



TASK FORCE PROJECT UPDATE

Architect Selection, Trout Creek Recreation Center

Northwoods Clubhouse Mezzanine

Tahoe Donner Association

May 17, 2017 at 9:00 AM

Attendance;

- Courtney Murrell
- John Stubbs
- Michael Sullivan
- Staff; Forrest Huisman

Discussions and consensus items are as follows;

1. Results of the RFP process were reviewed, with consensus to proceed with the lowest qualified bidder.
2. Architect of Record to proceed under contract during the summer of 2017, to produce architectural and engineering drawings for GC bidding purposes, and eventual use during forthcoming Agency permitting and construction efforts.
3. Contract of work shall include;
 - a. As detailed in Todd Mather's Feasibility Study (March 22, 2017), prepare architectural and engineering construction drawings for GC bidding purposes, and for eventual use during agency permitting and construction efforts.
 - b. A phased construction approach shall be delineated in the construction documents, which provides the contractor with a strategy to minimize member impact, which may include updating west wing first, and in parallel with pools.
4. \$50K of Development Funds, and \$35K of Replacement Reserve Funds, will be allocated to cover necessary Architecture, Engineering, Consulting, and Contingency Fees. Exact permit fees and construction costs are to be further defined as the project develops.
5. Member Communications will include signage, a town hall meeting, articles and e-blasts.
6. Task Force Meeting Minutes are located at <http://www.tahoedonner.com/member-area/capital-projects/active-projects-2/consider-lower-cost-remodel-options-at-trout-creek-recreation-center/>
7. See attached Information Paper for additional project detail.

Meeting finished at 9:57 PM.

INFORMATION



May 15, 2017

Purpose: Update the Board of Directors on the outcome of the proposed expansion at Trout Creek Recreation Center and related Architect RFP process.

Background: In addition to the 2016 code upgrades at pool-side locker rooms, steam room, and sauna, a 2017 feasibility study showed that valuable operational improvements can be made by the removal of select interior walls, reallocation of existing interior spaces, and the enclosure of select exterior covered walkways. Parking lot improvements and a long-term relocation of the snowplay operations is also currently under review.

For the proposed expansion and code upgrades within Trout Creek Recreation Center, Staff has worked with the General Plan Committee and Task Force to produce an agreeable project scope, followed by a successful Feasibility Study, leading to the RFP process where three consultants have provided fee proposals to implement the approved project scope, and to complete architectural and engineering drawings for GC bidding purposes, and eventual Agency permitting and forthcoming Construction, see attached.

For 2017, a \$50K Development Fund budget was identified and approved by the Board of Directors during the 2016 Budget Process. These funds were designed to maintain momentum on the proposed 1,100 SF expansion and reallocation of interior spaces, but with consensus that remaining soft and hard costs would be funded by allocated Replacement Reserve Funds.

Discussion:

1. The Task Force has chosen an Architecture Firm after reviewing three fee proposals.
2. Architect to proceed under contract during the summer of 2017, to produce architectural and engineering drawings for GC bidding purposes, and eventual use during forthcoming Agency permitting and construction efforts.
3. Architect to include a phased construction approach in their drawings, which delineates to future contractor a strategy to minimize member impact, by updating west wing first.
4. Allocate \$50K of Development Funds, and another \$35K of Replacement Reserve Funds to cover necessary Architecture, Engineering, Consulting, and Contingency Fees. Exact permit fees and construction costs are to be further defined as the project develops.
5. Member Communications will include signage, a town hall meeting, articles and e-blasts.
6. Task Force Meeting Minutes are located at <http://www.tahoedonner.com/member-area/capital-projects/active-projects-2/consider-lower-cost-remodel-options-at-trout-creek-recreation-center/>

Prepared By: Forrest Huisman, Director of Capital Projects