



# NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District Capital Investment Committee will be held **in person and Via Zoom** starting at 2:00 PM on September 26, 2023 in the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

Public comment is allowed and the public is welcome to make their public comment via telephone at (877)853-5247 (the webinar ID will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

A. PLEDGE OF ALLEGIANCE\*

B. ROLL CALL\*

C. INITIAL PUBLIC COMMENTS - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Capital Investment Committee may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*

D. APPROVAL OF AGENDA *(for possible action)*

*The Capital Investment Committee may make a motion for a flexible agenda, which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.*

***-OR-** The Capital Investment Committee may make a motion to accept and follow the agenda as submitted/posted.*

E. CONSENT CALENDAR (for possible action)

F. GENERAL BUSINESS (for possible action)

1. **SUBJECT:** Verbal confirmation from District Legal Counsel that all members have received training on the Nevada Open Meeting Law and Ethics
2. **SUBJECT:** Role of the Committee: review the following information:

**Responsibilities/Authority** - All committees are advisory to the Board. The Committee shall review all relevant information and make recommendations to the Board, in alignment with the District's Strategic Plan, any applicable District master plans, and Board identified priorities. They are to identify the financial impacts of all of their recommendations, identify how the recommendations align with the budget, and if applicable, how they affect the 5-year capital plan. The Board can set timelines and committee goals and expectations. Committee Trustees shall report on the progress of the committee.

**Capital/Investment Committee** - As projects over \$250K are being contemplated, the committee should review and evaluate proposals, provide constructive input to ensure the benefit to the Community is clear and consistent with District master plans and/or Board priorities. Additionally, to ensure ongoing operating costs are considered and included in materials provided to the Board of Trustees for consideration.

## Incline Village General Improvement District

*Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.*

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • EMAIL: [info@ivgid.org](mailto:info@ivgid.org)

[www.yourtahoeplace.com](http://www.yourtahoeplace.com)

# NOTICE OF MEETING

Agenda for the Board Meeting of September 26, 2023 - Page 2

**Goal** - To move projects forward more effectively with clear and complete financial transparency.

3. **SUBJECT:** Committee Introductions/ Committee protocols
4. **SUBJECT:** Review and discuss current capital proposal pro-forma to identify changes and additional content required to improve transparency and identified funding availability.

*Recommendation for Action:* Committee to recommend to Board revisions to Capital Investment pro-forma to ensure proposals presented to Board are complete, accurate and in alignment with District Strategic plan and agreed priorities.

5. **SUBJECT:** Discuss and agree on process for staff for bringing draft proposals to the Investment Committee to ensure timely review and feedback prior to Board presentation

## G. LONG RANGE CALENDAR

1. **SUBJECT:** Review of 5 year plan projects
2. **SUBJECT:** District capacity to execute projects.

## H. FINAL PUBLIC COMMENTS - Limited to a maximum of three (3) minutes in duration.

## I. ADJOURNMENT (for possible action)

### CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before 9:00 A.M. on Thursday, September 21, 2023, a copy of this agenda Of the Capital Investment Committee, Session of September 26, 2023) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 213:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID's website ([www.yourtahoepace.com/ivgid/board-of-trustees/meetings-and-agendas](http://www.yourtahoepace.com/ivgid/board-of-trustees/meetings-and-agendas))
3. State of Nevada public noticing website (<https://notice.nv.gov/>)
4. IVGID's Recreation Center (980 Incline Way, Incline Village, Nevada)

/s/ Heidi H. White

Heidi H. White

District Clerk (e-mail: [hwh@ivgid.org](mailto:hwh@ivgid.org)/phone # 775-832-1268)

**Board of Trustees:** Raymond Tulloch (Chair), Cliff Dabler, Bill Feast, Sarah Hussong-Johnson, and Jim Novack

**Notes:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (\*) are items on the agenda upon which the Capital Investment Committee will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. **IVGID'S Committee agenda packets are available at IVGID's website, [www.yourtahoepace.com](http://www.yourtahoepace.com); go to "Board Meetings and Agendas".**

**MEMORANDUM**

**TO:** Board of Trustees

**THROUGH:** Brad Underwood, Director of Public Works

**FROM:** Kate Nelson, Engineering Manager

**SUBJECT:** Accept the FY22 Tahoe Water for Fire Suppression Partnership Grant in the amount of \$204,528.00; appropriate FY22 Tahoe Water for Fire Suppression Partnership Grant funds in the amount of \$204,528.00 as a revenue source to support the Watermain Replacement - Crystal Peak Road Project (CIP#2299WS1705); award the Construction Contract to Burdick Excavation in the amount of \$1,111,111.00; authorize Staff to execute change orders for additional work not anticipated at this time of approximately 10% of the construction contract value; amount not to exceed \$111,000; approve construction phase contract for Shaw Engineering in the amount not to exceed \$9,600.00; approve a materials testing contract for Construction Materials Engineers Inc. (CME) in the amount of \$18,800; and authorize Chair and Secretary to execute contracts with Burdick Excavation, Shaw Engineering, and CME. (Requesting Staff Member: Director of Public Works Brad Underwood)

**RELATED STRATEGIC PLAN INITIATIVE(S):**

**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 venues, facilities, and services.

**RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES**

Board Policy 12.1.0 Multi-year Capital Planning, 13.1.0 Capital Project Budgeting, and 21.1.0 Purchasing Policy for Public Works Contracts.

**DATE:** March 8, 2023

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**I. RECOMMENDATION**

That the Board of Trustees made a motion to:

- Accept the FY22 Tahoe Water for Fire Suppression Partnership Grant in the amount of \$204,528.00
- Appropriate FY22 Tahoe Water for Fire Suppression Partnership Grant funds in the amount of \$204,528.00 as a funding source to support the Watermain Replacement - Crystal Peak Road Project (CIP#2299WS1705)
- Award the Construction Contract to Burdick Excavation in the amount of \$1,111,111.00
- Authorize Staff to execute change orders for additional work not anticipated at this time of approximately 10% of the construction contract value; amount not to exceed \$111,000
- Approve a construction phase contract for Shaw Engineering in the amount not to exceed \$9,600.00
- Approve a materials testing contract for CME in the amount of \$18,800.00
- Authorize Chair and Secretary to execute contracts with Burdick Excavation, Shaw Engineering, and CME, based on a review by General Counsel and Staff.

## **II. BACKGROUND**

This project is a FY 2022-23 Capital Improvement Project, and is a continuation of the multi-year program to replace 1960's-era thin-wall steel watermains and other deficient watermains. This project will replace the watermain in Crystal Peak Road between Lakeshore Boulevard and Martis Peak Road.

An additional objective of this program is to coordinate closely with the North Lake Tahoe Fire Protection District to determine areas of low fire flow, which may indicate a need for increased capacity in that area. If increased capacity is needed, these waterlines are also eligible for grant funding through the Tahoe Water for Fire Suppression Partnership. Staff also continues to coordinate with the Washoe County Road Department to replace watermains prior to the County's repaving or rehabilitating the road surface. Staff is working with the Utility Masterplan consultant to re-evaluate the steel watermain replacement program to consider locations with frequent repairs and the continued increases in the Construction Cost Index (CCI).

## **III. BID RESULTS**

The District publicly advertised this project for bidding on December 30, 2022 with a bid submittal due date of February 9, 2023, a 6-week bid period. The District advertised the work as required by NRS 338 and posted all construction documents on PlanetBids. Vendors and contractors on PlanetBids can access all of the District's documents at no cost. The online portal also tracks questions, addenda to the documents, plan holders and interested vendors.

The District received and opened four (4) responsive bids. The Engineer's Estimate for the base project was \$1,200,000. The Engineer's Estimate did not

include a contingency. The bid results are attached as part of the Recommendation of Award provided by the design engineer (Attachment A).

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

The Crystal Peak Watermain Replacement Project CIP2299WS1705 is included in the approved FY 2022-23 CIP Budget, with a total project budget of \$1,500,000 (Attachment B). The Crystal Peak Watermain Replacement project was submitted as a top tier IVGID priority project for grant funding under the Tahoe Water for Fire Suppression Partnership, and was awarded a grant in the amount of \$204,528 for construction (Attachment C). Approval of the recommendations contained in this agenda item would authorize acceptance of the grant funding, authorize a budget amendment to reflect the grant funding as a revenue source in support of this project, and authorize actions related to executing the project. There is no impact to the approved expenditure budget for the project.

The table below presents the estimated Construction Phase costs for the Crystal Peak Waterline project budget:

<b>Task</b>	<b>Cost</b>
Internal Project Management & Inspection	\$36,500
Construction by Burdick Excavation	\$1,111,111
Construction Materials Testing - CME	\$18,800
External Construction Phase Services - Shaw Engineering	\$9,600
Construction Contingency	\$111,000
<b>Total</b>	<b>\$1,287,011</b>

Construction contingency is listed at approximately 10% to account for unforeseen conditions during construction such as unknown ground conditions or existing utility conflicts as examples.

The contracts associated with the construction, construction administration services, and material testing are attached (Attachment D, E, F).

#### **V. ALTERNATIVES**

Not accept the grant award and not authorize the construction of the Crystal Peak Waterline Replacement.

#### **VI. COMMENTS**

No additional comments.

#### **VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT**

Replacement of waterlines that have outlived their useful life reduce costs associated with repairs and is considered best management practice for utility purveyors. Replacing this waterline will effectively eliminate the need for the Public Works Pipeline Division to respond to leaks from aging infrastructure.

#### **VIII. 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.

#### **IX. ATTACHMENTS**

1. A\_IVGID Crystal Peak Recommendation of Award Letter\_WA-2023-032
2. B\_2299WS1705 - Watermain Replacement - Crystal Peak Road
3. C\_STPUD - Fire Suppression - Subaward Packet IVGID
4. D\_IVGID WA-2023-032 Project Manual - Conformed\_bbk
5. E\_Shaw Engineering 2022-02-22 PSA - Crystal Peak Waterlines, Construction Phase
6. F\_2022-02-22 PSA - Crystal Peak Waterlines Mat'ls Testing

#### **X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**

1. Accept the FY22 Tahoe Water for Fire Suppression Partnership Grant in the amount of \$204,528.00
2. Appropriate FY22 Tahoe Water for Fire Suppression Partnership Grant funds in the amount of \$204,528.00 as a funding source to support the Watermain Replacement - Crystal Peak Road Project (CIP#2299WS1705)
3. Award the Construction Contract to Burdick Excavation in the amount of \$1,111,111.00
4. Authorize Staff to execute change orders for additional work not anticipated at this time of approximately 10% of the construction contract value; amount not to exceed \$111,000
5. Approve a construction phase contract for Shaw Engineering in the amount not to exceed \$9,600.00
6. Approve a materials testing contract for CME in the amount of \$18,800
7. Authorize Chair and Secretary to execute contracts with Burdick Excavation, Shaw Engineering, and CME, based on a review by General Counsel and Staff.



## ATTACHMENT A

February 14, 2023  
PWP No. WA-2023-032

Ms. Ronnie Rector  
Public Works Contracts Administrator  
Incline Village General Improvement District  
1220 Sweetwater Road  
Incline Village, NV 89451

**RE: Crystal Peak Distribution Watermain Improvements  
Recommendation of Award**

Dear Ms. Rector:

Incline Village General Improvement District has reviewed all four bids received on February 9, 2023 for the above referenced Project. A summary of the bids received is attached to this letter. No mathematical errors were found in any of the bids. Burdick Excavation (Burdick) is the apparent low bidder with a bid amount of \$1,111,111.00. Burdick has satisfactorily completed all the forms associated with the bid proposal package and is properly licensed in the State of Nevada. Burdick appears to have submitted a responsive and responsible bid.

Shaw Engineering therefore recommends the award of this project to Burdick for a total amount of \$1,111,111.00. This award should be contingent upon no formal protests being filed per Article 17 contained in the Information for Bidders which allows for a formal protest within 5 Days of this letter of recommendation.

If you have any questions or comments please feel free to call anytime.

Sincerely,  
**SHAW ENGINEERING**

*Nick O'Connor*

Nick O'Connor, P.E.  
Project Engineer

Attachments: Bid Tabulation  
Contractors Board Information

Cc: Hudson Klein, P.E. IVGID  
Kate Nelson, P.E., IVGID

20 Vine Street  
Reno, Nevada  
89503

Telephone:  
775  
329.5559

Facsimile:  
775  
329.5406

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mail@  
shawengineering  
.com



**Incline Village General Improvement District  
Crystal Peak Distribution Watermain Improvements  
Bid Tabulation**

2/9/23

Item No.	Description	Unit	Qty	Burdick Excavating		Gerhardt & Berry		FW Carson		Resource Development	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
1	Mobilization/Demobilization	LS	1	\$ 55,000.00	\$ 55,000.00	\$ 50,000.00	\$ 50,000.00	\$ 53,100.00	\$ 53,100.00	\$ 66,000.00	\$ 66,000.00
2	Temporary Traffic Control	LS	1	\$ 71,000.00	\$ 71,000.00	\$ 11,540.00	\$ 11,540.00	\$ 52,100.00	\$ 52,100.00	\$ 159,500.00	\$ 159,500.00
3	Environmental Protection	LS	1	\$ 6,500.00	\$ 6,500.00	\$ 65,165.00	\$ 65,165.00	\$ 29,400.00	\$ 29,400.00	\$ 27,500.00	\$ 27,500.00
4	WL Connection Assembly Sheet P1 Section A-A	LS	1	\$ 45,000.00	\$ 45,000.00	\$ 27,043.00	\$ 27,043.00	\$ 22,500.00	\$ 22,500.00	\$ 50,900.00	\$ 50,900.00
5	WL Connection Assembly Sheet P3 Station 32+15	LS	1	\$ 30,900.00	\$ 30,900.00	\$ 13,370.00	\$ 13,370.00	\$ 21,000.00	\$ 21,000.00	\$ 28,000.00	\$ 28,000.00
6	8" Water Line	LF	2280	\$ 159.00	\$ 362,520.00	\$ 193.00	\$ 440,040.00	\$ 198.00	\$ 451,440.00	\$ 267.50	\$ 609,900.00
7	8" Gate Valve	EA	6	\$ 6,550.00	\$ 39,300.00	\$ 4,685.00	\$ 28,110.00	\$ 5,600.00	\$ 33,600.00	\$ 4,250.00	\$ 25,500.00
8	Fire Hydrant Assembly	EA	3	\$ 18,100.00	\$ 54,300.00	\$ 18,995.00	\$ 56,985.00	\$ 15,900.00	\$ 47,700.00	\$ 24,700.00	\$ 74,100.00
9	Water Service Re-connects	EA	15	\$ 5,865.00	\$ 87,975.00	\$ 6,608.00	\$ 99,120.00	\$ 3,900.00	\$ 58,500.00	\$ 5,250.00	\$ 78,750.00
10	Abandon Existing Water Valve	EA	3	\$ 250.00	\$ 750.00	\$ 1,716.00	\$ 5,148.00	\$ 1,800.00	\$ 5,400.00	\$ 2,550.00	\$ 7,650.00
11	1" Combination Air Valve	EA	1	\$ 8,200.00	\$ 8,200.00	\$ 10,332.00	\$ 10,332.00	\$ 9,400.00	\$ 9,400.00	\$ 11,500.00	\$ 11,500.00
12	Bollards	EA	2	\$ 1,890.00	\$ 3,780.00	\$ 1,077.00	\$ 2,154.00	\$ 1,800.00	\$ 3,600.00	\$ 2,100.00	\$ 4,200.00
13	Cut and Cap Water Main or Cut and Plug Existing Pipe	EA	8	\$ 230.00	\$ 1,840.00	\$ 1,214.00	\$ 9,712.00	\$ 1,900.00	\$ 15,200.00	\$ 1,200.00	\$ 9,600.00
14	Roadway & Existing Facility Repair	LS	1	\$ 344,046.00	\$ 344,046.00	\$ 438,000.00	\$ 438,000.00	\$ 508,800.00	\$ 508,800.00	\$ 294,980.00	\$ 294,980.00
				<b>\$ 1,111,111.00</b>		<b>\$ 1,256,719.00</b>		<b>\$ 1,311,740.00</b>		<b>\$ 1,448,080.00</b>	