AGENDA AND MEETING NOTICE
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
DEVELOPMENT AND PLANNING COMMITTEE

Monday, May 13, 2024 at 2:00 p.m.

North Tahoe Public Utility District
Administrative Offices
875 National Avenue
Tahoe Vista, CA 96148

Welcome to a meeting of the North Tahoe Public Utility District
Development & Planning Committee

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, May 13, 2024, at 1:00 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

All written public comments received by 1:00 p.m. on Monday, May 13, 2024 will be distributed to the District Board Committee Members for their consideration at the meeting. Written comments may be emailed to mmoga@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

1. **CALL TO ORDER**
2. **PUBLIC COMMENT** – *Any person wishing to address the Development & Planning on Items on the agenda or matters of interest to the District not listed elsewhere on the agenda may do so at this time. Please limit comments and questions to three (3) minutes since no action can be taken on items presented under Public Comment.*
3. **TOPICS OF DISCUSSION**
   a. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Engineering Design Services for the Satellite Sewer Pump Station Rehabilitation Design Project – Recommendation to Full Board (*Pages 2-14)*
   b. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for the Secline Beach Enhancement – Planning and Design Project – Recommendation to Full Board (*Pages 15-27)*
   c. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for the Corporation Yard Master Plan Project – Recommendation to Full Board (*Pages 28-35)*
4. **ADJOURNMENT**

Agenda Posted on May 9, 2024 by Misty Moga, Administrative Liaison

NORTH TAHOE
PUBLIC UTILITY DISTRICT

Committee agenda item 3.a.

DATE: May 14, 2024 **ITEM:** G-3

FROM: Engineering and Operations Manager

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Engineering Design Services for the Satellite Sewer Pump Station Rehabilitation Design Project

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement, in the amount of $89,850, with DOWL LLC for Engineering Design Services for the Satellite Sewer Pump Station Rehabilitation Design Project.

DISCUSSION:

In 2024, the District has completed the replacement of five packaged satellite sewer stations manufactured by Smith and Loveless that have been in service since 1970. The District also has an additional nine medium-sized satellite stations that were manufactured by Smith and Loveless and installed in 1970 as well. The Fiscal Year 2023/24 Sewer Capital Plan includes funds to begin the design phase of the Model 16 Satellite Sewer Pump Station Rehabilitation Design Project. These sewer pump stations have a separate wet well for the incoming sewage and a dry well that contains the duplex pumping equipment. One of these satellite stations (N-1) has already been replaced. The remaining eight satellite sewer pumping stations have been in continuous operation for 54 years and are reaching the end of their service life.

In 2019, as part of the N-1 Sewer Station Improvements Project, District staff reached out and communicated with six engineering firms qualified to perform pump station design services. The District selected Farr West Engineering to complete that design. Subsequently, in 2021, Farr West Engineering successfully completed the rehabilitation design of the five Model 15 pump stations, and construction is nearly complete. In 2022, DOWL, LLC and Farr West Engineering merged, and the two companies assumed the DOWL name. In 2023 DOWL, LLC was retained by the District to investigate the District's eight Model 16 satellite sewer pumping stations and prepare a preliminary design report. This work is complete and the project is ready to proceed to design.

Staff solicited a proposal from DOWL, LLC for design services and is recommending engaging their engineering services on these projects.

The design services include 75% rehabilitation design of our eight Model 16 Smith and Loveless (S&L) duplex wet-pit/dry-pit sewage pump stations to include electrical, civil,

mechanical, and structural elements. The proposed scope of work follows this memorandum. Final design and bid document preparation will be prepared under a future task order.

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2023/24 Capital Budget in the Sewer Fund as Project #2446, Satellite PS Rehabilitation Design.

There is sufficient budget available to complete the proposed Professional Services Agreement with DOWL, LLC for design.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resilience and emergency preparedness – Tactic 2: Improve sewer system reliability – Activity a: Complete improvements to the eight mid-size sewer pumping stations installed in the early 1970s.

ATTACHMENTS:

DOWL, LLC Scope of Work for design of the Satellite Sewer Pump Station Rehabilitation Design Project.

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____
Joseph J. Pomroy, P.E.
Engineering and Ops Manager

Approved By: _____
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: _____
Vanetta Van Cleave
Chief Financial Officer

EXHIBIT A
SCOPE OF WORK

North Tahoe Public Utilities District

Model 16 Sewage Pump Station Rehabilitation Project Phase II

INTRODUCTION

North Tahoe Public Utilities District (District) has requested DOWL LLC (DOWL) to submit an engineering scope of work and fee proposal for developing 75% design drawings for the rehabilitation of eight Model 16 Smith and Loveless Sewage Pump Stations. The pump stations are designated as C-1, C-2, D-1, D-3, D-4, D-6, D-7 and N-3. This effort will include a 75% Engineer's Opinion of Probable Cost for all eight stations.

The details of the Project are understood to include the following Project Parameters:

- Rehabilitation of eight Model 16 Smith and Loveless (S&L) duplex wet pit – dry pit sewage pump stations to include electrical, civil, mechanical, and structural elements.
- Replacement of all electrical conductors reusing existing conduits, when possible, new electrical meter, power panels, removal, and replacement of original S&L control panels with new equipment.
- Replace pumps, motors, check valves, suction gate valves, sump pump, and ventilation blowers.
- The District intends to Replace, Repair or Upgrade the following prior to this Project:
  - SCADA/RTU Panels, including radio, wire, and antenna.
  - Ventilation Pipes and Ducts.
  - Isolation Valves at connections to existing export main.
- Details of other repairs are contained in the preliminary design report.

The phase and task breakdown for the project is designated as follows:

- Task 1 – Project Management
- Task 2 –Design Drawings for Eight Stations
  - Task 2.1 33% Design
  - Task 2.2 75% Design
- Task 3 – Owner Directed Services

DESIGN SERVICES

Task 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

Approach

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and with monthly project coordination meetings with District and DOWL staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with District.

Deliverables

The following deliverables will be submitted under this task:

- Monthly invoices.
- Project Management Plan

Assumptions

The following assumptions apply:

- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.
- Overall Project duration is estimated at six (6) months for 75 % Design.

Task 2 – Rehabilitation Design

Objective

To gather information from the Condition Assessment and Preliminary Design Memo that will be utilized for equipment identification and design drawings.

Approach

The following approach applies:

- Conducting a project kick-off meeting with DOWL and District staff.
- Compiling and organizing data collected during Phase I

- Drafting site and improvement plans for each of the eight pump stations
- Prepare existing electrical single line diagrams and equipment selection.
- Prepare a 75% Engineer's Opinion of Probable Cost for all eight pump stations.

Deliverables

The following will be delivered under this task:

- 33% Design Drawings for all eight stations.
- 75% Design Drawings for all eight stations.
- Major Component Selection: Basis of Design
- 75% Engineer's Opinion of Probable Cost

Assumptions

The following assumptions apply:

- One (1) kickoff meeting and site visit included.
- District will provide easement limits and as built plans where required.
- District will provide available GIS mapping.
- Survey, Geotechnical, and odor control services are not included.
- Pump design criteria will be provided by the District.
- One pump station will have the cost estimate prepared by an external third-party cost estimator.
- Cost estimate will be a Class 2 estimate with an expected accuracy range of -15% to +20%

TASK 3 – OWNER DIRECTED SERVICES

Objective

This task is reserved for services not within the scope of the other tasks, but that the Owner would like included in the project. Nothing will be charged to this task without the authorization of the Owner.

IN WITNESS WHEREOF: Persons authorized to commit the resources of the Parties have executed this Agreement: and this agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

Accepted for **Client:**	Accepted for **DOWL:**
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____
	Tax ID No or SSN: 92-0166301 _____

EXHIBIT B

SCHEDULE

Receive PSA from NTPUD	**May 2024**
Kick-off meeting on site	**June 2024**
Complete 33% Drawings	**August 2024**
Complete 75% Drawings/Cost Estimate	**October 2024**
Internal QA/QC Completed	**November 2024**
Deliver 75% Drawings to NTPUD	**December 1, 2024**

EXHIBIT C

BUDGET

Task 1	Project Management	$5,929
Task 2	Rehabilitation Design	
	2.1 33% Design Drawings	$39,377
	2.2 76% Design Drawings	$40,544
Task 3	Owner Directed Services	$4,000
	TOTAL:	**$89,850**

EXHIBIT D

ENGINEER'S RATE SCHEDULE

NEVADA FEE SCHEDULE

Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

Description	Rate
Accounting Manager	$180.00
Accounting Technician	$115.00
Administrative Assistant	$90.00
Administrative Manager	$120.00
Biologist I	$125.00
Biologist II	$135.00
Biologist III	$145.00
Biologist IV	$155.00
Biologist V	$200.00
CAD Drafter I	$100.00
CAD Drafter II	$115.00
CAD Drafter III	$125.00
CAD Drafter IV	$135.00
CAD Drafter V	$145.00
Senior CAD Drafter	$165.00
Civil and Transportation Designer	$130.00
Senior Civil and Transportation Designer	$165.00
Contract Administrator I	$155.00
Contract Administrator II	$180.00
Corporate Development Manager	$225.00
Cultural Resources Specialist I	$115.00
Cultural Resources Specialist II	$135.00
Cultural Resources Specialist III	$140.00
Cultural Resources Specialist IV	$175.00
Cultural Resources Specialist V	$190.00
Document Production Supervisor	$145.00
Engineer I	$125.00
Engineer II	$135.00
Engineer III	$150.00
Engineer IV	$170.00
Engineer V	$190.00
Engineer VI	$200.00
Engineer VII	$210.00
Engineer VIII	$220.00
Engineer IX	$245.00
Engineer X	$260.00
Engineering Technician I	$95.00
Engineering Technician II	$110.00
Engineering Technician III	$120.00
Engineering Technician IV	$135.00
Engineering Technician V	$150.00
Engineering Technician VI	$170.00
Environmental Specialist I	$115.00
Environmental Specialist II	$130.00
Environmental Specialist III	$135.00
Environmental Specialist IV	$145.00
Environmental Specialist V	$150.00
Environmental Specialist VI	$185.00
Environmental Specialist VII	$205.00
Environmental Specialist VIII	$220.00
Environmental Specialist IX	$240.00
Environmental Specialist X	$260.00
Field Project Representative I	$125.00
Field Project Representative II	$140.00
Field Project Representative III	$150.00
Field Project Representative IV	$165.00
Geologist I	$130.00
Geologist II	$140.00
Geologist III	$150.00
Geologist IV	$170.00
Geologist V	$200.00
GIS Technician	$100.00
GIS Specialist	$120.00
GIS Coordinator	$170.00
GIS Manager	$175.00
Graphics Designer	$125.00
Senior Graphics Designer	$160.00
Hydrogeologist I	$135.00

Description	Rate
Hydrogeologist II	$160.00
Hydrogeologist III	$190.00
Senior Hydrogeologist	$220.00
Intern I	$80.00
Intern II	$100.00
Laboratory Supervisor	$100.00
Laboratory Manager	$120.00
Landscape Architect I	$125.00
Landscape Architect II	$140.00
Landscape Architect III	$155.00
Landscape Architect IV	$170.00
Landscape Architect V	$185.00
Landscape Architect VI	$195.00
Landscape Architect VII	$205.00
Landscape Designer I	$90.00
Landscape Designer II	$110.00
Marketing Assistant	$100.00
Marketing Coordinator	$130.00
Marketing & Administrative Manager	$220.00
Materials Technician	$90.00
Materials Technician II	$100.00
Lead Materials Technician	$110.00
Senior Materials Technician	$120.00
Materials Manager	$125.00
Planner I	$115.00
Planner II	$140.00
Planner III	$155.00
Planner IV	$170.00
Planner V	$185.00
Planner VI	$195.00
Planner VII	$205.00
Planner VIII	$220.00
Planner IX	$235.00
Planner X	$275.00
Planning Technician	$105.00
Professional Land Surveyor I	$115.00
Professional Land Surveyor II	$125.00
Professional Land Surveyor III	$135.00
Professional Land Surveyor IV	$145.00

Description	Rate
Professional Land Surveyor V	$155.00
Professional Land Surveyor VI	$160.00
Professional Land Surveyor VII	$170.00
Professional Land Surveyor VIII	$180.00
Professional Land Surveyor IX	$205.00
Professional Land Surveyor X	$215.00
Professional Land Surveyor XI	$240.00
Project Assistant I	$110.00
Project Assistant II	$125.00
Project Administrator	$130.00
Project Controller	$160.00
Senior Project Controller	$180.00
Project Manager I	$155.00
Project Manager II	$170.00
Project Manager III	$185.00
Project Manager IV	$200.00
Project Manager V	$215.00
Project Manager VI	$230.00
Project Manager VII	$245.00
Proposal Manager	$135.00
Senior Proposal Manager	$205.00
Public Involvement Assistant	$110.00
Public Involvement Planner	$130.00
Public Involvement Coordinator	$150.00
Public Involvement Program Manager	$195.00
Real Estate Services Manager	$175.00
Right of Way Assistant	$110.00
Right of Way Agent I	$120.00
Right of Way Agent II	$135.00
Right of Way Agent III	$150.00
Right of Way Agent IV	$165.00
Right of Way Agent V	$180.00
Right of Way Agent VI	$210.00
Risk Manager	$195.00
Senior Manager I	$235.00
Senior Manager II	$255.00
Senior Manager III	$265.00
Senior Manager IV	$300.00
Senior Manager V	$310.00

Description	Rate	Description	Rate
Senior Manager VI	$330.00	Systems Administrator	$150.00
Survey Technician I	$85.00	Technical Coordinator	$175.00
Survey Technician II	$90.00	Utility Operator	$140.00
Survey Technician III	$95.00	Water Resource Specialist	$190.00
Survey Technician IV	$110.00	Water Rights Specialist I	$145.00
Survey Technician V	$115.00	Water Rights Specialist II	$165.00
Survey Technician VI	$125.00	Water Rights Specialist III	$200.00
Survey Technician VII	$140.00	Water Rights Technician I	$100.00
Survey Technician VIII	$155.00	Water Rights Technician II	$110.00
Survey Technician IX	$165.00	Water Rights Technician III	$120.00
Survey Technician-Supervisor	$150.00		

Survey Crews

One-Person Survey Crew	=	$155.00 / hour
One-Person Survey Crew GPS/Robotics	=	$175.00 / hour
Two-Person Survey Crew	=	$220.00 / hour
Two-Person Survey Crew (PLS + LSIT)	=	$255.00 / hour
Two-Person Survey Crew GPS/Robotics	=	$230.00 / hour
Three-Person Survey Crew	=	$305.00 / hour

Travel, Mileage, and Miscellaneous

Lodging	=	Cost per night
Airfare	=	Cost
Vehicle Usage – Passenger Cars	=	$1.05/mile
Vehicle Usage – Trucks & SUV's	=	$1.25/mile
Printing/Supplies/Phone/Fax/Postage	=	Note 3
In-House Usage Charges	=	Note 4

Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10 am), lunch (10 am – 3 pm) and dinner (3 pm to midnight).

	Breakfast	Lunch	Dinner	Incidentals	1st and Last Day	DOD Per Diem Rate
Elko	$13.00	$15.00	$26.00	$5.00	$44.25	**$59.00**
Reno	$16.00	$17.00	$31.00	$5.00	$51.75	**$69.00**

For all other cities not listed above and meal breakdown, use the following link: https://www.gsa.gov/travel/plan-book/per-diem-rates

Notes

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.
2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.
3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the Project Manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.
4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.
5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).

NORTH TAHOE
PUBLIC UTILITY DISTRICT

Committee Agenda item 3.b

DATE: May 14, 2024 **ITEM:** G-4

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement for the Secline Beach Enhancement – Planning and Design Project

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement in the amount of $300,000 with Design Workshop for the Secline Beach Enhancement – Planning and Design Project.

DISCUSSION:

On February 13, 2024, the North Tahoe Public Utility District (NTPUD) Board authorized the General Manager to execute a North Tahoe Community Alliance (NTCA) TBID Funds Grant agreement in the amount of $240,000 for the Secline Beach Enhancement – Planning and Design Project. This grant, executed over a three year period, requires a $60,000 match from the District.

The TBID grant will provide the funds necessary to initiate preliminary design and public outreach. This process and the documents produced will position NTPUD staff to complete future grant applications to fund the final design and construction.

Based on Design Workshop's extensive resume of municipal work within the Tahoe-Truckee area and the completion of several public planning and design studies within Eastern Placer County, the NTPUD Staff has identified their team as the most qualified firm to complete the project. District Staff met with Design Workshop on-site to discuss the scope of work.

The full scope of design services includes stakeholder engagement, public outreach, data collection, title research, alternative analysis, and preparation of schematic design drawings for the preferred improvement alternative. The proposed scope of work is attached to this memorandum.

FISCAL ANALYSIS:

NTPUD has received a TBID grant of $240,000 to fund the planning and preliminary design of the Secline Beach Enhancement – Planning and Design Project. While the proposed contract exceeds the project budget, staff believes there are available funds coming from savings from other projects within the Fiscal Year 2023/24 Recreation and Parks Capital Budget to accommodate the contract value this fiscal year. Importantly, in accordance with the TBID grant, the proposed contract will be completed over a three year period and, if approved, this contract will inform future fiscal year capital budgets. Staff will continue to

monitor the current fiscal year Recreation and Parks Capital Budget and will agendize a formal budget augmentation at a future meeting, should doing so become necessary. Additionally, staff will continue to pursue grants and work with stakeholder agencies to help fund the District's $60,000 match requirement for the project.

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective B: Enhance Tahoe Vista Recreation Area (TVRA) as a public lakefront amenity; and review opportunities for additional public access to Lake Tahoe across the District – Tactic 4: Work with the California State Parks, Placer County, and the California Tahoe Conservancy (CTC) to assess ownership, maintenance, operations, and programming of public lakefront parcels within the District – Activity a: Consider the Secline parcel for future public access enhancements and work with CTC and Placer County to partner on the enhancement of the Secline area beach and public amenities.

ATTACHMENTS:

Design Workshop, Secline Beach Enhancement Planning and Design Project – Proposed Scope of Services and Fee Estimate

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____
Joseph J. Pomroy, P.E.
Engineering & Operations Manager

Approved By: _____
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: _____
Vanetta Van Cleave
Chief Financial Officer

The following narrative describes a comprehensive list of services required to bring together the landowners (North Tahoe Public Utility District (NTPUD), the California Tahoe Conservancy (CTC), and Placer County), stakeholders, and community partners to create a multi-agency project to prepare a vision and preliminary design of public recreation access, environmental improvements, and facility enhancements for the Secline Beach public parcels in Kings Beach, CA.

The primary study area consists of three public parcels (APN 090-073-001 (owned by NTPUD), APN 117-180-011 (owned by CTC), and APN 117-180-027 (owned by Placer County), the lakeward access to Lake Tahoe, Secline Street right-of-way, and the privately-owned parcel to the north (APN 017-180-012). Evaluation of opportunities associated with the privately-owned parcel will be considered in order to identify how planning strategies may change if the parcel were acquired. However, the alternatives for public recreation access will also plan for current ownership conditions where the parcel remains privately-owned.

The project will leverage work completed in prior planning and design studies. Shared-use path connectivity from the project area to Kings Beach State Recreation Area (KBSRA) will be discussed as it relates to noting connectivity and public access recommendations from the Area Plan, but defining a route for a shared-use path or advancing that planning effort will not be the primary purpose of the project.

Efficiently organizing the work will be essential to completing the project in a timely fashion. While the following narrative is organized in a linear manner, many of the sub-tasks may proceed in a parallel or concurrent fashion. The planning effort is organized into three consecutive phases anticipated to be completed on a yearly schedule.

The scope of work to be performed by the Design Workshop Team (Contractor) in connection with this agreement is as follows:

PHASE ONE: PROGRAM ANALYSIS, SITE TESTING, & COMMUNITY ENGAGEMENT WINDOW ONE

Task 1.1: Project Start-Up and Outreach Strategy
The general objective for this phase of the work is to develop a thorough understanding of the work that has been completed to date, become familiar with the site, and to develop a project management and stakeholder engagement plan that clearly articulates the project's critical success factors, goals, and objectives.

The Contractor will provide NTPUD with a list of supplemental information and/or documents that will be helpful to complete the work. It is anticipated that verification of land capability and coverage and development of a topographic and boundary survey will be completed by the Contractor as described in subsequent tasks. Technical studies, such as geotechnical, groundwater elevation, and hydrology reports are not anticipated to be needed during these phases of the project.

The Contractor will work with NTPUD and Core Team members to refine a community and stakeholder engagement plan.

- Core Team: Core project partners group including participants from North Tahoe Public Utility District, the California Tahoe Conservancy, and Placer County.
- Stakeholders: Key public agency and community representatives with an active interest or use of the project site or surrounding context, such as the Tahoe Regional Planning Agency (TRPA), California Department of Parks and Recreation (California State Parks), Kings Beach Economic Vitality Committee (KBEVC), Sierra Community House, and California Division of Boating and Waterways (CDBW).

The specific tasks to be completed are as follows:

1. Conduct a strategic kick-off meeting with the Core Team.
    a. Review/develop project goals, design criteria and potential program ideas.
    b. Identify project expectations and critical success factors.
    c. Identify core challenges and potential solutions.
    d. Discuss and review elements of previous planning efforts in order to identify if there are any project sideboards of ideas that should or should not be considered.
    e. Discuss innovative public access approaches and potential performance measures.
    f. Confirm roles and responsibilities.
    g. Confirm project schedule.
2. Obtain understanding of any target site improvement budget.
3. Prepare a detailed project schedule/work plan.
4. Develop a draft Community Engagement Plan.

The following products will be prepared/delivered:

1. Meeting notes.
2. Project schedule/work plan.
3. Community Engagement Plan (draft and revised)

Task 1.2: Community Engagement Window One (Listen and Discover)
The general objective for the first year of community engagement is to understand the community vision, goals, and preferred types, sizes, and desired locations of site uses and facilities. We will provide a summary of the input collected during each round of engagement. We anticipate using a Spanish interpreter for in-person engagement and to translate notification materials for distribution by NTPUD, Placer County, and CTC. Engagement events may take the form of open houses and workshops or one of the below strategies to meet people where they are.

Potential engagement methods used throughout the project include the following:

Coffee Talks. In an informal setting, we will meet the community where they are at to identify areas of strengths, weaknesses, opportunities, and constraints and to lay the groundwork for understanding core community values. Contractor may provide an engagement toolkit including business cards with links to a survey, talking points or questionnaires, idea walls and other light touch engagement tactics.

Pop Up Events/Workshops. We propose utilizing the success of local events such as Boys & Girls Club events and Music on the Beach to obtain broad participation from the

community. A Spanish-speaking workshop, youth and family-focused workshop, and broad community-based workshop is anticipated.

Story Cards. Sometimes the best way to understand a community's priorities, desires or concerns is to ask them to tell their story. A postcard will be designed to collect short stories and phrases that describe what people care most about. These postcards, along with a planning process informational flier, could be given to NTPUD staff and stakeholders to be distributed and collected at community and organizational events. The story cards could also be included in an online survey format to be filled out electronically.

Online Survey/Coordinated with Self-Guided Tour. We will work with the Core Team to develop a questionnaire and online survey to capture what people love about Secline Beach and their hopes for the future. This survey will be designed so that certain questions can serve as benchmark and data analysis. Our scope anticipates Contractor will create the online survey and the Core Team will distribute their website and social media channels. The survey will be provided in English and Spanish.

Self-Guided Tours. As part of the first engagement window, we will coordinate the online survey with a self-guided tour. As part of the on-site survey we will identify and discuss ideas and concerns for uses related to the safety, access and connectivity, comfort, and types and location of uses.

It is anticipated that Core Team staff will help staff community events, with support by the DW team. NTPUD will secure meeting locations and promote advertisement of the events through their media channels. DW will provide digital copies of the graphics to support the meeting advertisement efforts.

The specific tasks to be completed are as follows:

1. Develop project look and feel for engagement messaging.
2. Develop templates for flyers, social media graphics and engagement notification materials.
3. Develop a project storymap which will serve as the project website.
4. Meet with project stakeholders in small groups or one-on-one settings to review goals and project opportunities and constraints
5. Conduct up to four (4) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events)
6. Attend up to three (3) 90-minute meetings with the Core Team.

The following products will be prepared/delivered:

1. Meeting materials
2. Engagement notification materials
3. Up to four (4) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events)
4. Meetings with up to four (4) small group or one-on-one stakeholder conversations (up to two (2) in person meetings and two (2) virtual meetings
5. Summary memo of engagement efforts and key takeaways of input

Task 1.3: Topographic and ALTA Survey with TRPA Site Assessment
The Contractor shall perform field and office work for complete site mapping, including setting and surveying semi-permanent survey control points suitable for future

construction and boundary surveys. Mapping to include all parcels within the project site as noted above. AutoCAD files will be provided using Civil 3D 2022. The project mapping limits shall be 10 feet beyond the project boundary limits of the previously referenced APNs. Mapping will include surveying for the location of; culverts, storm drain and sewer manholes inverts, visible utilities, edges of pavement/concrete, structures, flowlines and edge of water elevation, and other features within the mapping limits affecting the design. Trees 6 inches in diameter and larger will be surveyed but not tagged.

The Contractor shall meet utility companies on site to discuss actual utility locations. The Contractor shall contact USA DIGG for marking of utilities in the field. Using the findings from work completed in this task, the Contractor shall identify critical utilities that may require future potholing to verify their location.

An ALTA survey will be prepared, including all recorded easements, and a summary of pertinent information will be included on the survey map.

The Topographic and ALTA Survey Map shall be prepared at 1" = 20' scale with a 1-foot contour interval in accordance with National Map Accuracy Standards for the project site. All surface features, utilities, easements, waterways, and trees (defined by species and diameter) will be located. The vertical datum for the survey shall match the previously prepared drawings and be on the Lake Tahoe Datum.

Site assessment verifications for land capability, land coverage, and backshore boundary delineation will be documented and verified with the Tahoe Regional Planning Agency (TRPA). Land capability classifications will be integrated into the survey base map.

The specific tasks to be completed are as follows:

1. Prepare Topographic and ALTA survey with high-resolution aerial
2. Land capability and coverage verification and backshore delineation

The following products will be prepared/delivered:

1. Topographic and ALTA Survey
2. TRPA Site Assessment: Land capability and coverage verification and backshore delineation

Task 1.4: Data Collection & Site Analysis

The general objective for this task is to develop a thorough understanding of the work that has been completed to date, become familiar with the site, and identify the opportunities and constraints for potential public access concepts. Base mapping and graphics developed during this task will be utilized as part of community engagement efforts.

The specific tasks to be completed are as follows:

1. Compile survey and planning information into a project base map. Base map to depict easements, land capability, verified and allowable coverage, and the backshore boundary line per previous plans.
    a. Lidar and high-resolution aerial photography will be provided to

Contractor to use during initial project tasks until new survey is available. The base map will serve as the baseline for resource descriptions, planning, alternatives development and project application(s). Information will include but may not be limited to: project site boundaries, topography, limits of hard and soft coverage, aerial photo imagery, easements, trees, and existing site characteristics, names of important site features such as roads, important landmarks, adjacent public property owners and other information pertinent to the planning process.

2. Review existing documentation about the project area and develop a source reference document of previous planning documents and design concepts related to the project area.
    a. Including but not limited to; Kings Beach Vision Plan, Kings Beach Western Approach, KBSRA Master Plan, etc.
3. Gather and review pertinent codes, which may impact the site development concepts.
4. Visit the site to become familiar with the site conditions such as slopes, views, and context surrounding the site.
5. Prepare a Site Analysis/Opportunities and Constraints plan, summarizing major influences upon design and connectivity to surrounding public lands. The plan will include imagery and written documentation.
6. Attend up to one (1) 90-minute meeting with the Core Team/ Stakeholders.

The following products will be prepared/delivered:
1. Summary memo of previous plans and relevant codes
2. Site Analysis/Opportunities and Constraints plan (draft and revised)

Task 1.4: Program Development & Site Testing
The general objective for this task is to test the visioning and programming goals identified by the community against site conditions and to initiate exploration of design and planning ideas. Diagrams illustrating public recreation uses and relationships will be provided. The layout and location of general uses, pedestrian, bicycle, and vehicular circulation patterns will be illustrated. The alternatives will consider the types and size of program uses identified by the community. The program summary and diagrams will serve as a launching point to Phase Two Alternatives exploration.

The specific tasks to be completed are as follows:
1. Summarize program uses and relationships and develop design principles to guide decision making, including accessibility considerations.
2. Test desired programming elements with site conditions.
3. Develop three (3) draft program and circulation diagram layouts.
4. Develop a summary report of potential site uses and their feasibility.
5. Attend up to three (3) 90-minute meetings with the Core Team.
6. Present summary program to NTPUD Board in coordination with NTPUD Staff.

The following products will be prepared/delivered:
1. Prepare three (3) program diagram layouts and summary document.

PHASE TWO: CONCEPTUAL ALTERNATIVES DEVELOPMENT

The general objective for this phase of work is to advance the site plan development of community-identified program goals and uses and develop preliminary and final conceptual alternatives for the project area. We will review the alternatives with the Core Team, stakeholders, and community for feedback and alignment to develop a preferred alternative, which may also be a combination of preferred elements of multiple concepts.

Task 2.1: Conceptual Design Alternatives
The general objective for this task is to advance the exploration of design and planning ideas. These alternatives will clearly illustrate particular elements of each alternative and a comparative analysis that addresses permitting requirements, opportunities/benefits, challenges/constraints, and preliminary opinion of probable costs. A summary of the recommendations for the three (3) concept plans will be developed. A preferred alternative will be identified following Community Engagement and presentation to the Board of Directors. These tasks will be completed prior to more detailed design and planning occurring as part of Phase Three Preliminary Design work.

The specific tasks to be completed are as follows:

1. Prepare three (3) conceptual design alternatives illustrating design solutions for the site including location of program elements, connectivity and interface with the adjacent properties.
2. Identify proposed project elements that could be developed with the use of acquisition and/or easements with private property owners and describe how the conceptual alternatives could be developed without the use of easements with private property owners.
3. Prepare image character boards and summary booklet to convey design intent of public access amenities. This will include a colored site plan, appropriate site sections, and representative imagery for each of the alternatives.
4. Prepare a comparative summary of each alternative, including each alternative's opportunities/benefits, challenges/constraints, high-level overview of potential environmental approvals and studies required, and preliminary opinion of probable costs.
5. Prepare exhibit showing recreation nodes of King Beach Town Center and existing and potential connectivity opportunities.
6. Meet with planning partners and permitting agencies to identify opportunities for the project to be incorporated into the Environmental Improvement Program and to discuss the approach for permitting, plan acceptance, and environmental approvals anticipated for the different alternatives.
7. Based on direction from the Core Team and feedback from stakeholders and the public, the Contractor shall prepare a summary of feedback on the alternatives and a summary and diagrammatic mark-up of elements to be included in a preferred conceptual plan to be presented to the NTPUD board.
8. Based on feedback from the Board, a draft preferred Conceptual Plan and summary document will be developed. Two perspective renderings and a colored site plan will be prepared for the preferred concept. This plan will be shared with the community in Phase Three to verify the preferred concept and identify areas of refinement as part of the Preliminary Design work.

9. Attend up to eight (8) 90-minute meetings with the Core Team.
10. Present summary concept alternatives and preferred alternative to NTPUD Board in coordination with NTPUD Staff.

The following products will be prepared/delivered:

1. Three (3) draft and final Conceptual Plan alternatives, including preliminary opinion of probable costs and comparative analysis of each alternative.
2. Presentation materials for community engagement, including imagery representing potential improvements and regional connections.
3. Draft Preferred Conceptual Plan, including refined costs and imagery.

Task 2.2 Community Engagement Window Two (Share Ideas)
The general objective for the second phase of community engagement is to share how the programming ideas and vision developed during the first phase of work relates to site conditions. We will use similar outreach strategies and event types described in Task 1.2 to present draft alternatives and gather feedback on stakeholder and community preferences for a preferred alternative.

We anticipate using a Spanish interpreter for in-person engagement and to translate notification materials for distribution by NTPUD, Placer County, and CTC.

The specific tasks to be completed are as follows:

1. Develop flyers, social media graphics and engagement notification materials.
2. Meet with project stakeholders in small groups or one-on-one settings to review draft conceptual alternatives.
3. Conduct up to six (6) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events).
4. Attend up to two (2) 90-minute meetings with the Core Team.

The following products will be prepared/delivered:

1. Meeting materials
2. Engagement notification materials
3. Up to six (6) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events)
4. Meetings with up to four (4) small group or one-on-one stakeholder conversations (up to two (2) in person meetings and two (2) virtual meetings
5. Summary memo of engagement efforts and key takeaways of input

PHASE THREE: PRELIMINARY DESIGN

The general objective for this phase of the work is to confirm the overall design intent of the preferred conceptual alternative and to advance the design into a preliminary design package (Schematic Design).

Task 3.1 Draft (50%) Schematic Design
Based on the draft preferred conceptual alternative developed in Phase Two, the plan will be refined and developed into a draft/50% complete Schematic Design package.

The specific tasks to be completed are as follows:

1. Review the draft preferred concept plan with the Core Team, stakeholders, and community to gather input on revisions to incorporate into preliminary design drawings for the preferred concept.
2. Based on feedback, advance the design of the preferred concept design into a draft Schematic Plan that clearly illustrates the viable recreation solutions, the site development concept, key relationships, site circulation, and the relative disposition of the program on the site. Review compliance and alignment with code and stakeholder requirements.
3. Prepare additional modeling to revise the existing illustrations. Prepare a total of four (4) perspective images to illustrate key areas of the plan.
4. Revise the site plan with basic dimensioning to identify improvement locations, setbacks, easements, clearance from natural features, and improvement dimensions to ensure compliance with code and stakeholder requirements.
5. Develop a Conceptual Grading Design with basic slope and grade information on major improvements to ensure compliance with code, ADA access, and stakeholder requirements.
6. Develop a Conceptual Utility Design showing location of existing and proposed utilities. Identify potential required utility relocations. Identify utility needs (at a conceptual level) for water, sewer, and electrical as required by the proposed amenities.
7. Develop a Conceptual BMP Design showing the layout and location of major infiltration facilities (likely not required), layout of any other drainage, erosion control, or source control treatments. Contractor will endeavor to comingle BMP facilities with landscaping and other site amenities where possible.
8. Coordinate the BMP design with opportunities to incorporate the recently installed BMP improvements into the final design concept for the project.
9. Initiate Core Team discussions of project cooperation/management of project area and draft summary memo.
10. Prepare an order of magnitude opinion of probable cost.
11. Calculate land coverage of proposed design improvements.
12. Prepare a consistency review matrix with the Tahoe Basin Area Plan (Volumes I and II), Kings Beach Vision Plan, CTC requirements, and Placer County Parks and Trails Master Plan.
13. Prepare draft summary of potential permitting and environmental approval requirements and required studies.
14. Revise and summarize the summary report.
15. Attend up to four (4) 90-minute meetings with the Core Team.

The following products will be prepared/delivered:

1. 50% Schematic Design package (11x17 summary illustrative package and 24x36 design plans).
2. Opinion of probable costs.
3. Draft memo of potential cooperative management agreement.

Task 3.2 Final (100%) Schematic Design

Based on the feedback on the 50% Schematic Design and supporting documents, the plan will be refined and developed into a final/100% complete Schematic Design package.

The specific tasks to be completed are as follows:

1. Review comments and feedback on the 50% Schematic Design with the Core Team to confirm revisions and approach to address comments.
2. Based on feedback, make revisions to the 50% Schematic Design package (Site Plan, Conceptual Grading, Conceptual Utility Design, Conceptual BMP Design).
3. Update the regional recreation nodes and connectivity diagram.
4. Advance the design intent (look and feel) of public recreation access improvements including shared-use paths, beach access, non-motorized watercraft access, gathering areas, restrooms, visitor information sites, ingress and egress, and electric vehicle and bike charging locations (if appropriate).
5. Revise the order of magnitude opinion of probable cost.
6. Revise land coverage calculations.
7. Revise and finalize the summary of potential permitting and environmental approval requirements, required studies, and supporting plans. As part of the recommendations, it is anticipated that a concessionaire analysis/revenue generation and a maintenance plan will be recommended for completion.
8. Revise and finalize summary document.
9. Meet with Core Team to refine and document potential project cooperation/management approach.
6. Attend up to four (4) 90-minute meetings with the Core Team.
7. Present summary of engagement and final plan to NTPUD Board in coordination with NTPUD Staff.

The following products will be prepared/delivered:

1. 100% Schematic Design package (11x17 summary illustrative package and 24x36 design plans).
2. Opinion of probable costs.
3. Memo of potential cooperative management approach.

Task 3.3 Community Engagement Window Three (Confirm and Refine)
The general objective for the third phase of community engagement is to receive feedback on the draft preferred conceptual plan and the 50% level schematic design plans. We will use similar outreach strategies and event types described in Task 1.2 to present and gather feedback on the conceptual design and the schematic design.

We anticipate using a Spanish interpreter for in-person engagement and to translate notification materials for distribution by NTPUD, Placer County, and CTC.

The specific tasks to be completed are as follows:

1. Develop flyers, social media graphics and engagement notification materials.
2. Meet with project stakeholders in small groups or one-on-one settings to review draft conceptual alternatives
3. Conduct up to four (4) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events)

4. Attend up to two (2) 90-minute meetings with the Core Team.

The following products will be prepared/delivered:

1. Meeting materials
2. Engagement notification materials
3. Up to three (3) community engagement events (anticipated to be a mix of in-person and virtual (online/self-guided) events)
4. Meetings with up to four (4) small group or one-on-one stakeholder conversations (up to two (2) in person meetings and two (2) virtual meetings
5. Summary memo of engagement efforts and key takeaways of input

FEES

The estimated fees are as follows:

PHASE ONE (Maximum Billing for Year One of Grant)		
Task 1.1	Project Start-up and Outreach Strategy	$8,500
Task 1.2	Community Engagement Window One	$30,500
Task 1.3	Topographic and ALTA Survey with TRPA Site Assessment	$30,000
Task 1.4	Data Collection & Site Analysis	$16,000
Task 1.5	Program Development & Site Testing	$15,000
	Total Phase One Professional Fees	$100,000
PHASE TWO (Maximum Billing for Year Two of Grant)		
Task 2.2	Conceptual Design Alternatives	$55,500
Task 2.3	Community Engagement Window Two	$40,500
	Total Phase Two Professional Fees	$96,000
PHASE THREE (Maximum Billing for Year Three of Grant)		
Task 3.1	Draft 50% Schematic Design	$49,000
Task 3.2	Final 100% Schematic Design	$33,000
Task 3.3	Community Engagement Window Three	$22,000
	Total Phase Three Professional Fees	$104,000
	Total Professional Fees	$300,000

NORTH TAHOE
PUBLIC UTILITY DISTRICT

Committee agenda item 3.c.

DATE: May 14, 2024 **ITEM:** G-5

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement for the Corporation Yard Master Plan Project

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement in the amount of $89,185 with WY Architects for the Corporation Yard Master Plan Project (Project #2151).

DISCUSSION:

On June 13, 2023, the North Tahoe Public Utility District (NTPUD) Board adopted the Fiscal Year (FY) 2023/24 Operating and Capital Improvement Budget. Within the adopted FY 2023/24 Base Capital Budget is $200,000 for a Corporation Yard Master Plan.

The District contacted several regional Architects about their experience in Municipal Corporation Yard Projects. Based on WY Architects' extensive resume of municipal work within the Tahoe-Truckee area and the completion of several master plan studies, the NTPUD Staff has identified their team as the most qualified firm to complete the project. District Staff met WY Architects on-site to walk the District's corporation yard and requested them to develop a scope of work.

NTPUD's existing corporation yard, built over a number of decades, was not planned for the current needs of staff, operations, services, and regulatory environment. As such, operational inefficiencies and potential safety hazards exist within the corporation yard. The goal of the Corporation Yard Master Plan (CYMP) is to strategically plan future facility improvements to be completed over several years.

The first phase of the CYMP will analyze current and future operations, staffing, and services to meet the District's responsibilities to the community it serves. Once the Initial Existing Conditions Assessment, Initial Needs Analysis, and Initial Conceptual Design are complete and approved, WY Architect will assemble a design team to develop the CYMP in more detail and complete the master plan. This second phase of work will be presented to the Board of Directors for consideration at a future meeting in a future fiscal year. The proposed scope of services is an attachment to the Board Report and includes the specific services anticipated for each phase of the Master Plan.

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2023/24 Capital Budget for the Base Fund as Project # 2151 with an available budget of $200,000. There is a sufficient budget to allow the completion of the proposed Professional Services Agreement with WY Architects.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective F: Ensure the District's support facilities are well maintained and adequate for all operations – Tactic 1: Develop a Base Facilities master plan for operations support services and future on-call residences.

ATTACHMENTS:

WY Architects, Corporation Yard Master Plan – Proposed Scope of Services and Fee Estimate

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____
Joseph J. Pomroy, P.E.
Engineering & Operations Manager

Approved By: _____
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: _____
Vanetta Van Cleave
Chief Financial Officer

W | Y ARCHITECTS

10343 HIGH ST SUITE 1, TRUCKEE, CA 96161
530 587 3859 www.wyarch.com

May 1, 2024

Mr. Brad Johnson, General Manager
North Tahoe Public Utility District
875 National Avenue
Tahoe Vista, CA 96148

DON FULDA, Architect, A.I.A.
Principal
TED BROBST, Architect
Principal
MIKE MUSSANO, Architect
Principal
RON LARKINS, Architect Principal

RE: Corporation Yard Master Plan – Proposed Scope of Services and Fee Estimate

Dear Brad,

Thank you for contacting W|Y Architects regarding your Corporation Yard Master Plan for your existing facilities on National Avenue in Tahoe Vista, California. At your request we are pleased to submit this proposal for architectural services for this project.

INTRODUCTION

The goal of the Corporation Yard Master Plan (CYMP) is to strategically plan for facility improvements over the course of several years. The CYMP will analyze current and future operational, staffing, and services to meet the District's responsibilities to the community it serves. A design study will follow the initial facilities analysis to consider sequential development of new projects to meet the needs of the District. Our role will be to organize, facilitate, analyze, and document the process.

The District recognizes that the existing corporation yard, built over a number of decades, was not planned for the current needs of staff, operations, and services. The NTPUD has experienced increased obligations of water, sewer, and parks and recreation services. These obligations arise, in part, from additional regulatory requirements, increased service standards and safety, as well as the need to replace or repair aging infrastructure. Additional demands on personnel, operations, and facilities have resulted from regional influences including the regulatory environment, housing costs, and increased recreational programs.

The NTPUD seeks to assess their current facilities' ability to support current and future operations. The CYMP process will review and analyze the current facilities configuration and utilization. The CYMP process will evaluate the potential for new or remodeled space with the flexibility to meet future foreseeable needs. The proposed master plan process will consider:

- Equipment and storage space;
- Improving functionality of maintenance facilities and circulation through the site;
- Consolidating crew room/meeting space;
- Rearranging locations of staff within Departments;
- Improving site and technological infrastructure;
- Planning for new fleet needs, including Electric Vehicle Charging;
- Evaluating functional needs and opportunities at satellite locations;
- Potential partnership opportunities with Placer County;
- Appropriate planning for future growth of sewer, water, and parks and recreation services, administrative support, and general operational efficiencies.

PROJECT APPROACH

We propose the development of the Master Plan document will be a phased approach. Phase 1 will include an existing conditions assessment and documentation, an initial needs assessment, and an initial Conceptual Design. The project team assembled for Phase 1 includes W|Y Architects and IMEG for electrical engineering. Upon completion of Phase 1 we will assemble a consulting team as needed to conduct a detailed analysis of the initial findings. Phase 2 will prepare a Master Plan Document that summarizes the assessment, analysis, and conclusions identified through the two phases.

Phase 1 – Initial Existing Conditions, Initial Needs Assessment, Initial Conceptual Design:

W|Y will initiate the project, compile documentation of existing site and building plans, review and assess the general condition of the facilities, prepare background drawings of the site and existing improvements. We will coordinate tours of similar facilities in the region with NTPUD's project representatives and summarize pertinent findings. Through a series of meetings, we will develop an initial Needs Assessment of the current facilities and the projected needs in the future. We will prepare initial Conceptual Designs of proposed future improvements on the site. IMEG Engineers will perform an initial review of the electrical utility infrastructure and its ability to support future electrical needs, including electric vehicle charging stations.

Phase 2 – Assemble Consulting Team and Prepare Master Plan

Once the Initial Existing Conditions Assessment, Initial Needs Analysis and Initial Conceptual Design are complete and approved, we will use those documents to identify scope of services of consultants to develop the Master Plan in more detail. Services that may be considered at that time include Land Use/TRPA Planner, Civil Engineer, Structural Engineer, Cost Estimator. Other aspects of the project that may require specialized consultants include Fueling, Fleet Maintenance, Sustainability, Environmental Hazards, Accessibility, etc. Graphic plans and exhibits will be developed to summarize the existing conditions and findings of the needs assessment. Working with the consultants, we will prepare the Master Plan Document that summarizes the research, analysis, design, and recommendations identified in each phase.

PROJECT SPECIFIC SCOPE OF SERVICES BY PHASE

I. Existing Conditions Assessment

Phase 1

- Conduct a Kick-Off meeting with selected NTPUD staff for introductions, review of proposed Master Plan process and its components, and define project goals and priorities. Discuss scope and schedule for assessment efforts.
- Schedule tours of similar facilities in the region.
- Conduct data gathering and analysis:
  - Review and summarize available data by facility.
  - Perform site visits to evaluate property conditions; Interview key District staff to evaluate property deficiencies.
  - Prepare an architectural survey of the buildings to evaluate the size and type of buildings, use and occupancy, and identify general accessibility deficiencies.
  - Review and summarize current facilities utilized by each department.
  - Prepare Land Use summary including zoning and permitted uses.
  - Prepare baseline drawings from existing as-builts of existing buildings.
  - Prepare baseline site electrical plan showing locations of service locations and sizes.
  - Prepare baseline site plan of existing conditions from existing surveys and site plans.
  - Prepare draft Existing Conditions portion of the Master Plan

Phase 2

- Conduct specific data gathering and analysis with consultants.
  - Inventory specialized equipment and storage requirements.

  - Evaluate site improvements, condition of paved surfaces, snow removal areas, vehicle circulation, fueling, parking, fire access, site access, and security.
  - Survey existing buildings to evaluate structural capacities, both gravity and lateral loading, heating and cooling systems.
- Indicate known utility locations and sizes.
- Indicate known TRPA land capability zones.
- Prepare a summary of how buildings, storage areas, parking areas are being utilized.
- Prepare final Existing Conditions portion of the Master Plan.

II. Needs Assessment

Phase 1

- Conduct meetings with selected NTPUD staff to elicit input and collect information regarding current operations, priorities, deficiencies, and staffing goals. Identify current and future operational needs and forecast facility capacity.
- Interview heads of departments regarding their respective function and processes, number of current and projected future employees, type of work performed and workspace requirements.
- Develop building and site diagrams of departments, spatial needs, and adjacencies.
- Develop summaries of new duties, processes, and staffing associated with increased utilities responsibilities and regulations, and parks and recreation programs.
- Perform initial evaluation of electrical capacities required for future buildings and electric vehicle charging facilities.
- Present initial findings in a meeting with the District and prioritize projects.
- Develop a preliminary list of projects with timelines, budgets, and identified priorities.

Phase 2

- Review specialized equipment needs, fleet maintenance requirements, storage systems, site security goals.
- Evaluate existing utilities and infrastructure as related to proposed improvements, including electrical capacities required for new buildings and electric vehicle charging facilities.
- Prioritize projects and establish projected timelines.
- Civil site design including turning movements, parking, driveways, snow storage, and off-site improvements, hydrant and fire flow requirements, coverage calculations, surveys, wetlands mapping, etc.
- Prepare estimates and capital improvement budgets.
- Coordinate and schedule meetings with designated NTPUD staff to review findings of the initial needs assessment, review with consultants, and confirm the direction of the conceptual design process.
- Present updated findings in a workshop with the District and confirm and refine priorities and budgets.
- Summarize current and future staffing and operational needs as necessary to support current and expanded services to the community.

The culmination of the Needs Assessment will provide critical information to guide the direction of the CYMP. This information (notes, sketches, and surveys) shall be documented and included in CYMP.

III. Conceptual Design

Phase 1

- Prepare an initial Site Master Plan and Site Electrical Plan that graphically shows the existing conditions and projects identified in the initial Needs Assessment.
- Prepare building plans in sufficient detail to show size, number of stories, intended use, functional areas, site access points, type of construction, adjacencies, and relationship to other structures.

- Present initial Site Master Plan options to the District in a workshop.

Phase 2

- With input from selected consultants, evaluate and describe site design, including vehicular motions, parking requirements, snow removal and storage, fire access, fueling, electric vehicle charging, and security.
- Develop a plan to graphically show improvements to the existing facilities including proposed renovations, repairs, improvements, etc.
- Evaluate existing utilities and infrastructure as related to proposed improvements, including electrical capacities required for future buildings and electric vehicle charging facilities.
- Graphically indicate project phasing and budgetary estimates associated with each improvement.
- Present updated Site Master Plan to the District in a meeting.

IV. Corporation Yard Master Plan

Phase 2

- Prepare an overall CYMP that summarizes the existing conditions, needs assessment, conceptual designs and a summary of the process, findings, and recommendations that respond to the anticipated needs of the District. The CYMP document will incorporate conceptual site and building plans, diagrams, tables and charts, photographic images, and graphical illustrations to identify compilation of data, master plan components, and support the master plan text narrative.
- Cost estimates with escalation factors would be provided for each phased improvement.
- Finalize and include an executive summary, purpose and needs statement, evaluation of alternatives, preliminary cost estimates and schedules, and management direction, influences, and considerations.
- Conduct a presentation of the design process, selected options, phases, budgets, and conclusions in a Board Workshop.

V. PROJECT MANAGEMENT

Phase 1 + Phase 2

Ron Larkins is the designated Project Manager for the Project. Ron will be the prime contact for the NTPUD and shall be responsible for coordinating all aspects of the Project. Ron and the W|Y team will:

- Coordinate and attend all project meetings, stakeholder meetings, and relevant NTPUD Board Committee and Board meetings, and shall recommend an appropriate frequency and schedule of meetings, prepare all meeting agendas, presentations, and maintain meeting minutes.
- Be available to meet with NTPUD staff in person or by teleconference for ongoing project coordination.
- Upon completion of the Draft CYMP, conduct a workshop with members of NTPUD management staff, Board Committees and the Board, and based on input from the District, modifying the CYMP to take into consideration direction received during the workshop.

Estimated Fee Proposal

Services will be provided on a Time and Expense Basis. A budgetary estimate of fees can be broken down as follows. Compensation for services will not exceed total Phase 1 budget with written authorization. The durations shown are dependent on NTPUD staff availability. See attached spreadsheet for additional information:

Phase 1

Task	Estimated Fee	Estimated Duration
Initial Existing Conditions Assessment	$ 37,382	2 months
Initial Needs Analysis	$ 29,870	2 months
Initial Conceptual Design	$ 21,933	2 months
	$ 89,185	

Phase 2

Fee Estimates for Phase 2 will be developed based on the identified specialized consultants and scope of their services as agreed to based on the initial findings of the Phase 1. For total budgeting purposes, we anticipate Phase 1 fees to be about 40% of the project total.

Thank you for considering W | Y Architects for your Project. We look forward to the opportunity of assisting the North Tahoe Public Utility District in creating a successful project. If you have any questions about this proposal, don't hesitate to contact us. If the above is acceptable, please sign below.

Sincerely,

W | Y ARCHITECTS

Ronald A. Larkins, Architect
Principal C-24333

I hereby authorize W | Y Architects to proceed with the consulting services described above for the Corporation Yard Master Plan in accordance with the terms and conditions described herein and in the attached Fee Schedule and General Conditions.

Brad Johnson — Date
General Manager
North Tahoe Public Utility District

NTPUD Corporation Yard Master Plan - Phase 1 Services

1. Existing Conditions Assessment		Principal	Designer 3	Designer 1	Admin	Total		
		$230	$130	$110	$90			
Data Gathering	Kick Off Meeting, Agenda, Process, Goals and Priorities, Schedule	8		8		$2,720		
	Prepare Notes and Exhibits	4		4		$1,360		
	Tour Similar Facilities (2 half days)	8		8		$2,720		
	Prepare Notes and Exhibits	2		6		$1,120		
	Inventory Existing Documents	4		6		$1,580		
	Site Visits and Interview by Department, Assume 3 meetings, agendas, notes	12		12		$4,080		
	Prepare Base Drawings - Buildings and Site	6		32		$4,900		
	Prepare Notes and Exhibits	6		6		$2,040		
	Architectural Survey each building	6		6		$2,040		
	Building Code and Conditons Summaries	6		3		$1,710		
	Land Use Summary	6		2		$1,600		
	Consultant Coordination	4				$920		
	Misc Project Management 1hr/wk	12				$2,760		
						$0		
						$0		
	Arch Total	84	0	93	0		$29,550	
Consultants	Electrical - Assessment						$7,120	
10%	Mark-up						$712	
Total	Existing Conditions Assessment							$37,382

2. Needs Assessment		Principal	Designer 3	Designer 1	Admin			
		$230	$130	$110	$90	Total		
	Department Meetings (Mngt, Util, P&R) Assume 4 meetings	16		16		$5,440		
	Meeting graphics	1		4		$670		
	Meeting notes and summmary	6		6		$2,040		
	Workspace needs summary	3		3		$1,020		
	Specialized equipment	3		6		$1,350		
	Site Plan Development	4		8		$1,800		
	Building Plans Development	6		12		$2,700		
	Program summaries	6		6		$2,040		
	Report Formatting/Document Design	1		4		$670		
	Initial Findings Meeting	4		8		$1,800		
	List of projects and Timelines	4		4		$1,360		
	Misc Project Management 1 hr/wk	8				$1,840		
	Arch Total	62	0	77	0		$19,530	
Consultants	Electrical Infrastructure Evaluation						$9,400	
10%	Mark-up						$940	
Total	Needs Assessment							$29,870

3. Conceptual Master Plans		Principal	Designer 3	Designer 1	Admin			
		$230	$130	$110	$90	Total		
Develop Concept Plan	Prepare Site Plan Alternatives	6		12		$2,700		
	Prepare Building Plan Alternatives	12		24		$5,400		
	Project phasing study	4		4		$1,360		
	Meeting to review findings, agenda, notes, exhibits (x1)	8		12		$3,160		
	Board Workshop (x1)	4		8		$1,800		
	Final notes and exhibits	3		3		$1,020		
	Misc Project Management 1 hr/wk	8				$1,840		
	Arch Total	45	0	63	0		$17,280	
Consultants	Electrical						$4,230	
10%	Mark-up						$423	
Total	Conceptual Plans							$21,933

Total	Phase 1 Services	$89,185

Exclusions:	Topographic Surveys
	Environmental Studies
	Hazardous Materials Studies/Asbestos
	Geotechnical Report
	Fuels Consultant
	Application/Permit Fees