7**DESIGN ENGINEERING SERVICES FOR SOLIDS HANDLING IMPROVEMENTS
FOR THE CITY OF HAILEY**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho ("City"), and HDR Engineering, Inc. ("HDR"), dated August 10, 2009, ("the Agreement"). HDR shall perform services on the project described below and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

BACKGROUND

The City of Hailey operates a sequencing batch reactor (SBR) with an aerobic digester for sludge storage and stabilization. The aerobic digester is located in the former packaged wastewater treatment plant built in 1974. The packed plant was not designed to serve as an aerobic digester, although the City has been able to utilize the infrastructure for an additional 13 years after the Woodside treatment plant was constructed in 2000. Thickened liquid sludge is hauled to drying beds at the Ohio Gulch Landfill for drying to meet Class B biosolids requirements and final disposal.

The 2012 Wastewater Facility Plan recommended replacement of the existing packaged plant with a new sludge storage tank (approximately 6 days of retention time at projected 20 year design flows), improved sludge thickening, and continued hauling of liquid sludge to the Ohio Gulch drying beds. Based on City drivers identified after completion of the Facility Plan, the City decided to pursue a process capable of meeting Class B requirements at the wastewater treatment plant.

The Solids Handling Improvements Preliminary Engineering Report (PER) identified a process that will allow for meeting Class B biosolids requirements at the treatment plant through aerobic digestion and utilizing sludge thickening to reduce the digester volume and sludge dewatering to produce a "cake" product. The PER provided approximately 30 percent design detail. The purpose of this task order is to advance the design details to 60 percent in order to refine the opinion of probable construction cost, assist the City with public education during the citizens' advisory committee meetings, provide final design documents, and provide bid period services for the Solids Handling Improvements project.

PROPOSED SCOPE OF SERVICES

The proposed scope of HDR services includes the tasks listed below. HDR will commence with this scope of services upon notice to proceed.

TASK 100 - PROJECT MANAGEMENT**Objective**

Provide scope, schedule, and cost control services.

HDR Subtasks

- Communicate scope, schedule, and budget status with the City and the project team through project management plan, telephone calls, and email communications.

- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion
- Conduct up to twenty-five (25) coordination conference calls every two weeks with the City of Hailey.
- Document decisions made during conference calls in a decision log.
- Prepare progress reports and invoices that summarize the work progress to date, budget expenditures to date, and identify information requirements or decisions that need to be made by the City.
- Provide review of approach and resources being applied to the services in this task order by HDR's wastewater treatment technical director or designee.
- Prepare agenda and notes for coordination conference calls.

City Involvement

- Interface with HDR on project issues.

Assumptions

- If the scope changes during the life of the project, modification to this task order will be required per the terms and conditions of the Agreement.
- Conference calls will occur every two weeks through the duration of the task order, will include HDR's project manager, design manager, and will last no more than one hour.
- Up to fifteen (15) monthly progress reports and invoices will be prepared during the duration of the task order.
- Progress report and invoice format will follow standard HDR format.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Progress reports and invoices in .pdf format transmitted via e-mail.
- Conference call agenda and notes in .pdf format transmitted via e-mail.
- Decision log, as requested (electronic file in .pdf format transmitted via e-mail).

TASK 200 - PILOT TESTING

Objective

Assist the City with evaluating the ability of specific dewatering equipment to meet the design criteria established in the Solids Handling Improvements Preliminary Engineering Report (Task Order 6).

Approach

- Contact up to four (4) dewatering equipment manufacturers to determine pilot availability, potential cost, and utility requirements.
- Develop a prequalification survey to review performance data for full-scale installations and check up to three (3) references for up to four (4) equipment manufacturers.
- Develop a pilot testing protocol including economic and non-economic parameters that will be used to evaluate equipment performance, potentially including, but not limited to, dewatered solids concentration, polymer usage per dry ton, solids capture, estimated

power consumption at full scale operation, operator attention, maintenance complexity, manufacturer support, and life cycle cost.

- Develop a scoring system for rating answers given by respondents and pilot testing performance.
- Review prequalification survey and pilot testing protocol with City.
- Send prequalification survey to equipment manufacturers for completion.
- Review prequalification survey results and provide summary to the City.
- Connect qualified equipment manufacturers with the City to schedule pilot testing.
- Support City staff with onsite pilot testing setup by providing one (1) HDR team member onsite during the first two days of pilot testing for each of up to four (4) pieces of equipment.
- Document pilot testing activities, performance data, and provide recommendations for specialty or stress pilot testing pilot while HDR is onsite.
- Summarize the pilot testing in a technical memorandum that will serve as the basis for sole source procurement of the selected equipment that will be incorporated into the design.

City Involvement

- Coordinate with manufacturers to schedule pilot testing.
- Contract directly with equipment manufacturers and pay for pilot testing, if required.
- Provide required sludge, power, process water, dumpster or container for cake, and other requirements as determined by the equipment manufacturers.
- Provide all testing and sampling equipment (i.e. sample bottles, laboratory equipment, etc.) for the pilot testing analysis.
- Perform laboratory analyses, such as measurement of total suspended solids concentration, as requested by HDR and as required for pilot evaluations.
- Document pilot testing activities and performance data when HDR is not on site
- Be available on site during the pilot testing periods.
- Review the technical memorandum and provide one consolidated set of unconflicting comments within five (5) working days.

Assumptions

- Equipment that does not meet the minimum requirements established in the prequalification will not be pilot tested.
- The dewatering equipment that will be included in the prequalification survey and potentially pilot tested includes the FKC Co., Ltd. biosolids dewatering screw press, the Huber Technology Rotamat screw press, the PW Tech volute dewatering press, and a fan press from either Fournier Industries or Prime Solution, Inc.
- Pilot testing protocol will be followed by all equipment manufacturers.
- Pilot testing of each piece of equipment will occur over a period of no more than one business week. On the first day of testing, the vendor will set up the pilot. The vendor will optimize the operation on the second day and the City will operate the pilot test on the third day of testing. The remaining period in the week is reserved for specialty or stress testing as determined in the testing protocol and pilot disassembly by equipment manufacturer.

- One pilot test will occur per week.
- Costs for the pilot (shipping, chemical, or other pilot related expenses) are not included in this scope and fee. These costs will be the responsibility of the City or the vendor, depending on how the agreement is finalized.
- At the end of pilot testing, a single piece of dewatering equipment will be selected for incorporation into the design.
- Equipment procurement documents are included in Task 500 - Final Design Submittal.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Draft prequalification survey in .doc or .pdf format transmitted via e-mail.
- Draft pilot testing protocol in .doc or .pdf format transmitted via e-mail.
- Summary of prequalification survey results in .pdf format transmitted via e-mail.
- Draft pilot summary technical memorandum in .doc or .pdf format transmitted via e-mail.
- Final pilot summary technical memorandum in .pdf format transmitted via e-mail.

TASK 300 - CITIZENS' ADVISORY COMMITTEE**Objective**

Participate in Citizens' Advisory Committee meetings.

Approach

- Participate in up to four (4) Citizens' Advisory Committee meetings.
- Present project background, drivers, and design status to Committee at up to two (2) meetings.
- Develop a 2-page frequently asked questions (FAQs) document for use during public meetings related to the Solids Handling Improvement project.
- Create one (1) 22"x34" color poster mounted on foam core board that conveys key points about the Solids Handling Improvement project.
- Develop one (1) 8.5"x11" flier that conveys the key message about the Solids Handling Improvement project.

City Involvement

- Prepare meeting minutes and provide HDR with copies.
- Provide copies of the fliers or FAQs if they will be used for handouts at meetings.
- Provide information to HDR on what should be included on the flier and poster.

Assumptions

- Meetings will be held at City Hall and will last up to two (2) hours each.
- Up to one (1) HDR team member will attend each Committee meeting.
- Two (2) meetings will be conducted during the activities in Task 200 - Pilot Testing so this task only includes travel for two (2) meetings.

- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Presentations given at Committee meetings in .pdf format transmitted via e-mail.
- Frequently asked questions document in .pdf format transmitted via e-mail for City printing.
- Key point poster (one hard copy delivered at Committee meeting).
- Key point flier in .pdf format transmitted via e-mail for City printing.

TASK 400 - 60 PERCENT SUBMITTAL

Objective

Provide a comprehensive set of design documents in sufficient detail to allow thorough review by City. This submittal provides the City the ability to influence the features of the design.

Approach

- Review of the original geotechnical site investigation to confirm that recommendations apply for this project.
- Develop critical drawings that define the size, configuration, process control and key features of the project components. The number of sheets assumed for each area is shown below in parentheses. The level of definition for the detail sheets are shown after each sheet description.
 - General and Civil Drawings (7 sheets):
 - Process flow diagram (draft final)
 - Overall site plan (80 percent complete)
 - Site demolition plan (80 percent complete)
 - Paving and grading plan (80 percent complete)
 - Yard piping plan (80 percent complete)
 - Civil sections and details (in progress)
 - Architectural Drawings (3 sheets):
 - Code compliance sheet (in progress)
 - Pre-engineered metal building elevations (draft final)
 - Structural Drawings (12 sheets):
 - Structural (building and digester) plan sheets (80 percent complete)
 - Structural (building and digester) sections and details (in progress)
 - Process Mechanical Drawings (7 sheets):
 - Building piping plan (80 percent complete)
 - Building piping sections and details (in progress)
 - Digester piping plan (80 percent complete)
 - Digester piping sections and details (in progress)
 - Aeration plan sections and details (in progress)

- Mechanical Drawings (4 sheets):
 - HVAC Plan (in progress)
 - Plumbing plan (in progress)
- Electrical Drawings (8 sheets):
 - Electrical site plan (80 percent complete)
 - Single-line diagrams (draft final)
 - Electrical plans, sections, and details (in progress)
 - Lighting and power plans, sections, and details (in progress)
- Instrumentation and Control (6 sheets):
 - P&IDs and control strategies (draft final)
 - Network block diagrams (draft final)
 - Draft final I/O list (draft final)
 - Control panel elevations and schematics (in progress)
 - Instrumentation details (in progress)
- Develop technical and front end specifications to draft level.
- Update opinion of probable construction cost.
- Develop comprehensive equipment list including equipment data and electrical requirements.
- Update construction sequencing plan and schedule previously developed for the Preliminary Engineering Report.
- Provide technical quality control review by HDR senior design staff.
- 60 percent design development will include a draft submittal to the City for review and comment.
- Conduct up to one (1) review meeting with City staff and up to two (2) Consultant staff members to discuss City comments on draft 60 percent submittal.
- Document decisions made during the review in a decision log.

City Involvement

- Perform a timely review of draft submittal and will provide a single set of reconciled review comments. HDR's schedule includes an allowance of up to one (1) week for City review of the draft submittal. Any duration longer than this will result in HDR schedule adjusting accordingly.
- City will download Navisworks Freedom (free software) to review the 3D BIM model.
- Participate in the review meeting.

Assumptions

- No geotechnical investigation is included in this Scope of Services. HDR will contract with the original geotechnical engineering firm, Strata Geotechnical and Materials Testing, to confirm the recommendations in the Geotechnical Engineering Evaluation for the Hailey Wastewater Treatment Plant Expansion report (Dec. 31, 1997) provided by the City are applicable to this project.

- No surveying or potholing is included in this Scope of Services. If determined necessary during the design, either the City will contract directly parties or amend HDR's agreement to provide these services.
- The design will be based around the dewatering equipment selected in Task 200 - Pilot Testing.
- The design will be completed using 3D building information modeling (BIM) software.
- Drawings will be prepared per industry standards and specifications will be prepared using the sixteen-division format of the Construction Specifications Institute.
- Front-end specifications will be based upon Engineers Joint Contract Documents Committee (EJCDC) construction contract documents, 2007 version, and Standard General Conditions modified by HDR's legal department.
- The design will incorporate HDR and City engineering and equipment standards to maintain consistency and compatibility with the City's facilities.
- Owner requested changes after the 60 percent design phase will be negotiated via additional services.
- Review meeting will be conducted at the Hailey City Hall or the Wastewater Treatment Plant and will last up to two (2) hours plus travel time.
- HDR's quality assurance manual and design delivery manual will provide the basis of the quality control program.
- HDR will prepare and distribute review meeting notes.
- Computational fluid dynamic modeling will not be required, but can be added to scope of services under separate task order if desired by the City.
- Odor control and noise mitigation plans will not be required.
- Updated cost opinion will be for cost baseline monitoring. HDR will attempt to provide a range of accuracy based upon AACE International Recommended Practice No. 17R-97, Class 2, 30 to 70 percent project definition, +20% to -10% Range of Accuracy).
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- 60 Percent Draft 3D BIM model (electronic file in Navisworks format transmitted via e-mail).
- 60 Percent Draft Design Drawings (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Draft Specifications (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Final 3D BIM model (electronic file in Navisworks format transmitted via e-mail).
- 60 Percent Final Design Drawings (electronic file in .pdf format transmitted via e-mail).
- 60 Percent Final Specifications (electronic file in .pdf format transmitted via e-mail).
- Updated cost opinion, equipment list, and construction sequencing plan (electronic files .pdf format).
- Review meeting agenda (up to five (5) hard copies) and notes (electronic copy in .pdf format transmitted via e-mail).
- Decision log, as requested (electronic file in .pdf format transmitted via e-mail).

TASK 500 - FINAL DESIGN SUBMITTAL**Objective**

Present drawings and specifications signed and sealed by appropriate registered engineers.

Approach

- Prepare dewatering equipment procurement contract including specifications and preliminary drawings.
- Review equipment procurement submittals including up to one resubmittal.
- Prepare final drawings that define the size, configuration, process control and key features of the project components and initiate other drawings which show details and refinements.
- Prepare final front end and technical specifications.
- Prepare final opinion of probable construction cost.
- Provide technical quality control review of final submittal.
- Equipment procurement contract and final design development will each include a draft submittal to the City for review and comment.
- Conduct up to one (1) review meeting with Owner staff and up to two (2) Consultant staff members to discuss City comments on final submittal.
- Submit final submittal to Idaho Department of Environmental Quality (DEQ) for review and approval.
- Provide technical criteria, written descriptions, and design data for use by Owner in filing an application for a building permit with the City Building Department.

City Involvement

- Review equipment procurement contract.
- Perform a timely review of submittal and will provide a single set of reconciled review comments. HDR's schedule includes an allowance of up to one (1) week for City review of the submittal. Any duration longer than this will result in HDR schedule adjusting accordingly.
- City will download Navisworks Freedom (free software) to review the 3D BIM model.
- Participate in the review meeting.

Assumptions

- One equipment procurement contract will be developed for the equipment manufacturer selected in Task 200 - Pilot Testing.
- Submittal review following one re-submittal will be billed to City as a separate, out-of-scope activity from which City can, at its discretion, deduct the amount from equipment supplier's payment application(s).
- Drawings will be prepared per industry standards and specifications will be prepared using the sixteen-division format of the Construction Specifications Institute.
- The design will incorporate Consultant and Owner engineering and equipment standards to maintain consistency and compatibility with the Owner's facilities.
- Review meeting will be conducted at the Hailey City Hall or the Wastewater Treatment Plant and will last up to two (2) hours plus travel time.

- Consultant's quality assurance manual and design delivery manual will provide the basis of the quality control program.
- Up to 61 drawings will be prepared for the Solids Handling Improvements. The final drawing list is expected to be as listed below.

General

Cover Sheet, Location Map, and Sheet Index
 General Legends, Symbols, and Abbreviations
 Process Flow Diagram and Design Criteria

Civil

Overall Site Plan and General Notes
 Site Demolition Plan
 Paving and Grading Plan
 Yard Piping Plan

Architectural

Code Compliance Sheet
 Pre-Engineered Metal Building Elevations
 General Plan

Structural

Notes and Standard Details
 Digester Building Foundation
 Digester Tank Roof Plan
 Digester Tank Sections, 1 of 2
 Digester Tank Sections, 2 of 2
 Digester Tank Details
 Solids Processing Building Lower Level Plan
 Solids Processing Building Mid-Level Plan
 Solids Processing Building Sections, 1 of 3
 Solids Processing Building Sections, 2 of 3
 Solids Processing Building Sections, 3 of 3
 Solids Processing Building Details, 1 of 4
 Solids Processing Building Details, 2 of 4
 Solids Processing Building Details, 3 of 4
 Solids Processing Building Details, 4 of 4

Process

Building Piping Plan
 Building Sections and Details
 Digester Piping Plan
 Digester Sections and Details
 Aeration Plan Sections and Details
 Standard Details, 1 of 2
 Standard Details, 2 of 2

Mechanical

Mechanical Legend and Symbols
 HVAC Plan
 Plumbing Plan

Mechanical Sections and Details

Electrical

Electrical Legend and Symbols

Electrical Site Plan

Plant One-Line Diagram

Digester Power and Lighting Plan

Solids Building Power Plan

Solids Building Lighting Plan

Solids Building One-Line Diagram

Solids Building MCC Elevation

Conduit and Wiring Block Diagram

Control Diagrams 1

Control Diagrams 2

Conduit and Cable Schedules

Light Fixture and Panelboard Schedules

Electrical Details 1

Electrical Details 2

Process and Instrumentation Diagrams

Instrumentation Legend and Abbreviations

Control System Block Diagram

Aerobic Digester P&ID

Thickener P&ID

Dewatering Equipment P&ID

Thickened Sludge Pumping P&ID

Control Panel Elevation

Control Panel Power Distribution

Control Panel Typical Wiring Details

Instrumentation Details

- No new drawings or specification sections are expected following this submittal.
- Final opinion of probable construction cost will be for continued cost baseline monitoring. Consultant will attempt to provide a range of accuracy based upon AACE International Recommended Practice No. 17R-97, Class 1, 70 to 100 percent project definition, +10% to -5% Range of Accuracy).
- Computational fluid dynamic modeling will not be required, but can be added to scope of services under separate task order if desired by the City.
- Odor control and noise mitigation plans will not be required.
- No document modifications will result from Idaho DEQ review and approval of the final submittal.
- Direct expenses for travel, printing, technology, and telephone conferences will be billed to City.

Deliverables

- Draft equipment procurement contract transmitted to City via e-mail in.pdf format.
- Final equipment procurement contract transmitted to City via e-mail in.pdf format.

- Review set of design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final design documents including 3D BIM model, construction plans, and specifications transmitted to City via e-mail in Navisworks and .pdf formats.
- Final opinion of probable construction cost (electronic copy in .pdf format).
- Review meeting agenda (up to five (5) hard copies) and notes (electronic copy in .pdf format transmitted via e-mail).

TASK 600 - BID PERIOD SERVICES

Objective

Assist City with bidding project.

Approach

- Prepare a pre-bid conference meeting agenda and conduct a pre-bid conference at the project site.
- Document pre-bid conference attendees.
- Document questions raised and answers provided during the pre-bid conference.
- Issue minutes of the pre-bid conference and the list of attendees as part of an addendum.
- Issue up to three (3) addenda.
- Consult with Owner's legal representative before making any recommendations of award that may involve waiver of formalities or irregularities in the bid.
- Prepare engineer's recommendation of award based on bidder responsiveness, bid amount and authority to perform Work based on Idaho Public Works license status.

City Involvement

- Advertise project using City's established procedure.
- Contact appropriate contractors, subcontractors and equipment suppliers to advise them of the date that project is being advertised.
- Answer legal questions during Pre-Bid meeting and advertisement period.
- Distribute bid packages and log an official Plan Holders List.
- During the advertisement phase, coordinate all correspondence regarding the project to ensure response consistency.
- Send a complete copy of each addendum to all official plan holders of record.
- Open bids at the place and time advertised.
- Verify Contractor's financial resources, experience, safety record, technical skills, ability to comply with the schedule, and past performance record.
- Verify bid bond amount and bonding company ratings and certifications.
- Contact contractor surety and bank reference.

Assumptions

- Up to two (2) Consultant staff members will attend the pre-bid conference.
- HDR will avoid providing interpretation or clarifications of documents during the Pre-Bid Conference. Instead these will be issued in an addendum if determined necessary to respond to prospective bidder questions.
- General contractor/bidder prequalification will not be conducted.
- Conformed documents will not be prepared.
- Direct expenses for travel, printing, photocopying, and telephone conferences will be billed to City.
- Engineering services during construction will be provided under a separate task order.

Deliverables

- Pre-bid conference agenda (up to ten (10) hard copies) and notes (electronic copy in .pdf format transmitted via e-mail).
- Addenda (electronic copy in .pdf format transmitted via e-mail).
- Engineer's recommendation of award (electronic copy in .pdf format transmitted via e-mail).

PROJECT SCHEDULE

**DESIGN ENGINEERING SERVICES FOR SOLIDS HANDLING IMPROVEMENTS
FOR THE CITY OF HAILEY**

The project schedule for performing the task order is as follows:

Task	Schedule (Assuming NTP April 30, 2013) ¹
Task 100 - Project Management	Throughout the duration of the project
Task 200 - Pilot Testing	Start: NTP Duration: 10 weeks ²
Task 300 - Citizens' advisory committee	Start: NTP Duration: 22 weeks
Task 400 - 60 Percent Submittal	Start: Upon completion of Task 200 - Pilot Testing Duration: 12 weeks
Task 500 - Final Design Submittal	Start: Upon completion of Task 400 - 60 Percent Submittal Duration: 18 weeks ³
Task 600 - Bid Period Services	Start: Bond Election ⁴ Duration: 9 weeks

1) This schedule is based upon an assumed notice to proceed. If the notice to proceed is delayed, the project schedule will shift the corresponding number of calendar days.

2) Schedule for pilot testing is based upon the assumption that the vendors are able to schedule testing for back-to-back weeks in May or June. A delay in the pilot testing will delay future tasks.

3) Includes agency review period.

4) Assumed bond election date of May 19, 2014, but not before completion of Task 500 - Final Design Submittal.

COMPENSATION

DESIGN ENGINEERING SERVICES OF SOLIDS THICKENING AND HANDLING
FOR THE CITY OF HAILEY

The estimated cost to complete this Scope of Services is presented in the table below.

Task	Budget
Task 100 - Project Management	\$32,661
Task 200 - Pilot Testing	\$30,086
Task 300 - Citizens' advisory committee	\$13,564
Task 400 - 60 Percent Submittal	\$132,367
Task 500 - Final Design Submittal	\$108,170
Task 600 - Bid Period Services	\$17,036
TOTAL	\$333,884

HDR will invoice the City of Hailey for professional services described in this Proposal on a time and materials basis. For the activities described in the Scope of Services, HDR estimates a professional services fee of not to exceed the amounts described in the table above without written authorization from the City.

This Task Order is executed this _____ day of _____, 2013.

City of Hailey, Idaho

HDR ENGINEERING, INC.

"OWNER"

"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

