



**Incorporated County of Los Alamos
Public Works Department
Engineering & Project Management Division**

**Public Information and Involvement Plan
(PIIP)**

Golf Course Site Improvements – Phase 1

Date: February 1, 2022
PIIP Revision #: 1
Project Manager: Anthony Strain
County Engineer: Eric Martinez
Department Director: Juan Rael
PIO Assigned: Louise Romero, Office Manager
PIIP Phase: Conceptual Design Construction

1. Project Purpose and Scope: On December 5, 2017, County Council approved a \$4.524 million budget for Los Alamos Golf Course Improvements with the primary goal of replacing the irrigation system with other elements to be prioritized as funding allowed with safety netting improvements at the driving range identified as a project consideration. In March 2020, the County through its design professional completed the design of a new irrigation system that utilizes a non-potable water supply containing an automated computer-controlled system to irrigate the course in a more efficient manner. Installation was completed in February 2021.

Site improvements were prioritized given the limited available funding with safety netting improvements being an important consideration along with bunkers, tees, cart paths, greens, and restrooms. As a result, a design was completed that included an expanded driving range that proposed to renovate Holes 3, 4, 5, and 6, improve various bunkers and included installation of two restrooms, one on the front 9 and another on the back 9.

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However, as this design shorted the overall length of the course and considering customer feedback received, on January 4, 2022 Council approved a change in scope to acquire design services of a golf course design professional to develop a phased approach to the project as follows:

Phase 1: Maximize the use of \$2.5 million to develop bid ready documents as soon as possible using existing documentation (technical drawings and specifications) with a goal of work completion in 2022 for improvements to Holes 4 through 18 which shall include:

- Rehabilitation of all greens (drill and fill or similar rehabilitation method).
- Reconstruction of all bunkers with a new drainage system (same size, number and location).
- Reconstruction of all tee boxes (design to include size, location, geometry, elevation, grading and slope pursuant to United States Golf Association (USGA) and Americans with Disabilities Act (ADA) standards.
- Installation of two new pre-manufactured restrooms (replace an existing restroom on the back nine; add a new restroom on the front nine).

Phase 2: In parallel with design development of Phase 1, develop design concept options for improving Holes 1 through 3 and the driving range/practice tee areas including cost estimates. Work shall also include seeking public comment in coordination with the Parks and Recreation Board and returning to Council with recommendations for a phased implementation of golf course improvements. Concept design options will consider permanent improvements for addressing safety without impacting the teaching and learning quality of the facilities and shall evaluate and consider the following:

- Expanding the course to accommodate one or two new holes so not to shorten the overall course length while minimizing impacts to existing trails and open space to the greatest extent possible.
- Expanding the driving range to minimize or eliminate safety netting and include driving and short game practice improvements; and
- Other practice area improvements, cart path upgrades, and any other course improvements identified during the design process.

This PIIP addresses Phase 1, Design & Construction. A separate PIIP was developed for Phase 2, Conceptual Design.

- 2. Does this project support any of the Council's Strategic Goals? If so, which goal(s) apply?** Yes, protecting, maintaining and improving our open spaces, recreational, and cultural amenities
- 3. Is this an approved CIP?** Yes, programming study was performed in 2017 to establish a broad scope and budget for the Golf Course Improvements project. Council has approved moving forward with the design and installation of a new non-potable irrigation system and site improvements as part of the project, with an overall project budget not to exceed \$4.524M.
- 4. What is the project location?**

Los Alamos County Golf Course at 4250 Diamond Drive
Proposed Golf Course Improvements



5. Explain the steps for accomplishing the project and provide estimated timeframes for each step.

Phase 1 – Site Improvements

January 23, 2022: Advertise a Request for Proposals (RFP) for professional project management and design services to provide Construction Documents (bid package) and Construction Administration services for Phase 1 Improvements and Phase 2 Design Concept Options. Proposals are due on February 17, 2022 with evaluation and contract award to follow.

May 2022: Award professional services contract and proceed with design. Award and project schedule is pending receipt and evaluation of proposals and contract preparation by procurement and legal staff. Phase 1 professional services include a review of existing plans and specifications, preparation of design drawings with estimates of probable costs and design reviews with county staff; and final construction plans, technical specifications, bid documents and final cost estimates. Staff will conduct one stakeholder input meeting prior to commencement of design development to identify any project considerations—staff will note, review, and communicate project considerations to the design professional that are applicable, viable and in accordance with the established project scope and budget. At or before 90% design completion and prior to solicitation of construction bids, staff will conduct a final stakeholder information meeting to review design details recommended by the design professional.

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Fall 2022 through Spring 2023: Pending design completion, advertise an Invitation for Bids to construct and implement the design. The design professional will also provide Construction Administration services throughout construction which include:

- a. Review and certify pay application amount due the Contractor and make recommendations for payment.
 - b. Review and take appropriate and timely action on Contractor Submittals.
 - c. Review and respond to Requests for Information (RFI) about the Contract Documents. If appropriate, the consultant shall prepare and issue supplemental drawings and specifications in response to requests for information.
 - d. Recommend minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the contract sum or an extension of the contract time. Prepare change orders and construction change directives for the County's approval and execution.
 - e. Support and attend weekly Owner, Architect, and Contractor (OAC) meetings (teleconference or virtual format acceptable).
 - f. Provide monthly project observation and inspections with inspection reports.
 - g. Project Completion
 - i. Conduct inspections with the County to check conformance of the work with the Contract Documents and verify the accuracy and completeness of the Contractor's list of work to be completed or corrected.
 - ii. Issue Certificate of Substantial Completion and Final Completion documents.
 - iii. Provide record drawings in dwg and pdf computer file formats, and two paper copies. Other project documentation shall be provided in pdf computer file format and two paper copies.
 - iv. Prior to the expiration of one year from the date of substantial completion, conduct a one-year warranty meeting with the County and the contractor to inspect the work.
- 6. Project cost and funding source?** On January 4, 2022, Council approved a \$2.5M budget for Phase 1 and Phase 2 design concept options. Funds are available through the Capital Improvement Program (CIP) Fund.
- 7. Is the intent to inform , educate , and/or involve ?**
- 8. Will you be holding a public meeting/open house to solicit input or inform the public of a project? Describe the desired outcome for the meetings.**
No public meetings are scheduled for Phase 1 as an intensive public involvement effort preceded this stage. However, staff will conduct 2 stakeholder meetings as noted in #5 above and as follows:
1. Stakeholder Input Meeting: Prior to commencement of design development to identify any project considerations—staff will note, review, and communicate project considerations to the design professional that are applicable, viable and in accordance with the established project scope and budget.
 2. Stakeholder Information Meeting: At or before 90% design completion and prior to solicitation of construction bids, staff will conduct a final stakeholder information meeting to review design details recommended by the design professional.

Additionally, the public can acquire up to date information and communications on project progress in the following ways:

- a. Weekly Project Updates on the County's Project Webpage for the Golf Course using the following link:
https://www.losalamosnm.us/government/departments/public_works/public_works_projects
- b. Monthly Staff Updates at Parks & Recreation Board Meetings
- c. Bulletin Board Information at the Golf Course
- d. The public can email questions to lacpw@lacnm.us; staff will ensure a timely response.

9. How many and at what stage of the project do you anticipate holding the meetings/open houses? - As noted in #8 above.

10. Is public comment limited to this meeting? Will you allow the public to provide written comments for a period after the meeting? What will you do with the comments? Through prior public involvement efforts, written comments were received and considered in the design services scope of work. However, comments are always welcome and can be emailed to lacpw@lacnm.us for consideration by the design team.

11. Will further informational opportunities be afforded to the public?
Yes, see #8 above.

12. What is the detailed plan for the PIIP?

Phase 1 Design & Construction

- Two stakeholder meetings: Prior to design, meet with interested stakeholders to inform them of the progress and receive input on the priorities within the project scope and budget; and at the 90% design completion. (County staff will solicit "stakeholders" or interested parties that are focused on the Golf course renovations through ads, press releases, flyers/posters and other means as appropriate to ensure that such groups are invited)
- Weekly Project Updates on the County's Project Webpage for the Golf Course using the following link:
https://www.losalamosnm.us/government/departments/public_works/public_works_projects
- Monthly Staff Updates at Parks & Recreation Board Meetings
- Bulletin Board Information at the Golf Course
- The public can email questions to lacpw@lacnm.us; staff will ensure a timely response.
- During construction, poster/flyers posted at the Golf Course Clubhouse, local media press releases and emails to user groups will be provided for any course restrictions and closures.

13. Estimated PIIP Budget? \$500.00

Please sign below and date:

Submitted by Project Manager: Harold Anthony Strain Date 2/2/2022
Harold Anthony Strain

Approved by County Engineer: Eric Martinez Date 2/1/2022
Eric Martinez

Approved by Department Director: Juan Rael Date 2/1/2022
Juan Rael

Assigned Public Works PIO: Louise Romero Date 2/1/2022
Louise Romero

*Approved by County PIO: Julie Williams Hill Date 2/9/2022
Julie Williams-Hill

***If the PIO does not approve the PIIP, the PIO must provide justification for the disapproval below. The Department Director can override this decision but must also provide justification below or via an attached memo.**