

MEMORANDUM

TO: Board of Trustees

THROUGH: Robert Harrison, District General Manager

FROM: Kate Nelson, Director of Public Works, Bree Waters, District Project Manager

SUBJECT: Review, Discuss and Provide Direction for the Final Design-Build Construction Contract for Skate Park Enhancement Project - FY 2024/25 Capital Improvement Project Fund: General; Division: Parks: Project #4378BD2202; (Requesting Staff Member: Director of Public Works Kate Nelson)

RELATED FY 2025 STRATEGIC PLAN

BUDGET INITIATIVE(S):

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

Long Term Initiative #6 - Execute the shortand long term strategy as they relate to various district venue and facility master plans and studies as the roadmap for the future.

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.

Long Term Initiative #2 - Continue to implement top priorities identified in the Community Service Master Plan, priorities as defined by the Board of Trustees.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES

Multi-Year Capital Planning Policy 12.1.0;
Capital Project Budgeting Policy 13.1.0;
Purchasing Policy for Public Works Contracts 21.2.0

DATE: March 12, 2025

I. RECOMMENDATION

The Board make a motion to approve a project budget of \$500,000 to include final design, entitlements, permitting, District engineering staff time, construction management, contingency, and the construction of an addition to the existing Skate Park.

II. BACKGROUND

In April 2000, the Board initiated the design phase for the Incline Skate Park, which was subsequently constructed in the spring of 2001. For over two decades, the Incline Skate Park has been a popular destination for skateboarders of all ages and skill levels. However, the facility no longer adequately meets the needs of its users or the broader community. The park's limited size relative to the number of users exacerbates safety concerns. Compared to surrounding skate parks, the Incline Skate Park is the smallest and lacks sufficient beginner features and variety to support skill development across all levels.

The Incline Skate Park is one of the community's most heavily used facilities, with camps in high demand and consistently selling out shortly after registration opens. The Community Services Master Plan (CSMP), updated in 2019, identifies several recommendations, including the Skate Park Enhancement Project as a Second Tier Recommendation (Pages 132-139). The CSMP states: "The skatepark has the potential to provide a better range of structures to meet both beginner and experienced user needs. The current design is focused more towards experienced users, which reduces overall use." Additionally, the CSMP notes: "The skatepark is adequate but is not designed for multiple age groups/ability levels. Incorporating a variety of elements for beginners, young skaters, and experienced skaters will enhance the facility. These enhancements have community support and could greatly increase the use of community resources."

At the January 12, 2022, Board Meeting (Item G.4), the Skate Park Enhancement Project was officially designated a Board Priority Project, with an initial budget allocation of \$190,000 for FY 2022. In the summer of 2022, staff successfully secured a \$250,000 grant from Washoe County to fund enhancements to the park. Subsequently, at the December 14, 2022, Board Meeting (Item G.1), the Board formally accepted a Notice of Subaward (Non-Competitive Grant) from Washoe County in the amount of \$250,000 for the project.

During this meeting, staff also noted that while \$190,000 had initially been budgeted for the project in FY 2022, the prevailing construction climate might necessitate additional funding. Further direction was provided at the May 25, 2023, Board Meeting (Item G.2), where the Board instructed staff to issue a Request for Proposals (RFP) for a Design-Build team. The selection committee

ultimately chose Spohn Ranch as the Design-Build team.

Project Design Options

The selected team was tasked with developing a 30% Schematic Design for two potential project options (Attached):

- Option 1: A smaller footprint project area, fully funded by the \$250,000 Washoe County grant.
- Option 2: A larger footprint project area with a total cost of \$500,000.

The RFP solicited bids for total project costs of \$250,000 and \$500,000, encompassing both hard and soft costs. These budgets account for permitting, design, construction, demolition, hazardous materials remediation (if required), new construction, site work, underground utilities (such as drainage), landscaping, site furnishings, and contingencies. The two options under consideration include one skate park estimated at approximately 2,000 SF and another at approximately 4,000 SF.

The Board's intent was to decide on a final design and total project budget once the 30% Schematic Design was completed and presented for consideration. Following Board approval on April 10, 2024 (Item G.3), project design and progress meetings commenced immediately and were held bi-weekly. These meetings included the Design-Build team, District Staff, and members of the Skate Park community, ensuring all stakeholders were actively involved from the outset. The design concepts were continually presented and refined through ongoing collaboration.

Recent Project Developments

The 30% Schematic Design was presented to the Capital Investment Committee on August 20, 2024 (Item F.3). The committee supported the project and was favorable to the proposed designs. The majority of the committee believed the larger design better met the safety needs of the skate park community.

Shortly after this meeting, it was determined that an error in the general fund budget left this project with no appropriated funds in FY 2024/25. As staff are moving through the budget process for FY 2025/26, staff are returning to the Board for direction on the project and funding to be included in the FY 2025/26 Capital Improvement Project budget.

Staff Recommendations

It is the staff's recommendation that the Board move forward with the total budget of \$500,000. This budget will include funding for:

- Process the entitlements for the property.
- Properly finalize permitting requirements.
- Support Public Works staff time for design and construction oversight.

- Maintain a construction contingency to address unforeseen conditions.

With Board approval, staff will request a proposal for the final Design-Build contract with Spohn Ranch. This contract will be brought back to the Board for approval after July 1, 2025.

III. BID RESULTS

Not applicable.

IV. FINANCIAL IMPACT AND BUDGET

The FY 2024/25 Budget includes funding in the amount of \$500,000. Half of the budget (\$250,000) is funded through an ARPA grant from Washoe County. The grant is a reimbursement type grant; therefore, the total project budget must be included in the General Fund Capital Improvement Plan line item.

The Parks Department has indicated that current maintenance requirements for the Skate Park are approximately 75–100 hours per year, which includes tasks such as maintaining hard surfaces and trash removal. It is anticipated that these maintenance hours would increase by approximately 15% for Option 1 and 25% for Option 2, should the park's hard surfaces be expanded.

This past summer marks the fifth consecutive year that the Recreation Department has offered Skate Camps. The program includes eight one-week sessions throughout the summer. Last summer, the camp attracted 81 participants, generating a total revenue of \$19,125. The camp is managed by two employees who are compensated on a commission basis. Of the participants, 69 were residents, and 12 were non-residents. Non-residents are charged an additional \$75 per session compared to residents.

V. ALTERNATIVES

VI. COMMENTS

Not applicable.

VII. BUSINESS IMPACT/BENEFIT

VIII. ATTACHMENTS

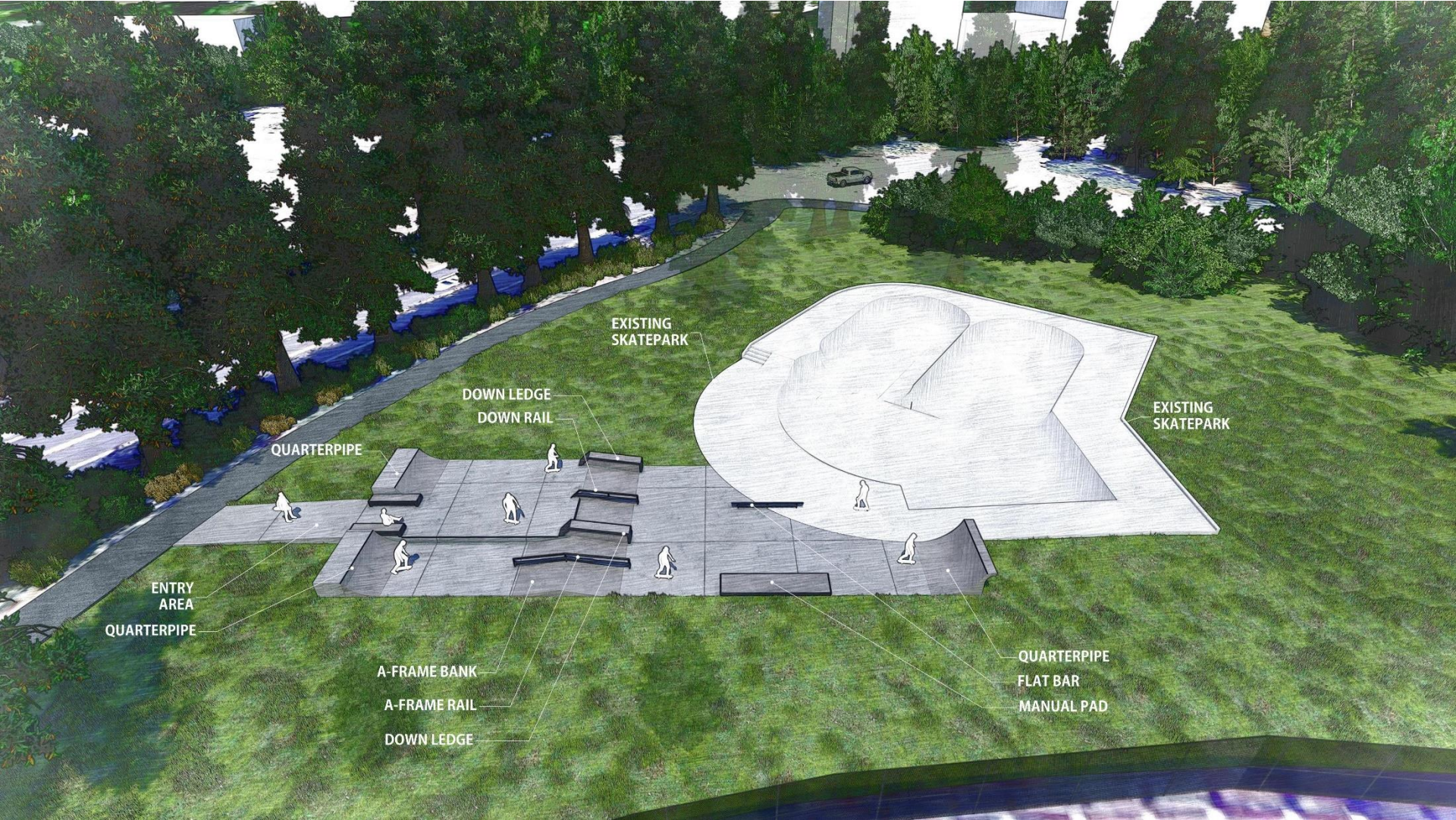
1. 30 Schematic Design

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

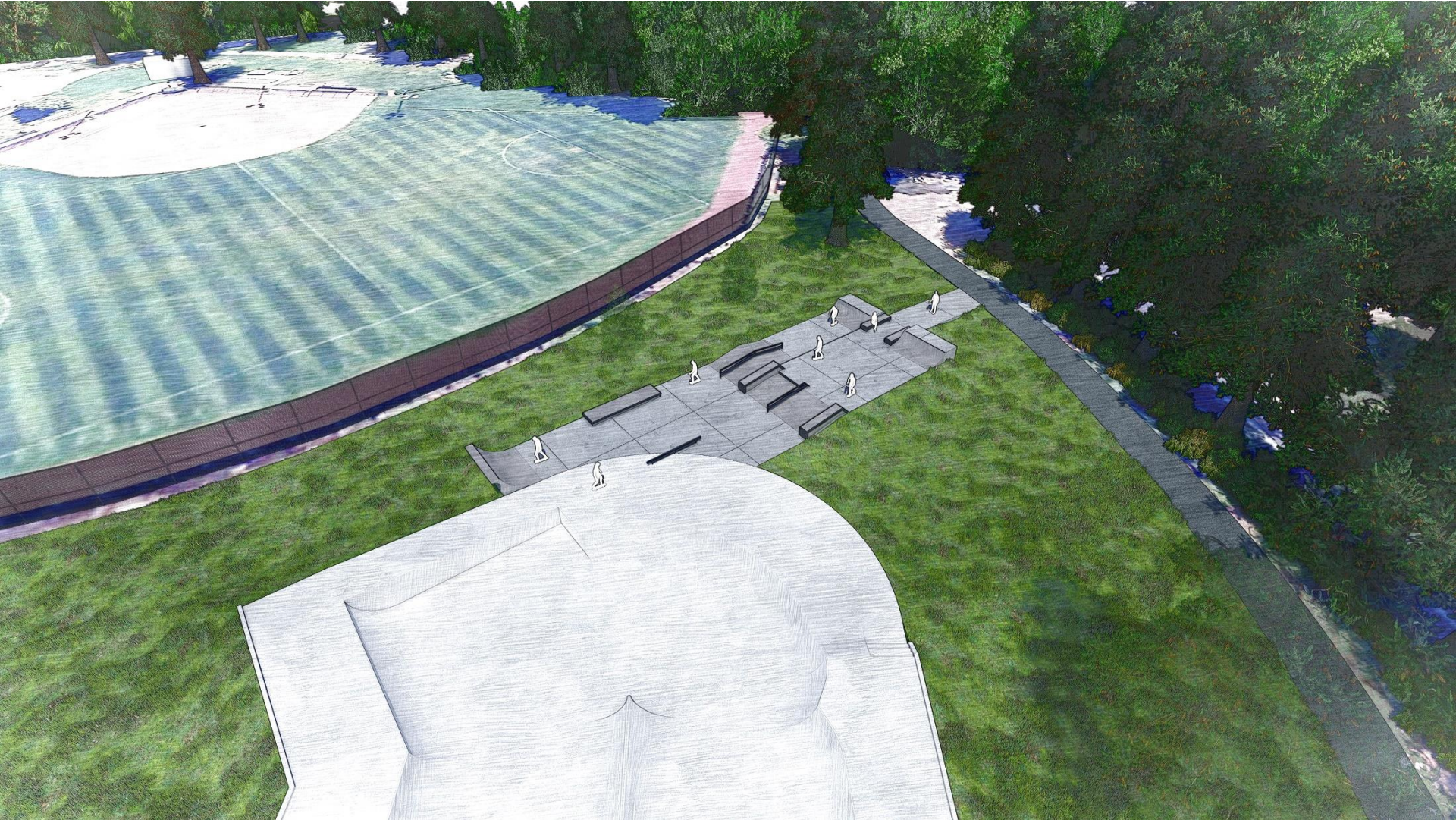


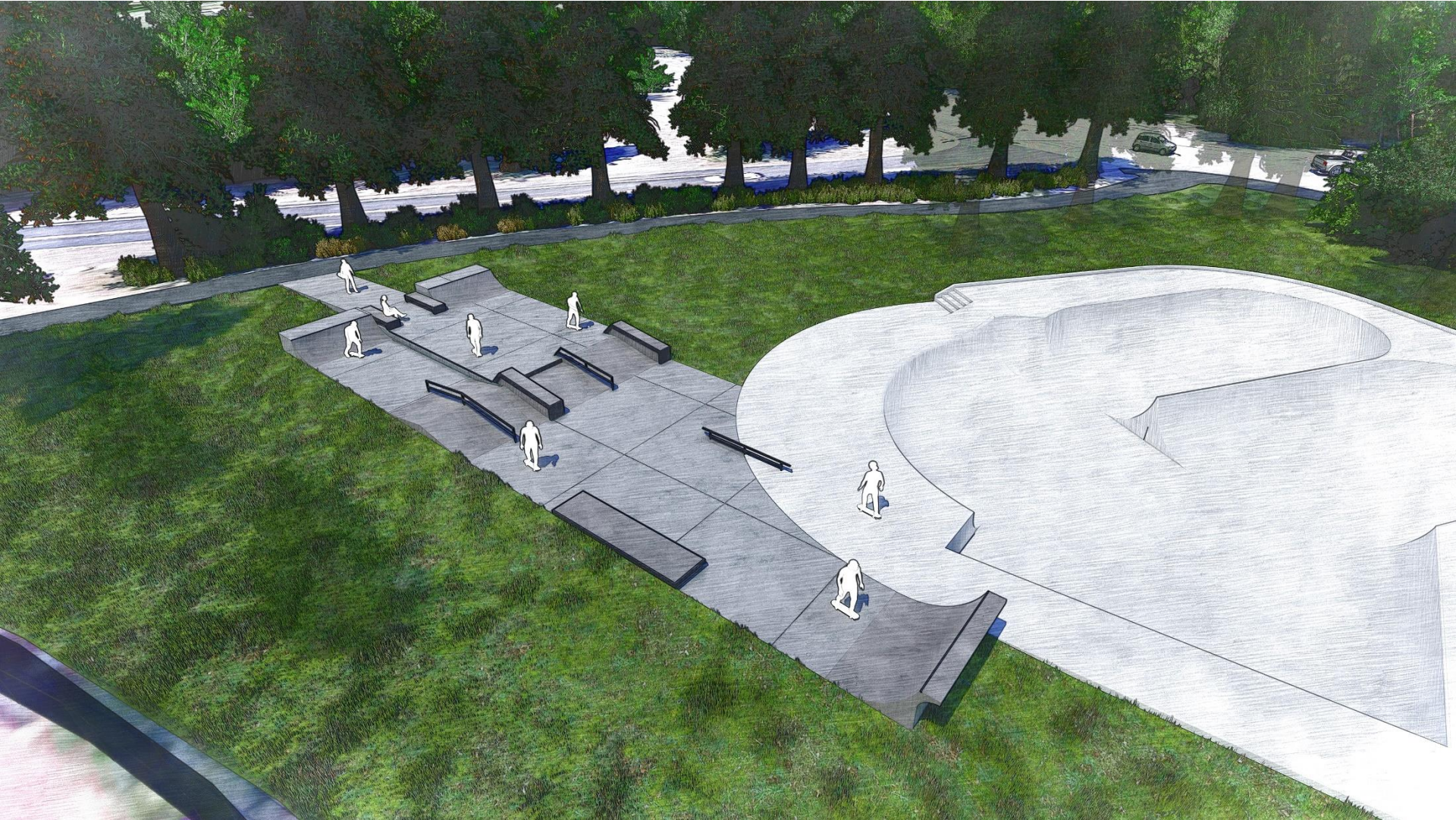
INCLINE VILLAGE SKATE PARK

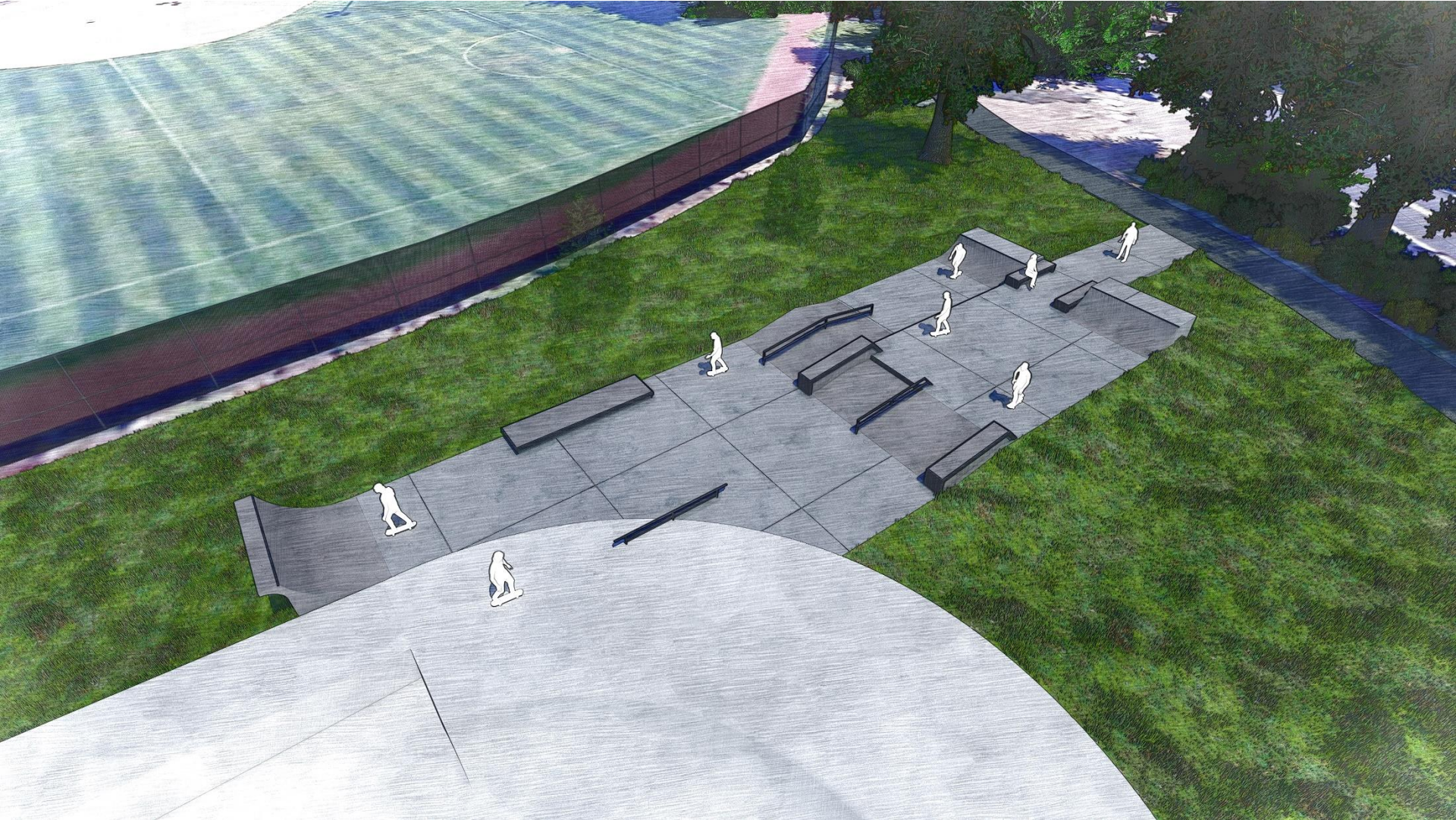
30% SCHEMATIC DESIGN // 7.24.2024

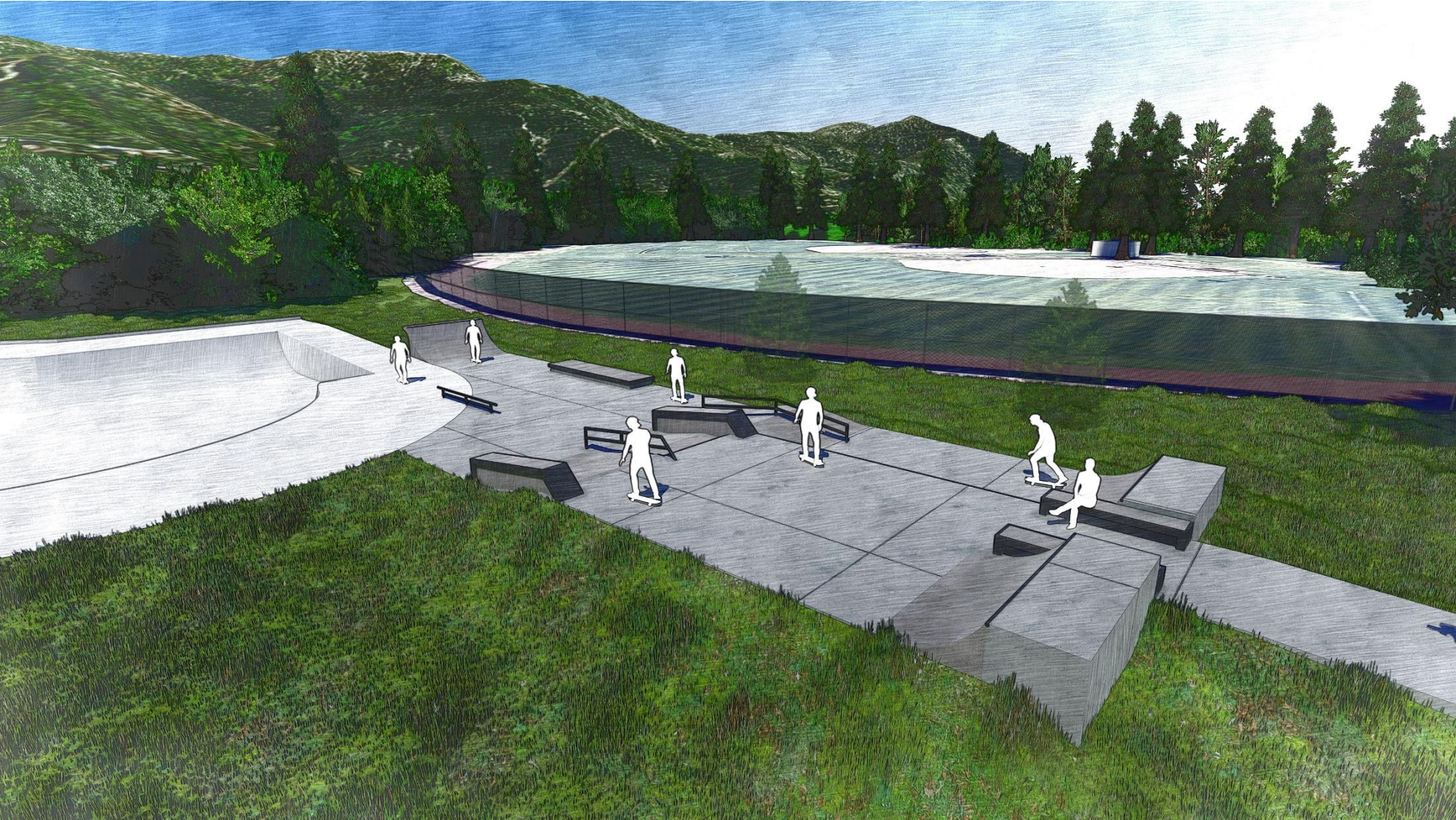


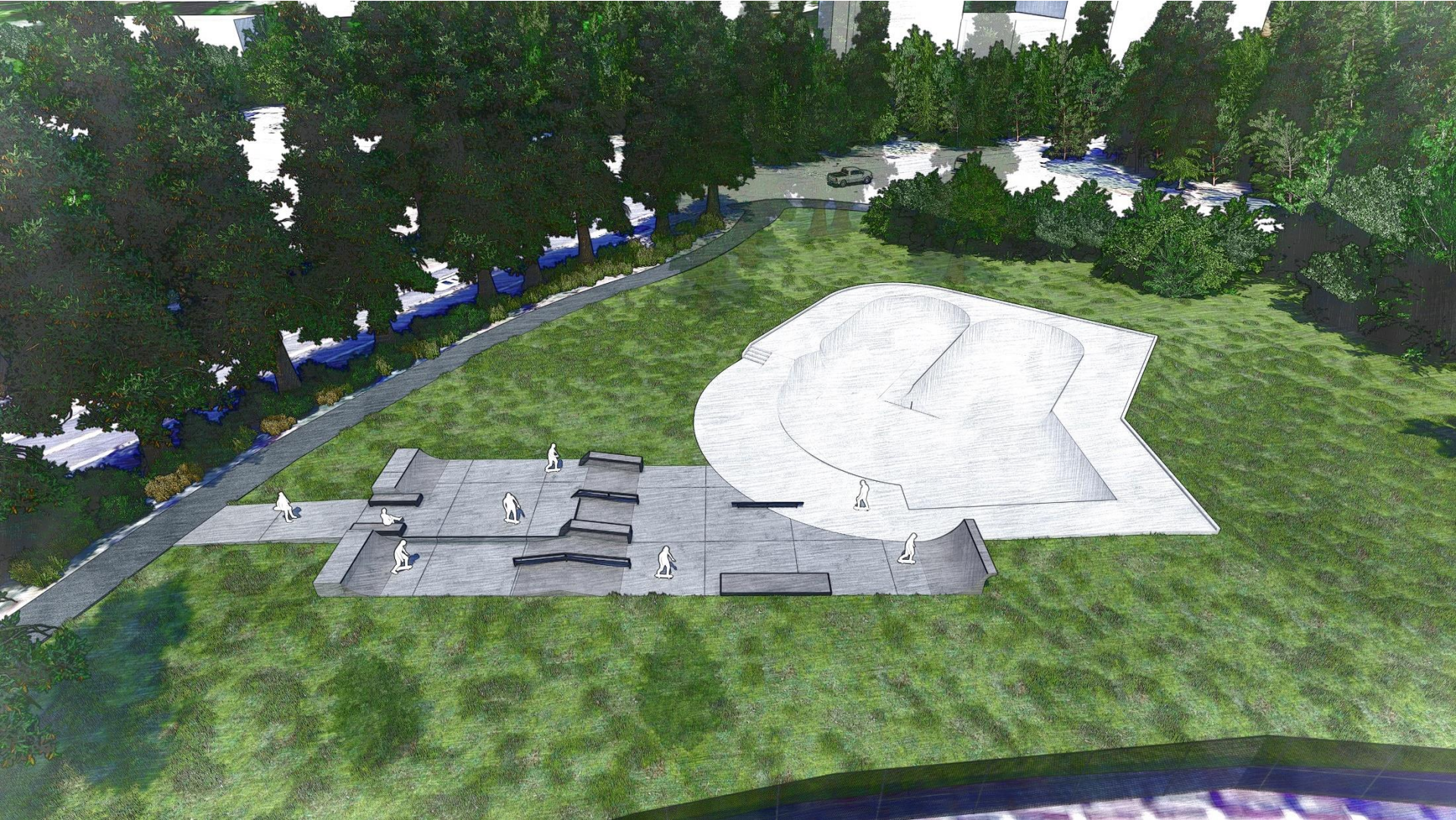


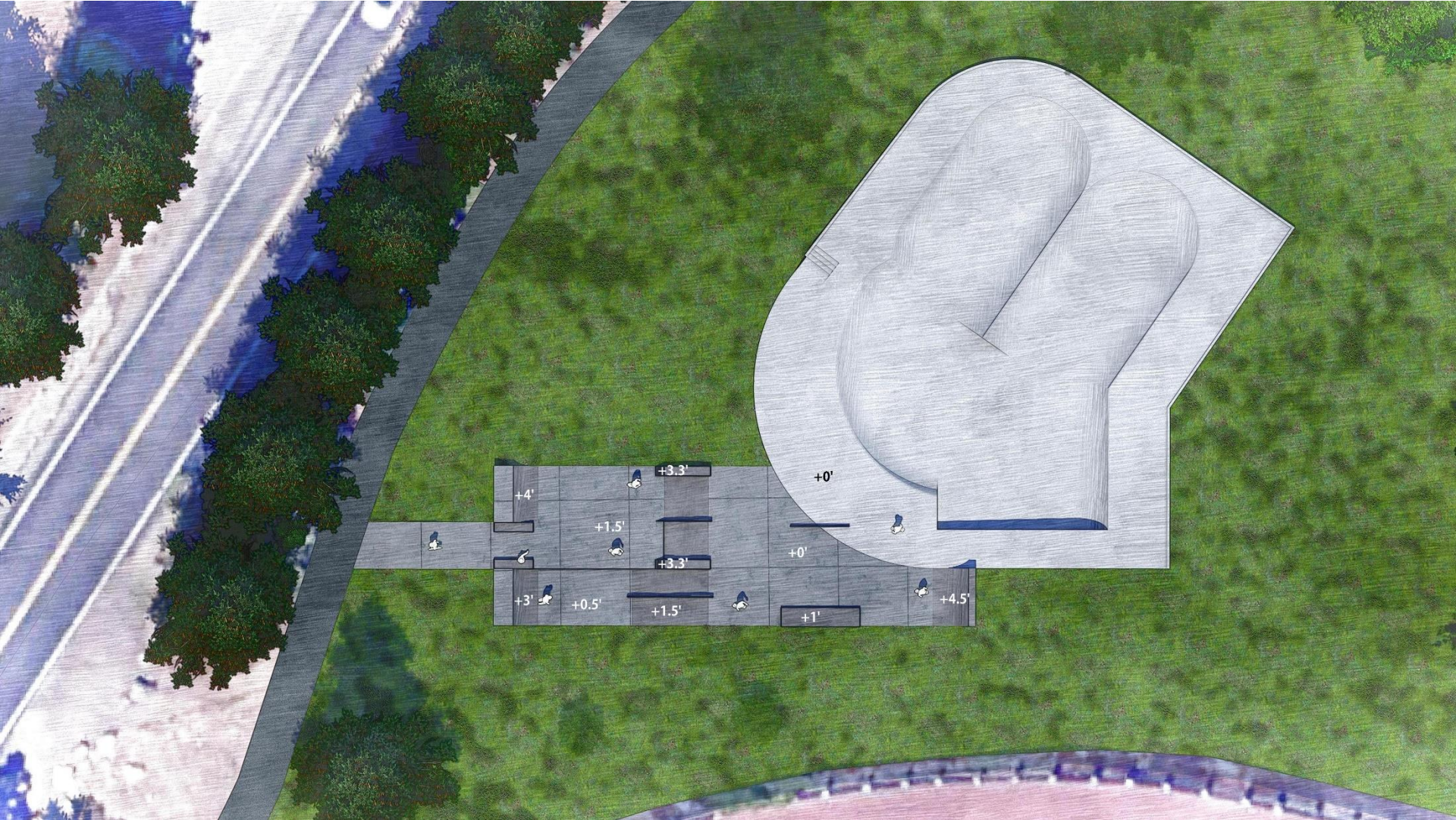














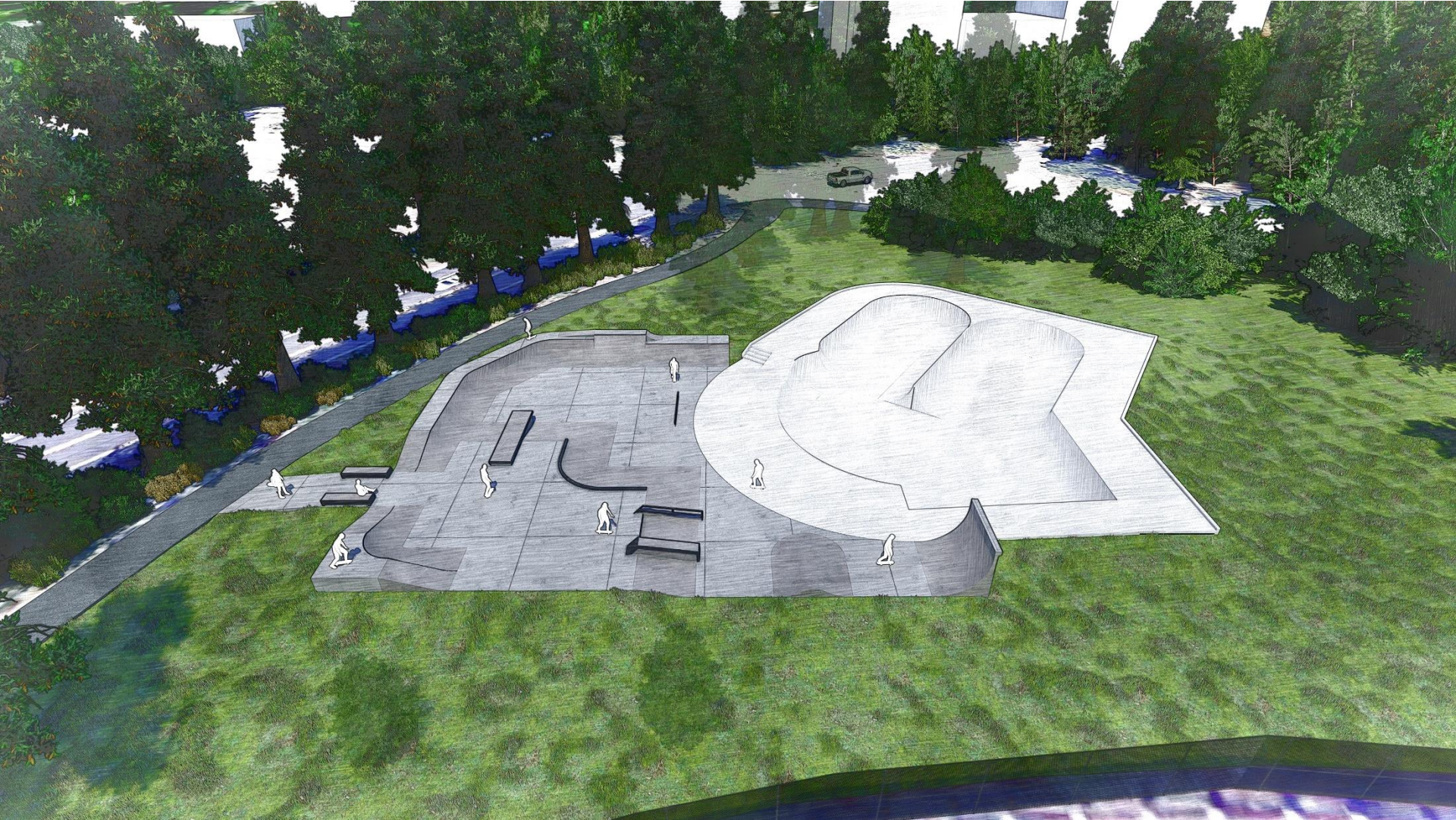


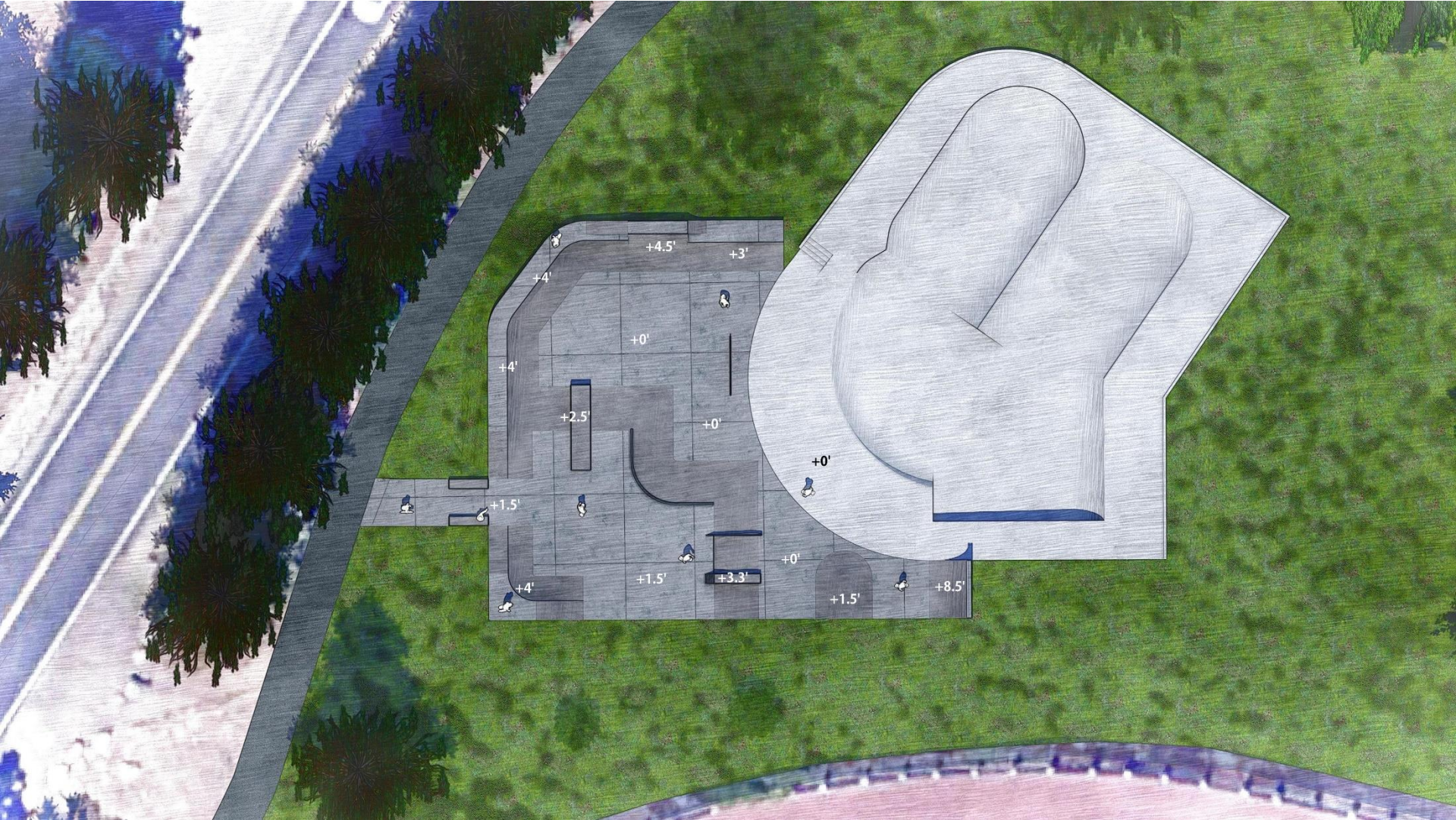






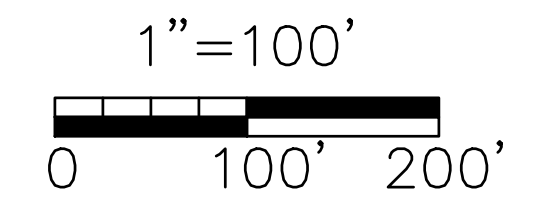




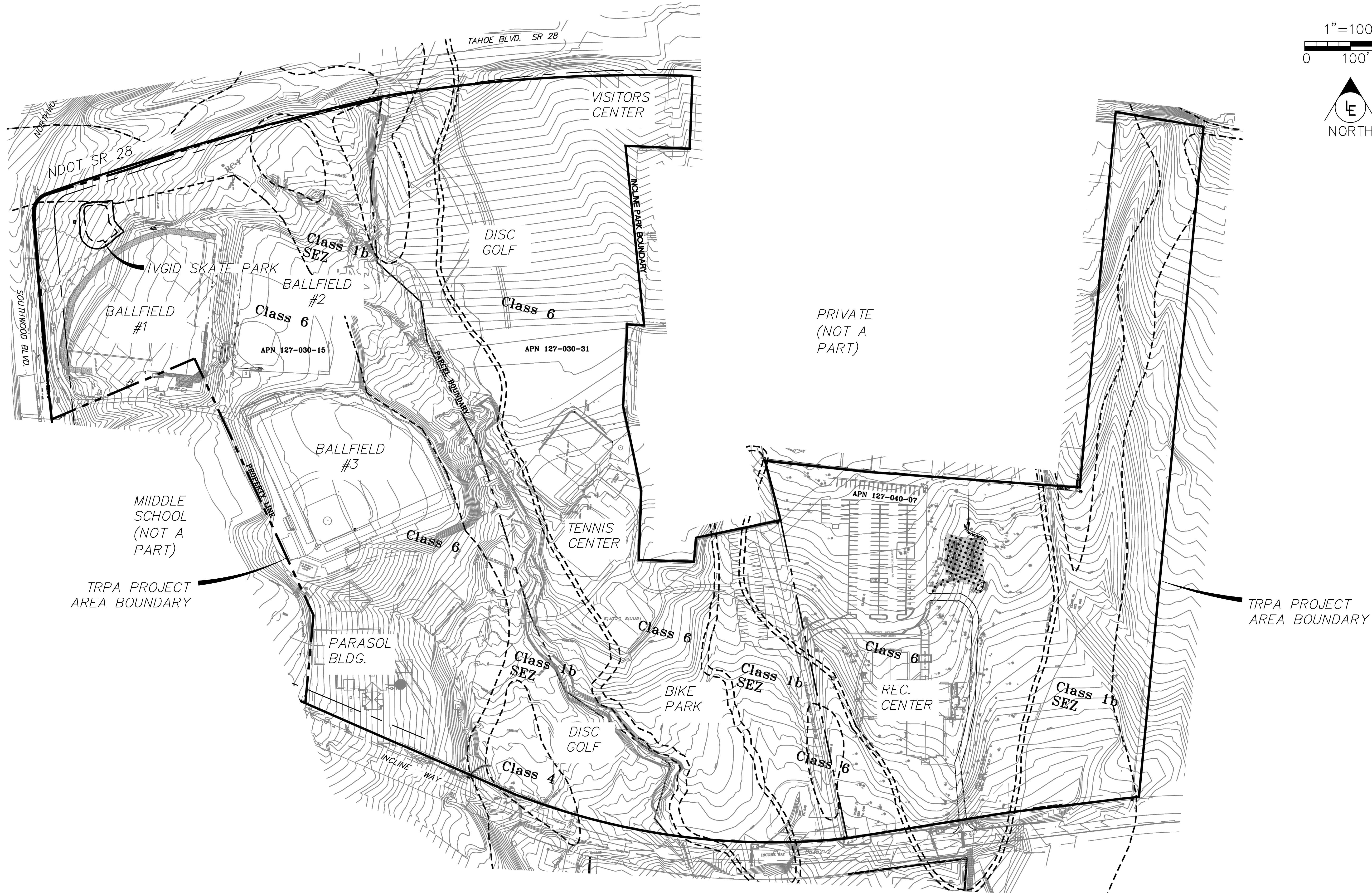




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INCLINE VILLAGE SKATE PARK

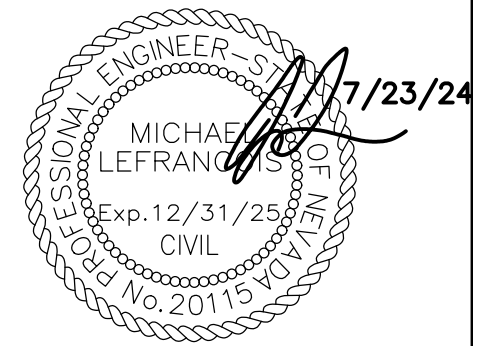


EXISTING PROJECT AREA COVERAGE PER EIP 2020-0001

Land Capability	Total Area	% Allowable Coverage	Allowable Coverage	Existing Coverage	Proposed New Coverage	Total Proposed Coverage	Remaining Allowable Coverage
Class 1b	746,740	1	7,467	7,859	0	7,859	-392
Class 4	14,570	20	2,914	1,470	0	1,470	1,444
Class 6	1,906,740	30	572,022	538,829	5,400	544,229	
Retired Coverage				43,672	0	43,672	-43,672
Banked Coverage				4,058	-4,058	0	
Totals	2,668,050		582,403	595,888	1,342	597,230	

OVERALL PROJECT AREA
 1"=100'

**30% SCHEMATIC
 NOT FOR CONSTRUCTION**



PROJECT AREA

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