



CITY OF OAKLEY

200 W. Main - P.O. Box 266
Oakley, ID 83546 Phone (208) 862-3313

June 24, 2016

Dennis Porter, Manager
Idaho Department of Commerce
P.O. Box 83720
Boise, Idaho 83729-0093

Re: Oakley Valley Senior Center Project

Dear Mr. Porter:

The City of Oakley is excited about the potential to partner with the Idaho Department of Commerce on the remodeling of our newly acquired Senior Center. Due to the geographic isolation of our small community, our seniors have few options when it comes to engaging with their peers. The proposed space would provide a suitable location for healthy meals and activities, and would replace the existing center, which has been deemed unsound by two separate structural engineers.

In the following, we will address the questions and concerns raised in your letter, as well as provide the items requested.

Eligibility:

In your letter, you request that the City submit a lease agreement which identifies that the building will be available and dedicated for the seniors' exclusive use for at least 20 hours a week. A copy of the proposed lease and conditional agreement have been attached to this addendum as Exhibit 1.

In accordance with IDAPA 28.02.01.052, the proposed project will use ICDBG funds to remodel only that portion of the building that will be used by the seniors. Only work elements that directly impact the space that will be used by the seniors are included in the scope and budget. The cost of the improvements that will benefit the entire building have been prorated according to the apportioned square footage and only that amount that is directly attributable to the senior center portion is included in the ICDBG project.

Acquisition:

The City of Oakley has acquired the property. A copy of the recorded Quit Claim Deed to the property showing ownership by the City of Oakley has been attached to this addendum as Exhibit 2.

Environmental:

Prior to acquisition of the property, the City completed an environmental assessment in accordance with 24 CFR 58. Information regarding the assessment and findings is attached as Exhibit 3. This environmental assessment included a consultation with Rick Jarvis, DEQ's underground storage tank specialist. Mr. Jarvis' review of DEQ's documentation revealed additional information on the

remediation of the property during the decommissioning of the fuel tanks. Based on his file assessment, Mr. Jarvis indicated that no additional clean-up or mitigation measures are called for at this time.

Construction:

The City anticipates using the ICDBG funds to purchase materials and provide funding for the contractual work associated with the plumbing and asphalt paving. Materials procurement will utilize small purchase procedures with a focus on soliciting local suppliers. For the contracted portions (the plumbing and asphalt apron), the City will also use a small purchase process to solicit qualified construction contractors. An updated budget and ICDBG budget form are included in Exhibit 4.

An overview of the specific construction elements including quantities and construction methods is also included in Exhibit 4. This information was compiled by City of Oakley Superintendent, Jared Mitton. Mr. Mitton has a construction contracting background and is capable of providing construction management and oversight for the proposed project. While the majority of the work will be conducted by volunteers from the community, we have received commitments from a licensed HVAC and electrical tradesman who will provide labor for the improvements to these two systems. Their donation is documented in Exhibit 4. The excavation for the new septic system and infiltrator system will be conducted by the City, but the plumbing work for the system and bathrooms will be bid out to a licensed plumbing contractor.

Regarding liability and worker's compensation coverage for the community volunteers, the City has contacted their insurance carrier and confirmed that both liability and worker's compensation coverage is in place. Information on this coverage is attached in Exhibit 4.

The City has analyzed the potential for changing the slope of the roof and revised the proposed plan to allow for using pre-fabricated trusses mounted to the top of the existing senior's portion of the structure. The added trusses will provide the slope needed for the proposed metal roofing system and facilitate the continuation of the roof line for the City Hall portion of the building. The proposed improvements will not require certified installers. This revision is expressed in the revised budget and "Work Elements" documents attached to this letter as Exhibit 4.

Design:

Seth Clark, Architectural Designer with Neenan Archistruction has created a schematic drawing showing the proposed locations of the bathroom and kitchen fixtures. Mr. Clark's design incorporates the appropriate building code and ADA requirements. The schematic drawing has been attached to this letter as Exhibit 5.

Procurement of Materials:

The City anticipates that the material bids will be broken out per specific work components. This is detailed in the final page of the "Work Elements" document prepared by the City's Superintendent Jared Mitton. That documentation was included in Exhibit 4.

Other items requested:

Attached in Exhibit 6 is an executed copy of the ICDBG Certifications.

The City of Oakley is fully committed to completing the proposed project to provide a safe and inviting location for our seniors. To address your comments and concerns, we have made significant improvements, modifications, and additions to our plan. The City believes that revisions make this project an excellent candidate to receive funding from the ICDBG program.

In closing, I would like to thank you on behalf of the City of Oakley Idaho for allowing us to make revisions to our project proposal, and for being willing to take a second look at a project that will have an incredibly beneficial impact on our community.

Sincerely,

A handwritten signature in black ink that reads "Robert Bell". The signature is written in a cursive style with a large, prominent "R" and "B".

Robert Bell, Mayor