



KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING NOTICE

AGENDA TUESDAY, JULY 18, 2023

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday July 18, 2023, at the district office (255 Kingsbury Grade, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website (www.kgid.org), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

Remote attendance is welcomed. To offer public comment prior to the meeting, individuals may submit comments using one of the following methods: The drop box located at the district office entrance, fax (775) 588-3541 (Attn: General Manager), or email to mitch@kgid.org.

- To provide public comment or attend the meeting by phone, **(669) 900-9128** - ID code **775-588-3548** passcode **906347**. Although the phone line accommodates multiple callers, should you receive a busy signal, please call back.
- Public comment is limited to three minutes and occurs at the beginning and end of the meeting and invited during the Board's consideration of each action item, as well as before action is taken.

Join the meeting using the link below via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09>
Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

As a team, our employees and Board of Trustees provide water and sewer service, maintain roads and drainage systems for the benefit of our customers using modern business systems in an efficient courteous, and accountable manner which surpass standards set for public health, safety and the environment.

Notice to persons with disabilities: Members of the public who are disabled and/or require special assistance or accommodations are requested to notify the district at (775) 588-3548, in advance of the meeting.

AGENDA

5:00 P.M.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Notice: ALL MATTERS ON THE BOARD AGENDA ARE SCHEDULED WITH POSSIBLE BOARD ACTION.**
4. **Roll Call**
5. **Public Comment**
(NO ACTION) This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda, or to speak on those items appearing on the Consent Calendar. Public comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes or less. Nevada Open Meeting Law prohibits action on items not listed on the agenda.
6. **Approval of Agenda: For Possible Action:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.
7. **For Possible Action:** Approve professional services for the FY 24 Waterline and Road Repair and Renovation Project
8. **Final Public Comment (Regular Meeting):**
9. **For Possible Action:** Adjournment to planning workshop.
10. No anticipated action, for the purpose of the board to participate in a workshop to engage in planning processes.
11. **Final Public Comment (Workshop):**
12. **For Possible Action:** Adjournment

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #7**

TITLE: APPROVAL OF PROFESSIONAL SERVICES FOR THE FY24 WATERLINE AND ROAD REPAIR AND RENNOVATION PROJECT

For Discussion and Possible Action. Receive presentation and discuss the FY24 Waterline and Road Repair and Renovation Project and Professional Services

MEETING DATE: 18 July 2023

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION:

A) Approve Task Order 64 with DOWL for the Professional Services necessary to design, bid and manage construction for the FY 24 Waterline and Road Repair and Renovation Project in the amount of \$365,042.00 and authorize the General Manager to sign appropriate contractual agreements.

And

B) Approve Task Order 3 with Eastern Sierra Engineering for the Professional Services necessary to design, bid and construction for the FY 24 Waterline and Road Repair and Renovation Project in the amount of \$112,340.00 and authorize the General Manager to sign appropriate contractual agreements.

BACKGROUND INFORMATION: Annually, Kingsbury General Improvement District implements both a Waterline Replacement and a Road Maintenance/Improvement Project. Often, the location of work for each project is not fully compatible with the other. However, as the Pavement Management System (PMS) has matured, it is now possible to link the Waterline and Road projects to leverage contractual efficiency, minimize customer impacts while getting the requisite work done in sequence to ensure both pavement and waterlines are addressed to correct worse issues.

FY 23 was the first of annual consolidated work projects that bring the Waterline and Road programs together. In addition, it was the second year of the prepurchase materials. The district is also using a three year roll forward program to help group related costs such as surveying or Geotech. Incorporating these approaches with other efficiencies is helping to limit the cost of doing our core capital program while prices for all materials and services are skyrocketing.

The district has contractual relationships with multiple firms, but DOWL (FarrWest) manages the GIS tool and PMS tool and has demonstrated success on the recent design and construction services for the district, therefore it was determined they were best qualified to lead the effort on continued Waterline and road repair and renovation in the multiple year project implementation method.

However, the work of the FY 24 Project is primarily along Tramway Drive. The retaining walls and drainage structures in this area are integral to the roadway and have deteriorated and need

repair/replacement. Both DOWL and district considered Eastern Sierra Engineering (ESE) to be better suited for this element of work. ESE is serving as the district's GeoTech and initiated the first pieces of the stormwater masterplan. They work closely with DOWL on all the district's projects. Because the district has a contract with ESE, it was more economical for the district and ESE to enter into a separate task order verse working as a subcontractor to DOWL.

These two task orders are designed to fit each other with ESE doing the drainage and retaining walls to be integrated into the overall construction contract being bid and construction managed by DOWL. The work on both the roadway and the retaining walls is best suited to be performed by one general contractor so that work and the site conflicts can be managed by that entity.

INCLUDED:

- (A) Proposal for Professional Services from DOWL Engineering Task Order #64
- (B) Proposal for Professional Services from Eastern Sierra Engineering Task Order #3

Funds impacted by above action:

- All Funds
- Water Fund
- General Fund
- Not Budgeted for
- Not a Budget Item
- Sewer Fund
- Snow Removal Fund
- Emergency Spending

Task Order

Task Order Number: 64

Date: June 20, 2023

Title: 2024 Waterline Improvement Project

Project Description: Upon the completion of the water system CIP in 2020, KGID has established a waterline replacement program prioritizing the replacement of undersized and problematic areas of the water distribution system. While the CIP is referenced for planning efforts, other capital needs may arise that may take priority. As capital projects are being implemented, the next project will include sections of Tramway Drive and Tina Court as the 2024 Waterline Improvement project (Project). The Project limits on Tramway Drive extend between the intersection of Kingsbury Grade (State Route 207) and Jack Drive, and on Tina Court between Tramway Drive and S Benjamin Drive. The streets within the waterline replacement area are not considered for full road replacement due to favorable pavement condition index scores, and roadway improvements will only consist of trench patching where mains have been replaced. Trench patching is assumed at this time to receive a microsurface seal rehabilitation like the geotechnical engineering recommendations from the 2021 roadway rehab project on Andria Drive; however, final road rehabilitation methods will be derived from the geotechnical recommendations following a geotechnical study for the Project. The total Project will include approximately 3,700-linear feet of waterline replacement with new ductile iron pipe, water service line replacement, service meter relocations, and associated asphalt patching and road surfacing.

Geotechnical investigation for the Project will be performed outside of this task order by KGID's previously selected on-call geotechnical engineering consultant via their own task order. Investigations will include test pits, sampling of material, laboratory testing, and a report summarizing findings and recommendations for trench backfill, roadway base, and asphalt sections. There are existing wooden retaining walls at the intersection of Tramway and Jack that the Geotechnical firm will inspect and provide an alternative design if recommended for replacement. The final report and wall recommendation and any subsequent design would be anticipated to be provided to DOWL no later than the 60% civil design level to incorporate into the Project's design plans and specifications.

Topographic survey for the Project will be performed outside of this task order. To promote efficiency and cost savings, survey efforts for the FY23 – FY25 water improvement projects were consolidated into a single survey effort that will be performed prior to the engineering design efforts.

Proposed Project Budget and Financing: The estimated planning level opinion of probable construction cost is displayed in the Table 1. Given the detailed design task is not complete and future construction and material market conditions are unrealized, the opinion of probable construction costs should be considered with caution and as reference only.

Table 1: Estimated Planning Level of Costs vs. Engineering & Construction Management Fees

Task	Planning Level Costs
Material Procurement	\$401,900
Construction (planning level estimate):	\$3,964,500
Contingency (15%):	\$654,960
Total Construction Cost	\$5,021,360
Civil Engineering:	\$126,325
Construction Management, Observation:	\$238,717
Total Engineering Cost	\$365,042
Total Estimated Cost	\$5,383,680
Civil Engineering % vs. Material Procurement & Construction Estimate (less contingency)	2.9%
Construction Management % vs. Material Procurement & Construction Estimate (less contingency)	5.5%

NOTE: All costs exclude Geotechnical engineering and retaining wall construction related elements

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

Task 1.1 – 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. This task will include the following activities:

- Project administration includes resource allocation, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, and schedule and developing change management strategies with KGID.

Deliverables

The following deliverables will be submitted under this task:

- Monthly invoices.

Assumptions

The following assumptions apply:

- Overall Project duration is estimated at seventeen (17) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to KGID electronically.

Task 1.2 – Detailed Design

Objective

This task includes gathering information and preparation of Plans and Specifications for bidding purposes, as well as an Opinion of Probable Construction Cost for the Project.

Approach

This task will include the following activities:

- Incorporate topographic data into Project for design.
 - Establish survey control sheets and alignment control tables.
- Obtain record drawings from utility purveyors for buried and aerial utilities within the Project corridor.
- Coordinate with KGID to obtain needed missing information from KGID files/records to finalize existing data and mapping.
- Coordinate with KGID for KGID to call in USA-Digs, mark water, and work with its sewer utility contractor to locate utilities.
- One (1) site visit with KGID staff to walk Project site.
- 30% Design Submittal shall include:
 - Plan sheets inclusive of plan view water main alignments for review and acceptance by KGID prior to further design efforts.
- 60% Design Submittal shall include:
 - Incorporation of 30% review verification comments from KGID
 - Plans to include finalized water main alignment and established appurtenances (service line, fire hydrant, etc.) and profile view design elements.
 - Coordinate with Geotechnical firm to support geotechnical evaluation, review and comment on report, and incorporate recommendations and specifications into plan set.
 - Submission of 60% Plans, Specifications, and Opinion of Probable Construction Costs to KGID for review and comment.
 - One (1) 60% submittal review and site walk with KGID and DOWL staff.
- 90% Design Submittal shall include:
 - Incorporation of 60% review comments from KGID.
 - Refinement of the 60% design of the civil design elements.
 - Coordinate with Geotechnical firm to support geotechnical evaluation, review and comment on report, and incorporate recommendations and specifications into plan set.
 - Submission of 90% Plans, Specifications, and Opinion of Probable Construction Costs to KGID for final review and comment.
 - One (1) 90% submittal review conference call with KGID and DOWL staff.
- Permitting
 - Nevada Department of Transportation (NDOT)
 - DOWL to complete all forms and applications for a NDOT encroachment permit as construction will occur within NDOT Right-of-way (ROW) and/or traffic control will impact the ROW for State Route 207.

- NDOT Plans and Specifications for both underground utilities and roadway patching improvements in a single plan set. Site, Circulation, and Access plan and NDOT details included in plan set.
- DOWL will submit all forms and plan packages to NDOT for review. Any comments received by NDOT will be incorporated and re-submitted to obtain approval.
- Application and review fees to be waived by NDOT as submitting under KGID, a public agency.
- Nevada Division of Environmental Protection – Bureau of Safe Drinking Water
 - DOWL will apply for and submit the Project to NDEP-BSDW for public water system review and approval; including, application, \$1,000 review fee, hydraulic analysis report, hydraulic model update, and submittal. All comments will be incorporated and re-submitted to obtain approval.
- Tahoe Douglas Fire Protection District
 - Project approval letter required for NDEP-BSDW permit.
- Tahoe Regional Planning Agency
 - This Project is assumed to be an Exempt Project through the Basin MOU that KGID is a part of.
 - Under Attachment B of the MOU for Public Works Providers
 - Roadways, Trails, Sidewalks & Parking Facilities #2 (Exempt): Structural maintenance, repair, and replacement of existing facilities (pavement, curb and gutter, culverts, pipes) provided no new land coverage is created...
 - Waterline Distribution and Wastewater Collection & Treatment Facilities #9 (Exempt): Structural maintenance, repair, and in-kind replacement of facilities, provided excavation is limited to areas under existing pavement.
- Douglas County – Not included.
- Labor Commissioner
 - DOWL to complete all forms for public bodies awarding public works contracts with the Nevada Labor Commissioner: Request for PW Number, Notice of Award, Notice of Completion.
 - All forms are required to be submitted by KGID, per Labor Commissioner. DOWL will complete all documents and provide to KGID for submittal.
- 100% Design Submittal shall include:
 - Incorporation of 90% review comments from KGID and permit reviews.
 - Finalized Plans, Specifications, and Opinion of Probable Construction Cost submitted to KGID for public bid processing.
- Prepare material procurement contract documents, bid form, and opinion of probable cost.
- Quality assurance and quality control of deliverables to the KGID.

Deliverables

The following will be delivered under this task:

- Submittal of the 30% plans for KGID review and comment will include plan sheets for water mainline alignment only for verification purposes.
- Submittal of the 60% set for KGID review and comment will include PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.
- Submittal of the 90% set for KGID review and comment will include PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.

- Submittal of the 100% set used for bidding will include individual PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.
- Permits and written approvals from the agencies identified in the Detailed Design Approach.

Assumptions

The following assumptions apply:

- One (1) site visit kickoff meeting and one (1) 60% design review and constructability review are included in this scope of work.
- 90% submittal reviews with KGID and DOWL via conference call.
- Specifications will be in EJCDC format for front-end documents and CSI format for technical specifications.
- Project elements to be included in design:
 - Tramway Drive and Tina Court: 3,700-linear feet of waterline replacement and replacement of water service laterals and relocation of water service meters affected by proposed main.
 - Trench patching where roadway is directly impacted from both water main and service lateral replacement.
 - Microsurface seal over length of Tramway Drive and Tina Court affected by trenching.
- Topographic survey is not included within this task order and will be performed under a separate contract.
- Geotechnical
 - It is assumed KGID's on-call Geotechnical firm will perform field investigations, material identifications, and recommendations. The Geotechnical firm will be contracted under KGID; however, any reports or submittal documents will go through DOWL for review.
 - Roadway improvements are assumed to be trench patching and a microsurface slurry for all roadways impacted by the waterline improvements. If additional roadway improvements are recommended and required from the geotechnical report, these efforts would be outside of scope and performed via amendment.
 - Inclusion of geotechnical design drawings and specifications for existing retaining wall replacement is included in this scope of work. No wall, site, or grading design pertaining to the geotechnical recommendations for the walls will be performed by DOWL.
- NDOT
 - Final Traffic Control Program to be provided by the contractor and per NDOT's requirements.
 - NDOT Permit assumed to be put on hold by NDOT until Traffic Control Program is provided and approved – completed via contractor. All other items completed by DOWL to be preliminarily approved prior and permit approved after Traffic Control Program approval.

Task 1.3 – Bidding Assistance

Objective

Assist KGID in the bid selection process and award of the Construction Contract. Bidding Assistance efforts are split evenly between the water and road tasks.

Approach

Activities under this task will include the following elements:

- Prepare procurement bid package for KGID purchase of waterline materials.
 - Advertise and bid the procurement electronically through the PlanetBids.
 - Answer questions from bidders and prepare addendum.
- Advertise and bid the construction Project electronically through the DOWL PlanetBids portal and maintain a plan holder's list.

- Attend one (1) pre-bid meeting at KGID's office, prepare agenda, attend meeting, and compile meeting minutes for distribution.
- Answer questions from bidders and prepare addendum.
- Conduct one (1) bid opening via PlanetBids.
- Bid compliance review and bid tabulation.
- Contractor complete due diligence review (NV State Contractor's Board, Secretary of State, Labor Commissioner's Disqualified List, and reference check).
- Prepare letter of recommendation for award of the contract.
- Prepare and issue Notice of Award.

Deliverables

The following deliverables will be submitted under this task:

- Pre-bid meeting minutes.
- Bid results summary.
- Notice of Award.
- One (1) original copy of the Specifications for use during construction.
- Two (2) half-size sets of Plans for use during construction.

Assumptions

The following assumptions apply:

- DOWL will conduct one (1) pre-bid meeting at the KGID office.
- Two (2) RFIs and preparation of one (1) addendum are assumed.

Task 1.4 – Construction Management

Objective

Monitor the Project and keep KGID informed of the Project status. This phase also includes assisting KGID with close-out of the construction process and Construction Contract.

Approach

The following activities will be performed as part of this task:

- Manage and direct the Project team and provide routine project management and communications.
- Conduct one (1) pre-construction meeting, prepare agenda and meeting minutes for the pre-construction meeting. DOWL attendance will include the Project Manager, Project Engineer, and Construction Observer.
- Process change-orders and payment applications, evaluate claims, review submittals, respond to RFIs, and address unanticipated conditions.
- Weekly in-office construction management activities are limited to eight (8) total hours per week.
 - These activities include processing of documents (described earlier), coordination with all parties, daily observation report QC, etc.
 - Maintain all Project documentation for the duration of the Project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, field orders, work change directives, and change orders.
- Certified Payroll Review:
 - Review certified payroll reports supplied by the prime contractor. Reports to include prime and sub-contractors working on the Project.

- Verify contractor staffs' position, time, and wages paid are accurate and comply with the prevailing wages for the Project.
- Schedule and manage weekly on-site construction meetings. Prepare all agendas and meeting minutes for weekly construction meetings.
- Coordinate a substantial completion inspection and develop a final punch-list of work items to be completed prior to final inspection.
- Conduct a final inspection meeting to verify that all outstanding work items are complete (Construction Observer to perform on-site final walkthrough with Contractor and KGID Staff).
- Upon completion of construction, obtain both Observer and Contractor as-builts and incorporate all modifications into a set of record drawings. Revisions will be made in the AutoCAD files.
- Recommend Project final acceptance to KGID.
- Incorporate Project record drawing data into KGID GIS.

Deliverables

The following deliverables will be submitted under this task:

- Notice to Proceed.
- Meeting minutes.
- Certified Payroll reports supplied by contractor.
- Contractor Pay Applications.
- Conformance letter from DOWL.
- Record drawings electronically (.pdf)

Assumptions

The following assumptions apply:

- Pre-construction meeting to be held at KGID's office.
- Construction anticipated to take twenty-three (23) weeks. This overall construction duration is derived from previous water and road improvement projects.
- Twenty-three (23) weekly construction meetings are assumed – no meeting first week of construction. DOWL will be available for additional on-site visits if requested by KGID, billed on a time and materials basis outside of the Scope.
- Office engineering efforts are detailed under the Approach section of this task.
- The Observer and Contractor will provide complete and clean set of redlines to DOWL.
- It is anticipated that the Construction Contract will exceed \$250,000; therefore, certified payroll reports and associated field interviews will be required.
 - Certified payroll reviews are assumed at 3 hours per week for the duration of construction identified within this Scope
 - Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
 - One (1) minor revision for each Certified Payroll report is assumed within this scope of work. Additional revisions will be billed on a time and materials basis.
 - If Certified Payroll reports are not complete, DOWL will reject submission and require re-submittal by the contractor.
 - DOWL's review will consist of verification of personnel, time worked, and hourly wages and that requirements of the Project are met.
 - All final certification and reporting to Labor Commission must come from KGID as they are the public body, funding the Project, and have ultimate responsibility.
- Material testing will be provided by Contractor via certified third-party testing company.

Task 1.5 – Construction Observation

Objective

Perform construction observation ensuring all aspects constructed are compliant with the design plans and specifications.

Approach

The following activities will be performed as part of this task:

- Construction Observer to provide full-time observation during the construction process.
- Notify Contractor, Engineer, and KGID of any issues in the field as or before issues occur to allow quick resolution.
- Answer questions, ensure work is being completed per the plans and specifications, and coordinate with all parties and the public.
- Monitor traffic control and public access.
- Prepare daily observation reports, measure quantities, and take photographic records.
- Monitor material testing (performed by certified third-party firms contracted by the contractor) to certify requirements are being met.
- Attend all weekly progress meetings.
- Generate punchlist of items to correct at substantial completion.
- Conduct final site walk ensuring punchlist items are complete.
- Keep a set of redlined as-builts of construction.

Deliverables

The following deliverables will be submitted under this task:

- Daily Observation Reports
- Punchlist
- Redlined as-builts

Assumptions

The following assumptions apply:

- Construction anticipated to take twenty-three (23) weeks. This overall construction duration is derived from previous water and road improvement projects.
- DOWL inspection costs shall include all time, 8 hours on-site inspection, 2 hours for reporting and travel.
- If construction efforts vary from this schedule, DOWL will notify KGID and will be present for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.
- On-site observation will only occur when the contractor is performing work.

PART 2 – COMPENSATION

KGID shall pay DOWL on a time and materials basis, including travel, not to exceed Three-Hundred and Sixty-Five Thousand and Forty-Two Dollars (\$365,042.00). Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is summarized in Table 2:

Table 2: Cost Breakdown of Task Budget

Task	Cost
Task 1.1 – Project Management	\$19,005
Task 1.2 – Detailed Design	\$99,880
Task 1.3 – Bidding Assistance	\$7,440
Task 1.4 – Construction Management	\$75,417
Task 1.5 – Construction Management	\$163,300
Total Project Budget:	\$365,042

PART 3 – SCHEDULE

The following is a proposed schedule to be used as a general guideline only.

Award of Task Order:	June 2023 Board Meeting
Utility Locates:	July 2023
Survey (under separate contract):	June 2023
Geotechnical Evaluation (performed by others):	September 2023
30% Design:	September 2023
60% Design:	October 2023
90% Design:	November 2023
100% Design:	December 2023
Material Procurement Bidding:	January 2024
Construction Bidding:	January 2024
Award of Contracts:	February Board Meeting
Construction (pending contractor scheduling and material availability):	May - October 2024
Closeout:	October - November 2024

IN WITNESS WHEREOF, the parties hereto have executed this Task Order.

Owner: Kingsbury General Improvement District

Engineer: DOWL Engineering

By: _____

By: _____

Print Name: Mitchell S. Dion

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
2024 Waterline Replacement Project
Engineering Fee Estimate**

TASKS	Employee Initials	2023 Rate (\$/hr)		2024 Rate (\$/hr) (a)		Senior Manager (I)	Engineer (V)	Engineer (I)	Designer (I)	Construction Inspector (I)	GIS Analyst (I)	Project Coordinator	Administrative (I)	Total Labor		Expenses	TOTAL
		2023	2024	2023	2024									Hours	\$		
1.1 Project Management																	
Monthly Reports/Progress Billings		17	17												34	\$6,035	\$6,035
Project Coordination and Management		17	17												76	\$12,970	\$12,970
Subtotal		34	34	17	17	0	0	0	0	0	0	4	4	110	\$18,004	\$18,004	\$0
1.2 Detailed Design (2023 Task)																	
Survey processing for design, Control sheet, Alignment Generation				4	12										28	\$3,800	\$3,800
Establish Utility Request and Incorporation				2	6										16	\$2,170	\$2,170
Kickoff meeting and Site visit				6	6										18	\$3,240	\$3,240
30% Design Drawings and Opinion of Probable Cost				6	24										174	\$24,110	\$24,110
60% Design Drawings and Opinion of Probable Cost				4	20										130	\$18,050	\$18,050
Geotechnical Project Coordination, Review, & Implementation of Recommendations into Plan Set				6	6										36	\$5,530	\$5,530
Design Review and Site Visit with KGID				6	6										12	\$1,770	\$1,770
90% Design Drawings and Opinion of Probable Cost				2	10										78	\$10,970	\$10,970
Permitting (NDEP-BSDM, TRPA Exempt, County, Labor Commissioner)				2	16										50	\$8,520	\$1,000
NDOT Permitting				4	12										56	\$8,370	\$8,370
100% Design Drawings and Opinion of Probable Cost				2	10										60	\$8,310	\$8,310
Prepare Material Procurement Contract Documents, Bid Schedule, and Opinion of Probable Cost				2	8										28	\$4,040	\$4,040
Subtotal		34	124	264	220	4	0	0	0	4	0	0	0	48	\$98,880	\$1,000	\$99,880
1.3 Bidding Assistance (2024 Task)																	
Prepare and Perform Material Procurement Documentation and Bidding				4	4										14	\$1,966	\$1,966
Organize and Conduct Pre-Bid Meeting				4	6										10	\$1,502	\$1,502
RFI's, Questions During Bidding, Addendum (b)				2	2										6	\$1,134	\$1,134
Bid Opening (Via Plan/Bids)				2	2										6	\$862	\$862
Bid Review, Tabulation, and Recommendation				2	2										8	\$1,356	\$1,356
Awarding Activities (NOA, Agreements, Bonds and Insurance)				2	2										4	\$520	\$520
Subtotal		4	18	18	8	0	0	0	0	0	0	0	0	48	\$7,440	\$0	\$7,440
1.4 Construction Management (2024 Task)																	
Submittal Review				8	20										28	\$4,052	\$4,052
Organize and Conduct Pre-Construction Conference				4	6										16	\$2,312	\$2,312
Office Engineering (c)				52	92										194	\$28,520	\$28,520
Certified Payroll Review (f)															69	\$8,349	\$8,349
Field Visits/Meetings (d)				138											138	\$24,702	\$24,702
Project Closeout (Permitting, Record Drawings, and Deliverables)				2	4										40	\$5,800	\$5,800
GIS Incorporation					2										12	\$1,692	\$1,692
Subtotal		2	246	132	116	4	0	0	0	4	10	77	0	487	\$78,417	\$0	\$78,417
1.5 Construction Observation (2024 Task)																	
Construction Observation, Coordination, and DOR Preparation (e)				9	0										1,150	\$163,300	\$163,300
Subtotal		9	0	0	0	0	0	0	0	0	0	0	0	1,150	\$163,300	\$0	\$163,300
TOTAL		74	430	431	226	1,150	0	0	0	1,150	10	145	21	2,493	\$394,842	\$1,000	\$395,842

(a) 2024 rates include a 5% increase from 2023 rates when accounting for all positions.
 (b) Assumes one addendum
 (c) Construction estimated to take 23 weeks, CM costs include time for pay requests, change orders, phone calls, etc., estimated at 8 hours per week not including field visits
 (d) Prepare and attend weekly progress meetings, estimated at 6 hours per meeting day, plus mileage
 (e) Includes full time inspection, M-F, for the construction period, 10 hours/week (8 hr on-site) for 23 weeks. Duration determined from recent projects of similar scope.
 (f) Assumes Contractor is familiar with CPA and submitting correct forms. 3 hrs/wk
 • KGID to retain and utilize a geotechnical engineer to perform and provide preliminary geotechnical evaluation prior to 60% design
 • Survey completed under separate contract

**Kingsbury General Improvement District
2024 Water Improvement Project (Tramway Rd & Tina Ct)
Planning Level Construction Opinion of Probable Cost**

				Planning Level	
Bid Item	Description	Quantity	Units	Unit Price	Total
MATERIAL PROCUREMENT					
A	1" Water Service Line	375	LF	\$13.50	\$5,062.50
B	1.5" Water Service Line	750	LF	\$20.50	\$15,375.00
C	2" Water Service Line	1,875	LF	\$27.50	\$51,562.50
D	6" Water Main	200	LF	\$44.00	\$8,800.00
E	8" Water Main	1,400	LF	\$56.50	\$79,100.00
F	12" Water Main	2,300	LF	\$70.00	\$161,000.00
G	6" Gate Valve	10	EA	\$1,350.00	\$13,500.00
H	8" Gate Valve	6	EA	\$2,000.00	\$12,000.00
I	12" Gate Valve	5	EA	\$3,000.00	\$15,000.00
J	Fire Hydrant Assembly	9	EA	\$4,500.00	\$40,500.00
CONSTRUCTION					
1	Mobilization and Demobilization	1	LS	\$130,000.00	\$130,000.00
2	Temporary Traffic Control	1	LS	\$125,000.00	\$125,000.00
3	Temporary Erosion Control	1	LS	\$50,000.00	\$50,000.00
4	1-Inch Water Service Connection	5	EA	\$5,250.00	\$26,250.00
5	1.5-Inch Water Service Connection	10	EA	\$6,000.00	\$60,000.00
6	2-Inch Water Service Connection	25	EA	\$7,000.00	\$175,000.00
7	Relocate Existing Water Meter Assembly	40	EA	\$1,500.00	\$60,000.00
8	Traffic Rated Meter Assembly Lid (Contingent Bid Item)	15	EA	\$2,000.00	\$30,000.00
9	1-Inch Private Property Water Service	375	LF	\$130.00	\$48,750.00
10	1.5-Inch Private Property Water Service	750	LF	\$140.00	\$105,000.00
11	2-Inch Private Property Water Service	1,875	LF	\$150.00	\$281,250.00
12	8-Inch Waterline Replacement	1,400	LF	\$240.00	\$336,000.00
13	12-Inch Waterline Replacement	2,300	LF	\$300.00	\$690,000.00
14	6-Inch Gate Valve	10	EA	\$2,750.00	\$27,500.00
15	8-Inch Gate Valve	6	EA	\$3,250.00	\$19,500.00
16	12-Inch Gate Valve	5	EA	\$4,000.00	\$20,000.00
17	Fire Hydrant Assembly	9	EA	\$10,000.00	\$90,000.00
18	Connection to Existing Water Main	8	EA	\$15,000.00	\$120,000.00
19	Connection to Existing Fire Hydrant Assembly	-	EA	\$7,500.00	\$0.00
20	Removal and Disposal of Abandoned Water Main (Contingent Bid Item)	100	LF	\$125.00	\$12,500.00
21	Pressure Reducing Assembly	-	EA	\$110,000.00	\$0.00
22	Asphalt Trench Patch (6" AC / 12" AB)	5,000	LF	\$150.00	\$750,000.00
23	Asphalt Trench Patch (3" AC / 6" AB)	2,000	LF	\$190.00	\$380,000.00
24	Micro-Surface	165,000	SF	\$0.95	\$156,750.00
25	Remove and Replace Concrete Flatwork (Contingent Bid Item)	400	SF	\$65.00	\$26,000.00
26	Remove and Replace Curb and Gutter (Contingent Bid Item)	1,000	LF	\$125.00	\$125,000.00
27	Non-Excavatable Rock Removal (Contingent Bid Item)	200	CY	\$600.00	\$120,000.00
Material Procurement Total:				\$401,900.00	
Construction Bid Total:				\$3,964,500.00	
PROJECT TOTAL:				\$4,366,400.00	
15% CONTINGENCY:				\$654,960.00	
TOTAL (with contingency):				\$5,021,360.00	

Assumptions:

- 1 Unit pricing estimated utilizing 2023 Project bids with escalation factors.
- 2 Lengths of main assumed from intersection to intersection via GIS.
- 3 Lengths of services generally averaged but not specifically measured.
- 4 Size and number of services generalized based on structure count. Actual sizing not determined until design.
- 5 No significant structures included (PRV, Retaining walls, etc.) beyond what is identified in the estimate.
- 6 No NDOT Right-of-Way construction assumed in estimate.

July 12, 2023

Mitch Dion
General Manager
Kingsbury General Improvement District
PO Box 2220
Zephyr Cove, NV 89448

Subject: Task Order 3-Tramway Retaining Wall Replacements

Dear Mitch:

Eastern Sierra Engineering (ESE) is pleased to provide this proposal to engineering services for the replacement of two sections of existing timber retaining wall on Tramway Drive between Jack Drive and Bonnie Court. We believe the walls were constructed as part of the original construction of Tramway Drive. We have included two subconsultants on this proposal. Turner & Associates will conduct the topographic survey and Western Botanical Services will assist with design of revegetation and slope stabilization techniques. Where possible, we will increase the height of the wall to accommodate the creation of a bench area behind the wall for accumulation of sediment.

The district does not wish to obtain a building permit for the project so we have not included scope nor fees for this work. We are, however, including structural design of the proposed retaining wall as part of our due diligence for the overall design. We are assuming that our plans and specifications will be combined with the water line construction bid documents prepared and administered by DOWL, and that a separate material purchase contract will not be required for the retaining walls. Our scope of services is described below.

Task A-30% Design:

1. Topographic Survey consisting of cross sections at 10 feet on center, including curb flowline and top back of existing curb, existing wall, top and toe of slopes, any utilities, signs, trees, rocks or rock outcroppings, limits of vegetation, etc. Survey will be tied in to the survey prepared for the water line replacement work provided we receive the basis of bearing and benchmark for that survey prior to the start of our field work.
2. Site visit and meeting with KGID Operations Superintendent and snow removal contractor.
3. Preliminary evaluation and recommendations for the following items, in letter report format:
 - a. Geotechnical parameters for wall design, assuming a gravity block wall system;
 - b. Reuse of rock stockpiled on Jack Drive parcel;
 - c. Wall/bench and rock slope protection limits;
 - d. Slope scaling/boulder removal and wall backslope stabilization;
 - e. Parking pad construction impact mitigation;
 - f. Locations for additional snow storage/pushoff areas;
 - g. Sinkhole repair recommendations if construction activities create further subsidence in the area of the previous sinkhole repair.

4. 30% Plans reflecting above recommendations.
5. Cost Estimate.

Task B-60% Design

1. Plan and profile sheets and typical sections
2. Detail sheets
3. Construction specifications in CSI format, referencing Orange Book standards
4. Cost estimate

Task C-90% Design

1. Plan and profile sheets and typical sections
2. Detail sheets
3. Construction specifications in CSI format, referencing Orange Book standards
4. Cost estimate
5. Structural calculations for wall

Task D-100% Design

1. Plan and profile sheets and typical sections
2. Detail sheets
3. Construction specifications in CSI format, referencing Orange Book
4. Cost estimate

Task E-Bid Phase

1. Answer questions related to our work during bid
2. Assist with addenda related to our work

Task F-Construction Phase

1. Answer questions related to our work during construction
2. Assist with work change directives and change orders related to our work
3. Site visits to review wall and slope construction, or if there are issues in the sinkhole area.
We are assuming two site visits per week at five hours each and 4 weeks of construction for ESE and four site visits by Western Botanical Services.

Our fee for the scope of services described is summarized in the following table.

Description	Labor Subtotal	Lab Analysis	Sub-consultants	TOTAL
A. 30% Design	\$21,120	\$2,200	\$14,366	\$37,686
B. 60% Design	\$22,040		\$1,320	\$23,360
C. 90% Design	\$16,400		\$1,144	\$17,544
D. 100% Design	\$9,640		\$1,144	\$10,784
E. Bid Phase	\$4,000		\$990	\$4,990
F. Construction Phase	\$12,080		\$5,896	\$17,976
TOTAL	\$85,280	\$2,200	\$24,860	\$112,340

Fees for ESE's services would be provided on a time and expense basis utilizing the rates shown in the attached Fee Schedule. The estimated fee amount would not be surpassed

without your written authorization. Additional work outside the above outlined scope of work shall be billed according to the attached Fee Schedule. Our schedule for completion of each of the tasks will mirror that of the schedule for the water line project work, with the exception we assume that there will not be a separate bid phase for purchase of the retaining wall materials.

We trust this provides the information you require at this time. If you have questions or comments regarding this proposal, please contact me at (775) 291-6337.

Sincerely,
EASTERN SIERRA ENGINEERING, P.C.



Jennifer G. Roman, PE
Senior Engineer

JGR/

Enclosures

2023 STANDARD RATES FOR TECHNICAL SERVICES

I. Personnel

Charges will be made at the following rates for time spent in project management, consultation or meetings related to the project, conducting field inspections, sampling, evaluations, review and analysis of field and laboratory data, report preparation and review, design, travel time, etc.

Professional Services

President	\$295.00/hour
Principal Engineer	\$230.00/hour
Senior Engineer II	\$185.00/hour
Senior Engineer I	\$175.00/hour
Project Engineer II	\$160.00/hour
Project Engineer I	\$150.00/hour
Staff Engineer/Designer III	\$130.00/hour
Staff Engineer/Designer II	\$120.00/hour
Staff Engineer/Designer I	\$110.00/hour
Senior Drafter	\$110.00/hour
Drafter	\$110.00/hour
Administration	\$95.00/hour

B. Technical Services

Senior Technician/Inspector (Prevailing Wage)*	Upon Request
Technician/Inspector (Prevailing Wage)*	Upon Request
Senior Technician/Inspector (Regular Wage)*	\$110.00/hour
Technician/Inspector (Regular Wage)*	\$90.00/hour

* Overtime is 1.5 times the standard rate

II. Expenses

A. Expenses

Travel	Current IRS Standard Mileage Rate
Subsistence (Food) *	\$30.00 per day
Subsistence (Room) *	Cost plus 15%
Supplies & Shipping	Cost plus 15%

* Applicable for employees required to travel more than 50 miles from their home office to the project site.

B. Equipment

Coring per core	\$20.00/each
Pachometer	\$7.50/hr
Torque Wrench	\$25.00/day

III. Subcontracts

Subcontract services will be invoiced at cost plus 10%

V. **Laboratory Testing**

<u>Tests</u>	<u>Unit Price/Test</u>
<i>Index Tests</i>	
Moisture Content of Soil (ASTM D2216, AASHTO T265)	\$25
Moisture Content and Dry Density of Soil	\$40
Atterberg Limits (ASTM D4318, AASHTO T89/90)	\$130
<i>Particle Size Analysis</i>	
Sieve Analysis (ASTM C136, AASHTO T27)	\$115
Sieve Analysis w/ Recycled AC (ASTM C136, AASHTO T27)	\$165
Sieve Analysis Large Aggregate (ASTM C136, AASHTO T27)	\$180
Minus No. 200 Determination (ASTM D1140, AASHTO T11)	\$75
Hydrometer Analysis (ASTM D422, AASHTO T88)	\$290
<i>Specific Gravity</i>	
Soils (AASHTO T100)	\$150
Fine Aggregate w/Absorption (ASTM C128, AASHTO T84)	\$100
Coarse Aggregate w/Absorption (ASTM C127, AASHTO T85)	\$90
<i>Moisture-Density Relations</i>	
Standard Proctor (ASTM D698, AASHTO T99)	\$275
Modified Proctor (ASTM D1557, AASHTO T180)	\$305
Compaction Check Point	\$85
Rock Correction per Test	\$125
<i>Aggregate Testing</i>	
Clay Lumps and Friable Particles (ASTM C142, AASHTO T112)	\$120
Flat and Elongated (ASTM D4791)	\$100
Fractured Faces (ASTM D5821, AASHTO T335)	\$100
Sand Equivalent (ASTM D2419, AASHTO T176))	\$90
Organic Impurities (ASTM C40, AASHTO T21)	\$100
Unit Weight of Aggregate (ASTM C29, AASHTO T19)	\$80
Sodium Soundness (ASTM C88, AASHTO T104)	\$75 per fraction
Los Angeles Abrasion (ASTM C131, AASHTO T96)	\$180
Durability Index (ASTM D3744, AASHTO T210)	\$260
Cleaness Value (CT 227)	\$160
Fine Aggregate Angularity (ASTM C1252, AASHTO T304)	\$120
<i>Other Testing</i>	
R-Value (ASTM D2844, AASHTO T190)	\$375
<i>Concrete Testing</i>	
Compression of 4x8 Concrete Cylinder (ASTM C39)	\$30
Compression of 6x12 Concrete Cylinder (ASTM C39)	\$40
Compression of Grout Cylinder (UBC 24-28)	\$29
Compression of Mortar Cylinder (UBC 24-22)	\$29
Hold Cylinder (cured not tested)	\$15
Concrete Mix Design	upon request

Asphalt Concrete Testing

Bitumen Content by Ignition	\$150
Bitumen Content by Solvent Extraction	\$250
Mechanical Analysis of Extracted Aggregate	\$115
Preparation of Aggregate Sample (Lab batching)	\$50
Lab Mixing of HMA (per point)	\$45
Maximum Theoretical Specific Gravity (Rice)	\$130
Bulk Specific Gravity of HMA Specimen – each	\$75
Moisture Content of Asphalt Mixture	\$50
Effects of Moisture on AC Mixtures (TSR) (ASTM D4867, AASHTO T283)	
Lab Produced HMA Sample	\$1380
Plant Produced HMA Sample	\$930
Lab Produced RHMA-G Sample	\$1900
Plant Produced RHMA-G Sample	\$1500
Hamburg Wheel-Tracking of Compacted HMA (AASHTO T324)	
Lab Produced HMA Sample	\$1500
Plant Produced HMA Sample	\$1100
Lab Produced RHMA-G Sample	\$2000
Plant Produced RHMA-G Sample	\$1600
Gyratory Compaction and Air Voids (AASHTO T312/T166)	
Lab Produced HMA Sample, Set of 3 Briquettes	\$630
Plant Produced HMA Sample, Set of 3 Briquettes	\$345
Lab Produced RHMA-G Sample, Set of 3 Briquettes	\$960
Plant Produced RHMA-G Sample, Set of 3 Briquettes	\$675
Marshall Compaction with Stability, Flow & Volumetrics	
Lab Produced HMA Sample, Set of 3 Briquettes	\$590
Plant Produced HMA Sample, Set of 3 Briquettes	\$305
Hveem Compaction with Stability & Volumetrics	
Lab Produced HMA Specimen – each	\$210
Plant Produced HMA Sample, Set of 3 Briquettes	\$345
RAP Testing (Caltrans LP-9/CT384)	\$2160
Ignition Oven Calibration (Variable depending on number of specimens)	Variable
Hot Mix Asphalt Mix Design (Marshall, Hveem and Superpave)	upon request

-Laboratory test unit prices are based on the average running time required for each test. Any special research or unusual sample preparation will be based upon hourly personnel charges plus the unit price of the test.

-All samples will be discarded thirty (30) days after submission of our final report, unless otherwise directed by the client. Upon request, Eastern Sierra Engineering will return the samples to the client or keep them for the client for an agreed upon monthly fee.

-Any testing required that is not covered by this fee schedule will be contracted by an outside firm and the fee will be cost plus 15%.

-Inspection and materials testing technician services are billed portal to portal from the laboratory. There is 2-hour minimum charge for services.

-Overtime rates of time and one-half or Double Time will be charged at the appropriate rate. Overtime is defined as any hour of services provided in excess of 8 hours in a single day or any hour of service provided on a Saturday or Sunday

WORKSHOP AGENDA

Review - Planning Effort Fall 2021

Mission - services provided

Water

Sewer

Road maintenance

Drainage

Douglas County Stormwater BMP's

Snow Removal

Reliability or Resiliency

Organizational Capacity

Managerial

Accountability/ownership

Staffing and organization

In-house or Outsource

Effective External Linkages

Technical

Source Water Adequacy

Water reuse

Infrastructure Adequacy

Technical Knowledge

Financial

Revenue Sufficiency

Credit Worthiness

Fiscal and management controls

Next Planning Meeting

Topics

Customer experience

Measurements

Board member continuity

Additional Services

Emerging Issues of Concern

Climate Adaptation

Emergency Response - Roles

Schedule

Judy Brewer

From: Ted Gottlieb <tedgottlieb@icloud.com>
Sent: Thursday, June 29, 2023 10:35 AM
To: Judy Brewer
Subject: Suggestions on how to improve Kgid Service

1. In order to get the street sweepers out and cleaning our streets, it is imperative that you hire some more employees. In lieu of that, which seems to have been a problem for the last few months, my suggestion is that you offer your current employees the opportunity to work on Saturday or Sunday and be paid at least time and a half for their extra work. A cash bonus of \$500 for a days work besides their salary will certainly inspire some of your employees to work on the weekend. It doesn't have to be every weekend, but if the opportunity presented itself, I think you'd have some of your employees respond to the opportunity to make some extra cash.
2. Since there seems to be a serious problem and being able to hire personnel, my suggestion is that you advertise in the Tahoe daily tribune. They only run one edition on Friday and since they do not have many ads, I think an ad for KGID would stand out and attract some new employees. Since most of the people that live on South Shore live on the California side, reaching out to them, in the Tahoe daily tribune might be more results than advertising in the Nevada papers exclusively. By promoting an attractive, competitive hourly rate along with a cash bonus for new employees that remain employed for a certain time period like 90 days might get more people to want to work for KGID. Cash INCENTIVES are the key to attracting employees during this difficult time.
3. My next suggestion I had discussed with Mitch in March concerning the snow berms that your machines leaving our driveways. At that time my suggestion was to institute a program called, "the berm patrol". This would be a few bobcats that would follow your huge machines around and clean up the mess (the berms) that your snow removal machines leave behind. At that time, Mitch thought that it was a good idea, but nothing has really been done concerning that matter yet.

You asked me if I would be willing to pay more for Snow Removal and I replied that I would, and that most of us that live on Kingsbury would agree to that type of service charge if it was reasonably priced. You could send out a questionnaire with your billing statement next month that would address this issue and get you some feedback as to whether or not, the residents would be willing to incur such an additional fee.

In your communication with us, it would be critical for you to suggest exactly how much extra it would cost to improve our snow removal service with this suggested, "berm patrol".

I am a senior citizen, and it is becoming increasingly difficult to get rid of the berms that are left behind by YOUR snow removal equipment.

When I walk my dog and he poops in the street, I am always diligent in cleaning up the mess that he has left behind. Similarly, Kgid should be working on cleaning up the mess (the berms) that your machines leave behind.

Thank you for your time, attention to these matters and your special considerations. Ted Gottlieb - 50 year resident of our community.

Sent from my iPhone

