



PROJECT PUBLIC INFORMATION & INVOLVEMENT PLAN

June 10, 2019

LOS ALAMOS

Public Works Department - (505) 662-8150

Project Name: Kiddie Pool Addition to the Aquatics Center

PIIP Revision #: 0

Department: Public Works

Project Manager: Steven Huebner

County Engineer: Eric Martinez

Department Director: Philo Shelton

PIO Assigned: Louise Romero

PIIP Phase: ___ Conceptual X Design _ Construction __ Administrative

1. Project Purpose and Scope:

On December 5, 2017 Council approved \$6.5M for the Kiddie Pool project. On May 7, 2019 Council executed the contract with FBT Architecture to design the Kiddie Pool addition.

The Kiddie Pool Project is an addition to the existing Larry Walkup Aquatics Center that will better serve swimmers that are not lap swimming. Features include a zero-entry pool with water spray features and mini slide for toddlers, a shallow pool for swim lessons and programming, a lazy river, and a water slide with a total of 2,000 square feet of pool area. Also included in the conceptual design is three family locker rooms, pool deck, chemical storage, and mechanical rooms to support the Kiddie Pool addition.

An architecture/engineering firm has been selected through RFP to perform the design. The study presented to Council for approval and funding established bounds for this facility including location, type of pools, major features, locker rooms and support rooms. The public and stakeholders will have input into this project with the understanding that these bounds are set for the project. The Aquatics Center Advisory Sub-Committee (ACAS), the Parks and Recreation Board (PRB), and the public will have input into the project at their respective board meetings. Stakeholders which includes Aquatics Staff, Community Services, Project Management and Public Works will be involved closely with the design team with regular input into the design process. The conceptual design phase will start with readdressing the architectural program and conceptual design with the stakeholders to get more specific requirements for the facility. The typical phases of design will be performed through the completion of construction documents. A commissioning agent will be also engaged by the County that will perform a third-party peer review of the architectural/engineering teams work.

- 2. Does this project support any of the Council's Strategic Goals? If so, which one(s)?** *Yes, Maintain and Improve Quality Essential Services and Supporting Infrastructure and Maintain and Improve Existing Outdoor Recreation and Open Space Amenities.*
- 3. Is this an approved CIP?** *Yes, Council has approved this project.*
- 4. What is the project location?** *The Kiddie Pool is an addition to the south-east side of the Los Alamos County Larry R. Walkup Aquatics Center at 2760 Canyon Road.*
- 5. Explain the steps for accomplishing the project and provide estimated timeframes for each step.**
 - *Council Award – May 7, 2019*
 - *Conceptual and Schematic Design – June – August 2019*
 - *To include presentation to ACAS and PRB with public meeting.*
 - *Design Development – October 2019*
 - *To include presentation to ACAS and PRB with public meeting.*
 - *Construction Documents 100% complete – November 2019 – January 2020*
 - *To include presentation to ACAS and PRB with public meeting.*
- 6. Project cost and funding source:** *The project is funded from CIP funds with a total budget of \$6.5M.*
- 7. Is the intent to inform and involve the stakeholders, Aquatics Center Advisory Sub-Committee, Parks and Recreation Board, and the public. Stakeholders which includes Aquatics Staff, the Aquatics Board, and the Parks and Rec Board will be involved in the design with input to the architect and the design process. The public will also have input within the bounds of the project.**

8. **Describe constraints on the project (with regard to public information), such as critical timeframes, other.** *Both the ACAS and PRB board meetings require advance notice to have an item included on the agenda. A 72-hour public notice is required to hold a PRB meeting. Ample time has been built into the design phases to solicit and incorporate public comments into the design.*
9. **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.**
Three (3) public meetings to be done in conjunction with the Parks and Rec Board where the architect team presents the status of the design to date for public information and input. The desire is to inform the board and public of the design and gather input within the bounds of the project.
10. **How many and at what stage of the project do you anticipate holding the meetings/open houses? The three public meetings will be held at completion of the following design phases:**
- *Schematic Design*
 - *Design Development*
 - *Construction Documents*
11. **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 is always welcome.** *Public comment will be solicited through the duration of the design phase. Comments submitted will be provided to the selected consultant.*
12. **Will further informational opportunities be afforded to the public? Yes, the public is welcome to submit their comment(s) by email, a link will be provided on the project web page.**
13. **What is the detailed plan for the PIIP?**
- *The Aquatics Center Advisory Sub-Committee will have a presentation by the design team for input prior to a public meeting in conjunction with the Parks and Recreation Board as listed below. These meetings are open to the public but will not announced publicly.*
 - *At completion of Schematic Design and Design Development, the design team will present to the Parks and Recreation Board. These public meetings will be announced through Public Service Announcements in a local newspaper and in social media.*
 - *At completion of Construction Documents, the design team will present to the Parks and Recreation Board for the board to make a recommendation to Council. This will be the final public meeting and will be announced through a newspaper advertisement and social media. These announcements will include color perspective drawings that will clearly convey the planned building to better inform the public at large.*

Estimated PIIP Cost: \$2,000.00

Please sign below and date:

Approved by Project Manager: Steve Huebner Date: 6-11-19
Steve Huebner

Approved by County Engineer: Eric Martinez Date: 6/12/19
Eric Martinez

Approved by Department Director: Philo Shelton Date: 6-14-19
Philo Shelton

Assigned Public Works PIO: Louis Romero Date: 6/14/19
Louis Romero

*Approved by County PIO: Julie Habiger Date: 6/24/19
Julie Habiger

*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.