

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**FROM:** Nathan Chorey, P.E.  
Engineering Manager

**SUBJECT:** Review, discuss and possibly approve a Schematic Design Services Contract for the Burnt Cedar Swimming Pool Improvement Project – Fund: Beaches; Project 3970BD2601. Vendor: TSK Architects in the amount of \$68,104

**STRATEGIC PLAN:** Long Range Principle #5 – Assets and Infrastructure

**DATE:** September 2, 2020

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### **I. RECOMMENDATION**

That the Board of Trustees makes a motion to:

1. Authorize a Schematic Design Services Contract for the Burnt Cedar Swimming Pool Improvement Project – Fund: Beaches; Project 3970BD2601; Vendor: Vendor: TSK Architects in the amount of \$68,104.
2. Authorize Staff to execute the contract documents.

### **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District’s workforce.

### **III. BACKGROUND**

At the August 12, 2020 Board of Trustees meeting, the Board of Trustees selected a preferred conceptual design option and authorized Staff to solicit a proposal for design services for the Burnt Cedar Swimming Pool Improvement Project.

The schematic design services scope of work will refine the design and develop drawings based on the topographic site plan which has been contracted for separately. Additionally,

design and permitting narratives will be provided to inform the cost estimating process. The full scope of work follows this memorandum.

The TSK Architect Design Team completed the predesign work and completed the work to the District's satisfaction. The proposed scope of work also includes preparation of a colored rendering to illustrate the proposed improvements. Staff intends on presenting the schematic design package and cost estimates at future Board Meetings. The cost estimates will be prepared by the Construction Manager-at-Risk (CMAR) or third party cost estimating firm depending on the selected project delivery method.

#### **IV. BID RESULTS**

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

#### **V. FINANCIAL IMPACT AND BUDGET**

The 2020-2021 CIP budget includes the Burnt Cedar Swimming Pool Improvements, data sheet attached. A budget of \$225,000 is allocated for design phase services. The schematic design services scope of work being considered is for \$68,104.

On May 20, 2020 IVGID entered in to an agreement with TSK Architects to provide a Phase 1 – Public Outreach, Concept Design, and Cost Estimate for a total fee amount of \$32,200

On August 14, 2020, IVGID entered in to an agreement with Resource Concepts, Inc. to provide a topographic survey for a total fee amount of \$5,900.

#### **VI. ALTERNATIVES**

None proposed.

#### **VII. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



## Project Summary

<b>Project Number:</b>	3970BD2601
<b>Title:</b>	Burnt Cedar Swimming Pool Improvements
<b>Project Type:</b>	D - Capital Improvement - Existing Facilities
<b>Division:</b>	70 - Beach Aquatics
<b>Budget Year:</b>	2021
<b>Finance Options:</b>	
<b>Asset Type:</b>	BD - Buildings & Structures
<b>Active:</b>	Yes

<b>Project Description</b>				
<p>The Burnt Cedar Swimming Pool and Toddler pool fiberglass surfaces require periodic replacement. Over time, discoloration, cracking and surface failure will create health and safety impacts to continued use of the pools. Breakdown of the pool surface will allow materials to cloud the water and make it unsanitary and cloudy water will not meet health dept safety code requirements. It has been determined the pool has reached the end of its service life. This project is for full swimming and toddler pool replacement, associated mechanical systems improvements, and pool deck replacement.</p> <p>A consultant will be selected to complete an alternative layout analysis and evaluate existing mechanical systems. Consideration will be given to reducing the maximum depth of the pool, providing a zero-entry pool edge for improved ADA access, maintaining a water slide, and a second toddler pool or splash pad.</p>				
<b>Project Internal Staff</b>				
<p>Engineering will manage the project. The Director of Parks and Recreation will determine the needs for the project and coordinate project timing because the pool will need to be out of service during the summer season to complete the work. A community interest committee will be convened by the General Manager.</p>				
<b>Project Justification</b>				
<p>This project will reconstruct the swimming and toddler pool, mechanical equipment and pool deck. The cost estimate is a placeholder at this time because the exact scope of work has not been identified for the replacement Burnt Cedar pool facility. The General Manager will lead a community group to received input on community desires and needs for a new pool facility. It is anticipated at this time that construction will occur in the summer of 2021. The impact to the facility will be substantial during the summer operation period. Construction will require the closing of the pool facility for the whole summer or a portion of the summer.</p>				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2021				
Design	225,000	0	225,000	
Year Total	225,000	0	225,000	
2022				
Construction Management	225,000	0	225,000	
Construction Reserves	225,000	0	225,000	
Placeholder - Construction	2,250,000	0	2,250,000	
Year Total	2,700,000	0	2,700,000	
	<b>2,925,000</b>	<b>0</b>	<b>2,925,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2012	Jul 1, 2019	Jun 30, 2022	Engineering Manager	



September 1, 2020

Nathan Chorey, Engineering Manager  
Incline Village General Improvement District (IVGID)  
1220 Sweetwater Road  
Incline Village, NV 89451  
P. 775-83201372 E. [npc@ivgid.org](mailto:npc@ivgid.org)

**RE: Burnt Cedar Swimming Pool Improvement Project AE Proposal  
IVGID Project Number: 3970BD2601  
Phase 2 – Schematic Design**

Dear Mr. Chorey,

Thank you for your help with IVGID Board coordination and we are very happy to hear the project is moving forward into Phase 2 Schematic Design activities for the Burnt Cedar Swimming Pool Improvements located at the Burnt Cedar Park in Incline Village, Nevada. Tate Snyder Kimsey Architects (TSK) truly recognizes the importance of this project to the Incline Village Community and being entrusted to manage this phase for the Incline Village Improvement District.

We understand the project scope for Phase 2 Schematic Design to include:

1. Analysis of the Burnt Cedar Swimming Pool Design Report and working with IVGID to further develop Option #1 (attached). New Recreation Pool in New Location of approx. 3,900 s.f., New Wading Pool in New Location of approx. 800 s.f., Associated Pool Decks and Drainage. A pedestrian pathway connecting the east and west sides of Burnt Cedar Beach and fencing modifications as needed.
2. Review of the most current Civil Site Survey of the existing facilities, including pools, decks, accessible route, existing landscape, outbuildings, and parking (Public & Accessible Routes).
3. Permitting Agency Discussions and Documentation of requirements and anticipated durations from the regulatory agencies. Including but not limited to Washoe County Building Department, Washoe County Health Department, and Tahoe Regional Planning Authority (TRPA). Determine schedule durations for agency reviews and important informational items needed in permit submittals.
4. Provide Schematic Design Documentation to reflect findings and recommendations from the earlier Phase 1 analysis and direction from IVGID. Provide Schematic Design on the Recreation Pool and Wading Pool, associated deck improvements and connecting path and fencing. Deliverables include:
  - a. Architectural: Site Plans – Demolition Plan, Construction Access Plan (Ingress/Egress) and Staging plan. Proposed Improvements Plan. Narrative of proposed work scope.
  - b. Civil: Civil Site Plan with Schematic Design Level Grading and three (3) site cross-sections, and Demolition and Proposed New Work Notes. Narrative of proposed work scope.
  - c. Aquatics Design: Schematic Design Level Pool Plans, Longitudinal Sections, Pool Finish Details, Deck Drainage and Appurtenances Details. Narrative of proposed work scope. Criteria to confirm size of pool mechanical room equipment needs. Work with TSK and MSA to establish required area of new mechanical equipment area. Confirm if existing boiler, filter, and other mechanical equipment can be salvaged or needs to be replaced.

- d. Mechanical, Plumbing, and Electrical Engineering (MPE): Line drawings and narratives of proposed work scope. Define connection requirements from Pool Equipment to existing utility infrastructure. Coordinate with ADG to determine if any existing equipment can be salvaged or is to be replaced.
- e. Landscape: Schematic Design layouts showing added landscape design options 3D Renderings of proposed Landscape Improvements. Narratives of proposed work scope.
- f. Cost Estimate Consultation with IVGID retained Independent Cost Estimator with quantities provided as necessary.

**Project Team:**

- **TSK Architects**, (TSK) 225 South Arlington Avenue, Suite A., Reno, NV, 89501 P. 775-857-2949
- **Aquatic Design Group, Inc.**, (ADG) 2226 Faraday Avenue, Carlsbad, CA, 92008. P. 760-438-8400
- **Resource Concepts Inc.**, (RCI) 340 North Minnesota Street, Carson City, NV, P, 775-883-1600
- **Design Workshop**, 128 Market Street, Suite 3E, Stateline, NV 89449 P. 775-588-5929
- **MSA Engineering**, (MSA) 4599 Longley Lane, Reno, NV 89502 P. 775-828-4889
- **Nelson-Wilcox Structural Engineers**, (NWSE) 225 South Arlington Ave., Suite B, Reno, NV 89501

**Excluded Disciplines:**

- Environmental Analysis and Studies.
- Traffic Engineering & Analysis
- Geotechnical Investigations & Reports
- Special Inspections & Testing
- Hazardous Materials Testing & Abatement
- Public Relations Firm (Can be added cost if so requested)
- Site Civil Survey (to be by RCI – contracted directly with IVGID)
- Cost Estimator (By IVGID retained consultant or by CMAR)

**Phased Project Services Delivery:** We understand this proposal is for Schematic Design Only and that subsequent phases will require proposals and fee that will need to be approved by IVGID.

**Project Delivery Method** – We understand that IVGID will secure this project either with Traditional Design/Bid/Build delivery or with a Construction Manager at Risk delivery.

**Disciplines, Fees and Schedules as follows:**

1. Architectural **TSK**

TSK architects roll is to lead the Phase 2 efforts with coordination between IVGID and Architectural/Aquatics/Engineering Team during the Schematic Design Phase of the project. . Also, to lead the team's efforts of community meetings, Permitting Agency and establish permitting requirements and permitting schedules, assist with the Drawings and Specifications by the Team. Assist in coordination with the Cost Estimating efforts led by the Independent Cost Estimator. (And/or CMAR).

**Schematic Design Phase Services & Documents to include:**

- a. Prepare Agendas and presentations for each Community Outreach Event. Prepare summary meeting notes and distribute to IVGID and Meeting Attendees.
- b. Prepare Schematic Design Project Schedule, including tasks and milestones for the AE team to meet deliverable schedules.
- c. Prepare code compliance information sheets for accessibility and egress compliance.
- d. Prepare site demolition sheets and note items to be demolished to accommodate new construction as well as notes for protection of items to remain. Review with IVGID any

items to be salvaged and document. Demolition information to be based on Civil Site Survey Information provided to TSK by IVGID.

- e. Provide new architectural combined site plan backgrounds to design team including new pools, new landscaping. Provide new architectural site plan in Schematic Design Level.
- f. Coordinate preliminary meetings during Schematic Design Phase with Agencies Having Jurisdiction (Washoe County Community Development and Health Departments. Meet with TRPA at latter stages of Schematic Design and present proposed site improvements document next steps to TRPA submittals, and anticipated review calendars. Advise IVGID and Design Team Members of requirements and proposed submittal schedules to maintain permitting schedules to coordinate with construction schedules. Understand checklist for TRPA Submittal guidelines. (Note: Actual TRPA Permit submittal packages are to be a part of future Design Phases (Design Development Phase)

**2. Aquatic Design Concept Design Services                      Aquatics Design Group (ADG)  
Reference Aquatic Design Group Proposal dated August 12, 2020**

**Schematic Design Phase Scope of Work:** Aquatic Design Group to provide consultation services as required providing Schematic Design Documents.

- a. ADG shall review the program furnished by the Owner to ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with the Owner.
- b. Based upon the Option #1 program. Schedule and construction budget requirements, ADG shall prepare for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of swimming pool project components. Schematic Design Phase deliverables shall include the following:
  - .1 Swimming pool plan views.
  - .2 Swimming pool longitudinal sections.
  - .3 Swimming pool finish details.
  - .4 Swimming pool deck, deck drainage and appurtenances details. (Surge Tank, Slide, Ladders, Handrails, Deck Signage, etc.)
- c. ADG shall submit quantities and specifications to facilitate an estimate of probable construction costs prepare by others.
- d. Visits to the Project Site during Schematic Design Phase. One Visit.
- e. Exclusions:
  - i. Soils Testing/Engineering including finalized Geotech investigation report.
  - ii. Destructive testing of existing pool structures to confirm as-built conditions.
  - iii. Utilities design to swimming pool mechanical equipment points of connection. (Sanitary sewer, storm sewer, domestic water, natural gas, pool heater flues and combustion /air lovers. Design and specificity of heat exchangers, including hot water or steam piping and controls. Electrical Distribution including single line diagram, 3-phase conductors and motor starts, and single-phase conduit and conductors. Telephone and data communications.
  - iv. Architectural, Structural, Mechanical, HVAC and electrical design of mechanical equipment room or other building structures as required. Architectural and structural design of water slides, water slide towers or other wet play equipment and landscape design including park connector ramp retaining, fencing, planting, irrigation, site drainage, site lighting, shade structure and FF&E.
  - v. Demo plan, including tree removal and rock removal. (to be provided by TSK & RCI.)

3. **Civil Engineering                      RCI**

**Reference RCI Proposal dated August 17, 2020 & supplemental email August 25, 2020**

- **Task 1A: Site Investigation**  
One site visit to attend one IVGID project kick-off meeting and also conduct engineering site visit during same visit (two engineers at 4 hours each)  
One project team coordination meetings via Zoom (two engineers participating in each one hour meeting)
  - **Task 1B: Site Assessment**  
One project team coordination meeting via Zoom (two engineers at one hour each)  
Initial record plan review based on information to be provided to RCI by TSK (two engineers at three hours each)  
Prepare Schematic Site, Grading, and Utility Plan. Three (3) cross-sections of site will be provided on second sheet. Schematic Design level discussion of proposed drainage, site, and utility improvements will be provided in Schematic Design Narrative.
  - **Task 1C: Outreach & Workshops**  
One project team coordination meeting via zoom (two engineers at one hour each)  
*Note: Workshops and preparation for workshops are not included in the Schematic Design phase.*
  - **Task 1D: Agency Outreach**  
TRPA meeting and coordination assumes one Zoom meeting with TRPA, or phone conversation (one engineer at one hour):  
Washoe County Building Coordination assumes one Zoom meeting or phone conversation (one engineer at one hour):  
Washoe County Health Department, assumes one Zoom meeting or phone conversation (one engineer at one hour).  
RCI Agency Outreach Findings will be summarized in the Schematic Design Narrative.
  - RCI original tasks Tasks 1E through 1G are not a part of the Schematic Design effort.
- ❖ Note that TRPA Coverage Calculations and Scenic Analysis will be a separate task with separate fee once the scope of the work is defined at the completion of Schematic Design.

4. **Landscape Architecture                      Design Workshop**

**Reference Design Workshop email dated August 25, 2020**

- Schematic Design Meetings and Design. Discussions with TSK, ADG, and IVGID on landscape strategies at the pool deck and pathway.
- Provide Concept Landscape Site Plan showing landscape improvements, including deck area landscaping and the new walkway adjacent to the pool.
- Schematic Design level discussion of proposed landscape and irrigation improvements will be provided in Schematic Design Narrative.
- Provide three rendered 3D perspectives showing the proposed design.
- Includes one (1) site visit during Schematic Design.
- Includes two (2) Zoom type meetings during Schematic Design.

5. **Structural Engineer                      Nelson-Wilcox Structural Engineers**

Provide the following for Schematic Design Tasks:

- Provide concept sketch details for CMU Screen Wall of approximately 7'-0" in height and 40 feet in length with one or two operable metal gates.
- Provide concept sketch if pool mechanical room needs to be expanded.

- Does not include a site visit during Schematic Design.
- Includes two (2) Zoom type meetings during Schematic Design.
- Does not include: Engineered drawings, Specifications or Cost Estimates. These will be provided at future design phases.

**6. Mechanical Plumbing & Electrical Engineering MSA Engineering.  
Reference MSA Proposal dated August 17, 2020 and follow up Email dated 8/25/2020.**

- Identify major existing/demo'd/added MPE equipment including physical equipment footprints.
- Coordinate with IVGID and utility purveyor to determine existing incoming plumbing and electrical services (single gas meter, single water meter, NV Energy transformer, underground secondary service feeder and single metered electrical service) is adequate to serve new pools and related equipment. During the Schematic Design Phase, assumptions will be preliminary and based on input from the pool consultant/designer. Method of pool backwash and related waste water not in contract; developed by pool consultant/designer. Schematic Design Level discussions of proposed MPE improvements will be provided in Schematic Design Narrative.
- Proposed pathway and pool deck lighting based on landscape, civil and arch input. Cut sheets of proposed exterior lighting included.
- Schematic Design scope assumes no interior lighting/controls, HVAC system ductwork or downstream distribution devices and plumbing fixture specification. In addition, no cut sheets of major MPE equipment is included.
- A single MPE combined trip includes initial site observation of existing conditions.
- Up to two 1-hour conference calls (Zoom, other) are included.
- Sheet specifications are included. Book specifications are not in the present scope of services.

**A. Work Schedule and Deliverables:** TSK and the Consultant Team will provide scaled Schematic Design drawings and a Schematic Design Narrative in accordance with the following schedule.

<b>Task</b>	<b>Start</b>	<b>Complete</b>	<b>Duration</b>
Award Contract at IVGID BOT	Sept. 9		1 day
<b>Design Kick Off Meeting</b>	<b>Sept. 10</b>		1 day
<b>Confirmation of Programming info</b>	<b>Sept. 11</b>	<b>Sept. 18</b>	<b>1 week</b>
<b>Schematic Design Phase</b>	<b>Sept. 18</b>	<b>Oct. 30</b>	<b>6 weeks</b>
Review SD Docs. IVGID Board Mtg	Nov. 10		1 day
Third Party Cost Estimate	Nov. 11	Nov. 27	2 weeks
IVGID Board Meeting	Dec. 19		1 day

**B. Schematic Design Phase Deliverable Items:** PDF format only.

**C. Contracted Site Visits:**

One (1) each: TSK, Aquatics Design Group, MSA, RCI, and Desing Workshop.  
Others can be provided as an additional service if so requested by IVGID.



**D. Reimbursable Expenses** will be limited to direct costs with no mark ups. Reimbursable to include printing/plotting and site visits as requested by IVGID. No additional expenses shall be incurred without prior written approval from the Client. Expenses shall be for the direct cost of the items with no mark ups. These costs will be submitted monthly with invoice support information included.

**E. Fee Schedule**

Firm		Schematic Design Only	Reimbursable Allowance	Firm Total
TSK	Architect	15,300	1000	16,300
ADG	Aquatics	21,750	900	22,650
RCI	Civil	8,330		8,330
DWS	Landscape	7,600		7,600
MSA	Mech/Plumb	4,200		4,200
MSA	Electrical	5,200		5,200
NWSE	Structural	1,400		1,400
<b>Subtotals</b>		<b>63,780</b>	<b>1,900</b>	<b>\$65,680</b>
<b>TSK 5% Consult Mgt.</b>		<b>2,424</b>		<b>\$2,424</b>
<b>Schematic Design Fee:</b>		<b>\$66,204</b>	<b>\$1,900</b>	<b>\$68,104</b>
		SD	<b>Total Proj. Fee</b>	

**Alternate Fees that are not Base Scope of Services Fee:**

- Plumbing and Electrical Systems Design if upgrades to the existing utilities (including new water service, sanitary sewer, or electrical utilizes including a new single metered outdoor electrical service are required
- Structural Engineering Design and Documents if the existing pool mechanical equipment is required to be expanded beyond the existing room or a fenced in enclosure. If a building, addition is required additional engineering, calculations may be provided as an additional service. Cost to be determined at later phase due to unknown size.
- TRPA Coverage Calculations and Scenic Analysis Scope and Fees are not base service and will be defined at the completion of Schematic Design. Once the Schematic Design scope of work is completed, these TRPA Tasks will be presented as an Alternate Fee.

ACCEPTED AND AGREED: TSK Architects is hereby authorized to proceed with this scope of work for the fixed fee defined above.

\_\_\_\_\_  
IVGID Authorized Agent

\_\_\_\_\_  
Date

CC: Engineering Proposals for reference.

**We appreciate the opportunity to continue to work with you, and the Incline Village General Improvement District Leadership on the Phase 2 Burnt Cedar Pool Project.**

Please feel free to call me if you have any questions in regards to the project scope and associated fee we welcome chance to discuss further.

Sincerely,

A handwritten signature in black ink that reads "J. Patrick Pusich". The signature is written in a cursive, flowing style.

Pat Pusich, AIA / TSK Architects

tsk architects 225 south arlington ave., suite a., reno, Nevada 89502

## TSK ARCHITECTS

### 2020/2021 STANDARD BILLING RATES

(For out of contract/reimbursable work)

Senior Principal	\$275.00
Principal	\$200.00
Sr. Project Manager	\$175.00
Senior Project Architect	\$150.00
Sr. Project Designer	\$150.00
Project Manager	\$140.00
Construction Site Manager	\$125.00
Project Architect	\$120.00
Project Designer	\$110.00
Project Coordinator	\$100.00
Specifications	\$100.00
Job Captain	\$90.00
Technical Support	\$75.00
Design Support	\$75.00
Administrative Support	\$75.00

### ALL TRAVEL / PER DIEM / MILEAGE TO BE REIMBURSED AT STATE RATES

Rental Vehicle	Actual Cost of Vehicle Rental, Taxes, and Fel Mileage at Standard Federal Rate
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<b>Printing (Plain Paper)</b>	<b>BW</b>	<b>Color</b>
8.5 x 11	.07	.11
11 x 17	.25	.29

<b>Plots</b>		
11x17	1.25	3.00
17x22	2.40	15.00
24x36	5.60	36.00
30x42	7.85	52.50

