

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**FROM:** Brad Underwood, P.E.  
Director of Public Works

**SUBJECT:** Review, discuss and possibly authorize Additional Service Amendment #1 to the professional design services contract for the Mountain Golf Cart Path Replacement Project – Fund: Community Services; Division: Golf; CIP# 3241LI2001; Vendor: Lumos and Associates in the amount of \$44,500.00.

**DATE:** November 10, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees makes a motion to:

1. Authorize Additional Service Amendment #1 – Additional Engineering Design Services Contract for the Mountain Golf Cart Path Replacement Project – Fund: Community Services; Division: Golf; CIP# 3241LI2001; Vendor: Lumos and Associates in an amount not to exceed \$44,500.00.
2. Authorize Staff to execute change orders for additional work not anticipated at this time of up to approximately 10% of the contract; up to the amount of \$4,450.00.
3. Authorize Staff to execute the contract documents.

### **II. BACKGROUND**

The Mountain Golf Course has approximately 14,440 linear feet of cart pathways which equates to ~110,000 square feet of pavement. In addition, there is approximately 5,000 linear feet of asphalt curb. The last major path project was over 15 years ago. The District has performed replacements at various locations each year based on areas of greatest need and within the allotted budget. Due to issues of base material, overgrowth of sod, and intrusion by tree roots and other material, the current assessment of the condition of the paths suggests substantial remediation and reconstruction is needed.

Previous work performed by Lumos and Associates included preparation of a base map and 50% construction drawings for the entire Mountain Golf Pathway system, final construction documents for the Phase 1 Reconstruction Improvements Project, Washoe County permitting, and support during the bid process. Phase 1 construction was completed in October 2021.

Additional Service Amendment #1 is for work associated with the progressing Phase 2 and Phase 3 from 50% design to 100% design, TRPA, Washoe County, and NDEP permitting, as well as bidding assistance (Attachment A). Based on lessons learned during the Phase I construction, additional design and collaboration efforts have been requested by PW Staff. This includes Lumos providing plans and specification documents at the 60% and 90% design level and participating in a design review meeting with IVGID Staff at each design level. In addition, modifications to the existing contract documents additional construction details and modification to existing details will be completed during the design process. These additional efforts requested by PW Staff resulted in a slight increase of \$4,900.00 over Lumos's original proposal.

### **III. 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.

### **IV. FINANCIAL IMPACT AND BUDGET**

The FY 2021-22 CIP budget is \$550,000 which includes the construction improvements being completed for Phase I of the Mountain Golf Cart Path Replacement Project.

The table below presents the expenditures, encumbrances, and the design contract amendments for the Mountain Golf Cart Path Replacement Project.

<b>Task</b>	<b>Approved FY 21-22 Project Budget</b>	<b>Amount Requested</b>	<b>FY 21-22 Budget Amount Remaining</b>
Mtn Golf Cart Path Replacement Construction – Phase 1	\$405,000.00	\$357,138.80*	\$47,861.20
Design/Permit Fees/Internal Staff	\$65,000.00	\$48,950.00**	\$16,050.00
Construction Reserves (~ 10%)	\$40,000.00	\$37,500.00*	\$4,300.00
Construction Management	\$40,000.00	\$7,248.00	\$32,752.00
<b>Total</b>	<b>\$550,000.00</b>	<b>\$449,036.80</b>	<b>\$100,963.20</b>
Mountain Golf Cart Path Replacement Project CIP #3241LI2001, 2021/2022 FY Budget <b>\$550,000.00</b>			

\*Approved by Board of Trustees 9/2/2021

\*\*Additional Service Amendments #1 plus 10% Design Contingency

## V. ALTERNATIVES

Not authorize ASA #1 for the final design contract of Phase 2 and/or Phase 3 of the Mountain Golf Cart Path Replacement Project.

## VI. 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.

Attachments:

- A – Short Form Agreement (Amendment #1)
- B – 3241LI2001 CIP Data Sheet

⌘ **ADDITIONAL SERVICES ADDENDUM (ASA) #1** ⌘  
to **SHORT FORM AGREEMENT** dated **March 11, 2021**  
between  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
and  
**LUMOS & ASSOCIATES, INC.**  
for **PROFESSIONAL SERVICES**

This ASA, dated **date**, shall amend the referenced agreement to include the following project with relevant description, compensation, and schedule addressed herein.

**PROJECT DESCRIPTION**

Consultant shall provide engineering design services to bring project plans for Phases 2 and 3, shown on the attached Exhibit A, from 50% design to 100% design, including permitting and bid assistance for both phases. Work is more fully described in the attached Exhibit B, Consultant's "Addendum No. 1 to Consultant Agreement, Extra Work Authorization Form," dated November 2, 2021.

**PAYMENT TO CONSULTANT**

Payment to be as follows:

1. Compensation shall be as indicated in Attachment A, with a total Not to Exceed amount of **Forty-Four Thousand Five Hundred Dollars (\$44,500.00)**. Tasks 6 through 10 to be billed on a time and materials basis, and Task 11 will be billed as a lump sum, as indicated in Attachment "A." In no event shall compensation for any Activity identified in Attachment A exceed the amount set forth in the attachment. The fixed fee shall include Reimbursable Expenses, and Consultant shall not request or receive any additional payments for such expenses.
2. All invoices and correspondence are to reference PO **TBD**.

**PERIOD OF SERVICE**

It is anticipated that services shall be substantially completed by **August 1, 2023** subject, however, to the exercise of a generally-accepted standard of care for the performance of services.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**  
**Agreed to:**

**CONTRACTOR:**  
**LUMOS & ASSOCIATES**  
**Agreed to:**

By: \_\_\_\_\_  
Brad B. Underwood, P. E.  
Director of Public Works

By: \_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**Reviewed as to Form:**

\_\_\_\_\_  
Joshua Nelson  
District General Counsel

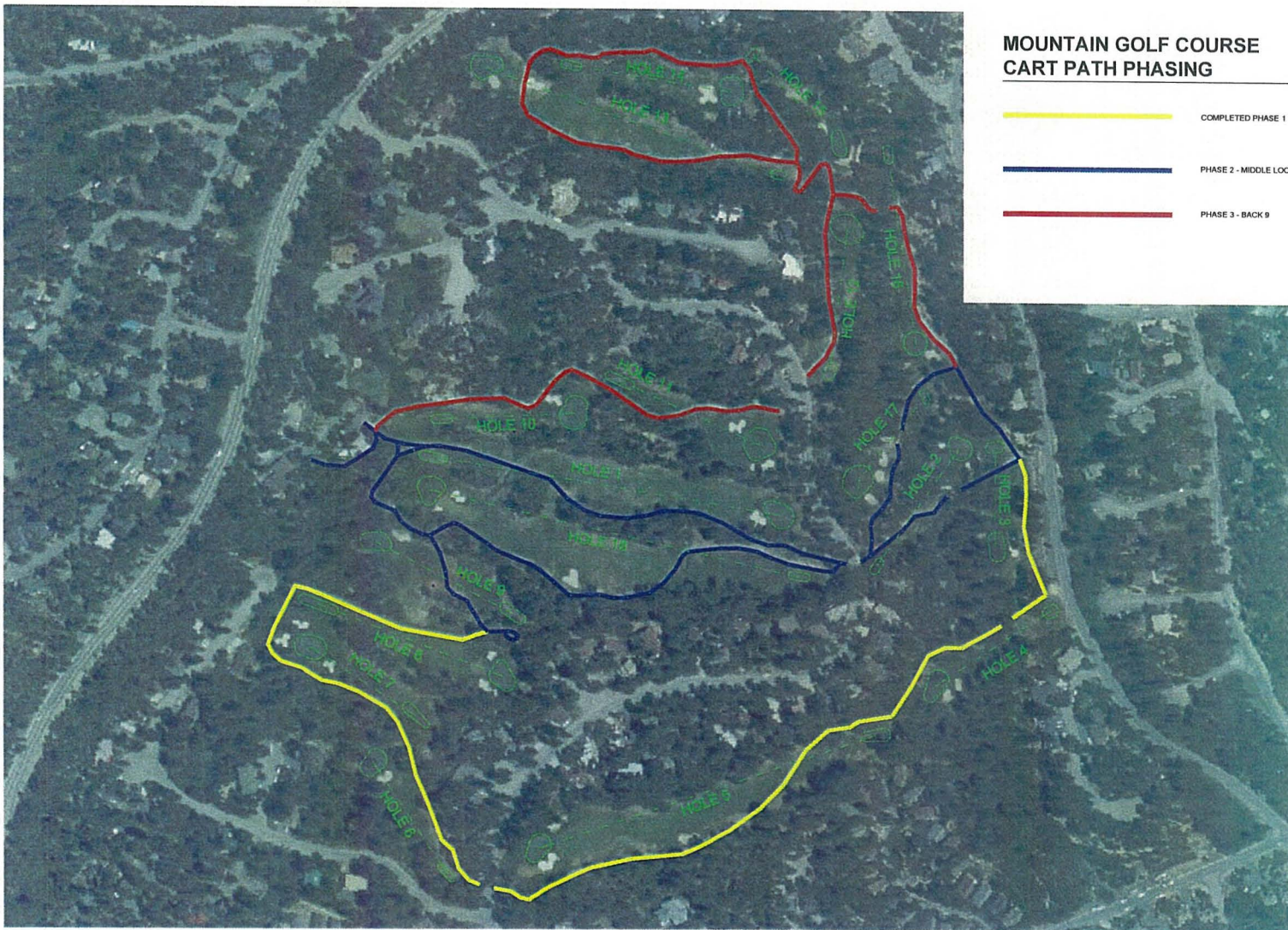
If Contractor is a corporation, attach evidence of authority to sign.

\_\_\_\_\_  
*Date*

Owner's address for giving notice:  
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Div.

Contractor's address for giving notice:  
**Lumos & Associates**  
225 Kingsbury Grade, Ste. A  
Stateline, Nevada 89449  
775-588-6490





### MOUNTAIN GOLF COURSE CART PATH PHASING

- COMPLETED PHASE 1
- PHASE 2 - MIDDLE LOOP
- PHASE 3 - BACK 9



INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

EXHIBIT A





Carson City • Fallon • Lake Tahoe • Reno

**Lake Tahoe**

225 Kingsbury Grade, Suite A | P.O. Box 3570  
 Stateline, Nevada 89449  
 775.588.6490

November 2, 2021

Via email: [ksn@ivgid.org](mailto:ksn@ivgid.org)

Kate Nelson, P.E.  
 Incline Village GID  
 1220 Sweetwater Road  
 Incline Village, NV 89451

**Subject: Mountain Golf Course Cart Path Reconstruction – Phase 1  
 Addendum #1 - Additional Engineering Services to Agreement Scope  
 under LA21.138**

Dear Kate:

Lumos and Associates, Inc. is pleased to provide you with this proposal for engineering and related services for Phases 2 & 3 of the Mountain Golf Course Cart Path Reconstruction Project (Project).

**Project Understanding**

The proposed project is located on an approximately 68.22 acre site (APNs: 128-351-01, 128-352-01, 128-220-02), located at 690 and 687 Wilson Way, Incline Village, NV 89451. As part of our initial scope, we have designed a three-phase approach to a complete cart path reconstruction project, as recommended under Alternative #2 in the Pavement Evaluation & Recommendations report prepared by Lumos & Associates, dated February 2021. Phase 1 has been designed and was bid for construction in the fall of 2021. This additional scope is specifically for progression of the Phase 2 & 3 designs to be progressed from 50% to 100% design and producing the associated bid documents. Phases 2 & 3 will involve cart path circulation improvements in six locations in order to improve circulation of golf cart traffic and will also include implementation of best management practices (BMPs) for water quality.

Existing site conditions, access, permitting requirements, IVGID budget, and impacts to the golf course will be evaluated to determine the exact construction limits for Phases 2 & 3. It is anticipated that improvements exceeding the thresholds defined in IVGID's Memorandum of Understanding (MOU) with TRPA will be constructed in Phases 2 & 3. Therefore, permitting will be required through TRPA, Washoe County, and NDEP Stormwater Division.

We propose to add the following tasks to our Agreement in order to assist you with Phases 2 & 3 of this project:

**Project Scope**

**Task 6 – Phase 2 Civil Improvement Plans**

This task will include progression of the Phase 2 50% design plans to 100% completion for the reconstruction of Phase 2 of the cart path system. This also includes the design of all proposed realignments for circulation improvements under the limits of this phase and selected BMPs identified in the Pavement Evaluation & Recommendations report. We will submit draft plans to IVGID at 60% completion and 90% completion. Design review meetings will be held between IVGID and Lumos

following the 60% and 90% submittals. Feedback from IVGID on the plans during these meetings will be incorporated at each step, prior to finalizing them for permit submittals and bidding. One site visit during the design phase is included in this scope to evaluate existing conditions.

These plans will be submitted to TRPA and Washoe County for permitting. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale as required by Washoe County. Engineer's estimates of probable construction costs will be provided for the 100% design improvements.

Construction drawings will include the in-place cart path reconstruction areas, select BMP improvements, and proposed cart path realignments for circulation improvements. Based on feedback from Phase 1, adjustments will be made to the construction details in coordination with IVGID. Dimensions and grading will be provided as required for construction. The design or relocation of any utilities, including irrigation lines is not included in this fee proposal.

#### **Task 7 – Phase 3 Civil Improvement Plans**

This task will include progression of the Phase 3 50% design plans to 100% completion for the reconstruction of Phase 3 of the cart path system. This also includes the design of all proposed realignments for circulation improvements under the limits of this phase and selected BMPs identified in the Pavement Evaluation & Recommendations report. We will submit draft plans to IVGID at 60% completion and 90% completion. Design review meetings will be held between IVGID and Lumos following the 60% and 90% submittals. Feedback from IVGID on the plans during these meetings will be incorporated at each step, prior to finalizing them for permit submittals and bidding. One site visit during the design phase is included in this scope to evaluate existing conditions.

These plans will be submitted to TRPA and Washoe County for permitting. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale as required by Washoe County. Engineer's estimates of probable construction costs will be provided for the 100% design improvements.

Construction drawings will include the in-place cart path reconstruction areas, select BMP improvements, and proposed cart path realignments for circulation improvements. Based on feedback from Phase 1, adjustments will be made to the construction details in coordination with IVGID. Dimensions and grading will be provided as required for construction. The design or relocation of any utilities, including irrigation lines is not included in this fee proposal.

#### **Task 8 – Phase 2 Bid Assistance**

Under this task, Lumos will prepare bid/contract documents for contractor bidding for the second phase of construction. Bid documents will include technical specifications and bid items descriptions as necessary for Phase 2 of construction. Bid item clarifications will be updated from Phase 1 descriptions based on feedback from IVGID. We will also provide assistance with public project advertisement, bid evaluation, recommendation for award, as requested. Lumos will also be available to answer bidder questions during the bid phase. Shop drawing review, plan revisions, field changes, and other construction services are not included, but can be included in a separate construction services proposal.



### **Task 9 – Phase 3 Bid Assistance**

Under this task, Lumos will prepare bid/contract documents for contractor bidding for the third phase of construction. Bid documents will include technical specifications and bid items descriptions as necessary for Phase 3 of construction. Bid item clarifications will be updated from Phase 1 descriptions based on feedback from IVGID. We will also provide assistance with public project advertisement, bid evaluation, recommendation for award, as requested. Lumos will also be available to answer bidder questions during the bid phase. Shop drawing review, plan revisions, field changes, and other construction services are not included, but can be included in a separate construction services proposal.

### **Task 10 – Phase 2 & 3 Permitting & TRPA Compliance**

Under this task, Lumos will provide all TRPA required submittals, coordination, mapping, checklists, and notifications required for the proposed project. Washoe County coordination and processing of requested revisions of the civil improvement plans will be completed under this task. This scope includes mapping of land classification, land capability, and coverage, BMP infiltration calculations (if necessary), permitting requirements, and submittals required for qualified exempt work related to TRPA permitting.

Due to the uncertainty in phased limits of disturbance and permitting requirements, the efforts required under this task cannot be anticipated and will be performed on a time and materials (T&M) basis, with an initial allowance of \$5,000. We have assumed that if this amount is exhausted during permitting efforts, we can utilize any used balance from Task 4 of our original agreement for these efforts.

### **Task 11 – Erosion Control & SWPPP**

The Nevada Department of Environmental Protection (NDEP) requires that all grading operations greater than one acre, or within a ¼ mile radius of receiving waters or tributaries, to have a SWPPP in place prior to beginning work. NDEP has determined that this project requires a SWPPP because it is within ¼ mile of Third Creek, which is a tributary of Lake Tahoe. Under this task, Lumos can prepare the SWPPP for the contractor's use, utilizing NDEP requirements. Our work will include a Notice of Intent, a Storm Water Pollution Prevention Plan, and a Best Management Plan for Phases 2 & 3 combined.

### **Schedule**

Lumos will have 100% Bid Documents for Phase 2, including Construction Drawings completed by April 30, 2022 for construction beginning July 1, 2022 or later, barring any unforeseen delays. It is our understanding that Phase 3 Construction Drawings will be generally designed concurrently with Phase 3, but bid for construction in 2023. Therefore, the schedule for 100% Bid Documents may be adjusted to ensure readiness of Phase 2 for bidding and construction as stated above.

**Assumptions / Exceptions**

Lumos has made the following assumptions in preparation of this proposal:

- Proposed improvements will be located entirely within APNs 128-351-01, 128-352-01, 128-220-02.
- Any proposed TRPA land coverage purchase, sale, or transfer is excluded.
- Submittals to agencies other than IVGID, Washoe County and TRPA are excluded.
- This scope does not include preparation of a drainage report.
- Utility extensions are not included in the scope of this proposal.
- Landscape, irrigation, lighting and electrical design are excluded from this proposal.
- Design of underground storm drain improvements, retention, or detention areas is not included in this proposal.
- Lumos will use boiler plate general conditions and contract documents provided by IVGID for bidding purposes.
- IVGID will award and manage the project during construction. Upon request, Lumos can provide a separate proposal for these services.
- This proposal does not include scope for construction administration/assistance/management, construction staking, inspection, or materials testing.
- Delays resulting from agency permitting may impact the Schedule identified above.

**Fees**

The tasks described in the Scope of Work will be completed for the following fees:

Task	Description	Fee
Task 6	Phase 2 Civil Improvement Plans T&M (NTE)	\$15,700
Task 7	Phase 3 Civil Improvement Plans T&M (NTE)	\$14,900
Task 8	Phase 2 Bid Assistance T&M (NTE)	\$3,100
Task 9	Phase 3 Bid Assistance T&M (NTE)	\$3,100
Task 10	Phase 2 & 3 Permitting & TRPA Compliance T&M (NTE)	\$5,000
Task 11	Erosion Control & SWPPP Lump Sum	\$2,700
<b>Total:</b>		<b>\$44,500</b>

Tasks 6 through 10 will be billed on a T&M basis, with a not-to-exceed amount as indicated above and Task 11 will be a Lump Sum task.



**LA21.138 Mountain Golf Course Cart Path Reconstruct  
Addendum #1 - Level of Effort Fee Estimate 10/29/21**

Task	Description	LUMOS				Total
		Director	Sr. Project Manager	Sr. Engineer	Project Designer	
		\$240	\$195	\$165	\$130	
6	Phase 2 Civil Improvement Plans					
	SUBTOTAL	2	30	4	67	\$15,700
7	Phase 3 Civil Improvement Plans					
	SUBTOTAL	2	28	4	64	\$14,920
8	Phase 2 Bid Assistance					
	SUBTOTAL	0	12	0	6	\$3,120
9	Phase 3 Bid Assistance					
	SUBTOTAL	0	12	0	6	\$3,120
10	Phase 2 & 3 Permitting & TRPA Compliance					
	SUBTOTAL	0	12	2	18	\$5,010
11	Erosion Control & SWPPP					
	SUBTOTAL	0	3	5	10	\$2,710
	TOTAL					\$44,580



## Project Summary

<b>Project Number:</b>	3241LI2001
<b>Title:</b>	Mountain Golf Cart Path Replacement
<b>Project Type:</b>	D - Capital Improvement - Existing Facilities
<b>Division:</b>	41 - Mountain Operations
<b>Budget Year:</b>	2022
<b>Finance Options:</b>	
<b>Asset Type:</b>	LI - Land Improvements
<b>Active:</b>	Yes



<b>Project Description</b>				
The Mountain Golf Course has approximately 14,440 linear feet of cart pathways which equates to 110,000 square feet of pavement. In addition, there are approximately 5,000 linear feet of asphalt curb. The last major path project was over 15 years ago. The District has performed replacements at various points each year based on areas of greatest need and within the allotted budget. Due to issues of the base material, overgrowth of sod, and intrusion by tree roots and other material, the current assessment of the condition of the paths suggests substantial remediation and reconstruction is needed. A design consultant has completed a review of the cart paths and provided recommendations for replacement. In accordance with the recommendation, the cart paths will be reconstructed in a multi-phase, multi-year manner to minimize impacts to users of the facility.				
<b>Project Internal Staff</b>				
Engineering staff will contract with outside civil and geotechnical engineering firms to provide support as necessary throughout the design. The project will be publically bid and constructed by a licensed contractor.				
<b>Project Justification</b>				
Cart paths are to the point where yearly replacement of faulty areas no longer makes financial sense. Condition of paths has become a nuisance for golfers and not within District standards. The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long-term utility services and recreation activities. Maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2022				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
2023				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
2024				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
	<b>1,650,000</b>	<b>0</b>	<b>1,650,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2020	Jul 1, 2020	Jun 30, 2023	Director of Golf/Community Services	