



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

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

Golf Course Site Improvements – Phase 2

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.

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

- 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 2 – 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.

Concurrently with Phase 1, Phase 2 services includes development of at least three options/design concepts for improving Holes 1 through 3 and the driving range/practice tee areas including cost estimates. Work shall also include public involvement activities including meetings along with presentations to the public, the Parks and Recreation Board and County Council (may be in person or virtual) 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 goals and criteria:

- 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
- Cart path upgrades, and any other course improvements identified during the design process.

Phase 2 work and deliverables shall include:

1. Design Concepts:
 - a. This work will involve the design professional assisting with and leading meetings with stakeholders and the public in a series of public meetings or design charrettes to develop:
 - i. Three conceptual design solutions to meet the intent of aforementioned goals and criteria.
 - ii. Design and construction costs (soft and hard costs with contingency and future escalation/inflation factors) required to formalize a program budget for a future improvement project or series of phased projects.
 - b. Kick-off: Review prior plans for background, attend and conduct one (1) kick-off meeting and site visit with County Staff.
 - c. Stakeholders Coordination: Attend and conduct at least five (5) stakeholder coordination meetings with interested groups including Los Alamos Golf Association, Los Alamos Youth Golf Association, Trail Users, and other members of the public that may have an interest to acquire an understanding of site development improvements and project priorities.
 - d. Provide the best value design options considering initial costs and lifecycle costs while considering the aforementioned goals and criteria.
 - e. Provide estimates of probable cost that includes input to reflect current market pricing.
 - f. Prepare for, provide visual materials, attend and participate in up to six (6) public meetings (in person or virtual) to include:
 - i. Two (2) public meetings to review the three initial design concepts with the public, selected committees and Boards, and the County Council, including preliminary cost estimates for each option.
 - ii. Up to four (4) presentations, two each to the Parks & Recreation Board and County Council.
 - iii. Regular meetings with County staff are expected to gather necessary input for preparation for the public meetings (on-site or virtual as necessary).
 - iv. If it is determined that additional public meetings are required, hourly, travel and reimbursement rates as required with cost proposal submission shall be utilized.

- 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.**
Yes, as detailed in #5 above. Desired outcome includes receiving input that will assist the design team in developing options to provide recommendations to Council with flexibility to program a project budget for future improvements in a phased manner if necessary.
- 9. How many and at what stage of the project do you anticipate holding the meetings/open houses?** As noted in #5 above. Pending submission of a schedule by the design professional, conduct up to 5 stakeholder meetings, 2 public meetings, 2 presentations to the Parks & Rec. Board and 2 presentations to Council during the course of design option development.
- 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?** Public comment will be taken at and allowed for a period of time after public meetings. Comments taken from these meetings will be reviewed by the design team to assist with developing design options. To allow the design team the most efficient and effective use of time, it is best comments be provided at the meetings or during the comment period. 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?**
As noted above.
- 12. What is the detailed plan for the PIIP?**
Phase 2 Development of Design Concept Options
- 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.
 - For public meetings, poster/flyers posted at the Golf Course Clubhouse, local media press releases and emails to user groups will be distributed in advance.

- At the conclusion of public meetings and development of design options, staff will return to Council for discussion, budget consideration and possible decision on the final design of holes 1-3, driving range and practice area.

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.**