

# memorandum



To: Kevin Smith, AAE, General Manager

From: Dustin Wolff, AICP, Senior Planner

Mark Sauer, AICP, Urban Planner

Brian Carranza, Landscape Designer

Cc: Brad Musinski, Senior Planner

Date: June 30, 2018

RE: *Truckee-Tahoe Public Agency Partnership Multiple Site Planning Study*

---

## PROJECT UNDERSTANDING

The Mead & Hunt team is well qualified – and uniquely positioned – to assist the Truckee-Tahoe Public Agency Partnership (TTPAP) with the **Truckee-Tahoe Public Agency Partnership Multiple Site Planning Study**. The team we have assembled for the project has an extensive knowledge of current urban planning, park and site design, and landscape architecture principles and practices. Our portfolio of recent work also perfectly aligns with the TTPAP's desired scope and deliverables for the development of the project sites.

Mead & Hunt understands this project has elements of both a design project and a planning process. In reviewing the project scope of work, it is evident that the TTPAP is committed to meeting the needs, desires, and opportunities for each project site through a collaborative effort. As we partner with the TTPAP to develop the project sites, Mead & Hunt will utilize existing facility sizing information, identified site locations, and stakeholder interviews to study the feasibility for the co-location of community resources, and to develop preliminary site plans that will serve as a blueprint for implementation in combination with a process checklist.

## PROJECT APPROACH

Mead & Hunt's team is focused on providing preliminary conceptual site plans for each project site, a summary report presenting study findings and conclusions, and a land value summary to estimate value contributed by agency partners, to aid the implementation of the study's findings. Beyond park and site design, our approach provides a comprehensive review of the capabilities of the land, investigation of community and stakeholder needs, and general recommendations for project implementation.

Our tasks will include base-mapping, data gathering, analysis of land capabilities, technical assessment, preliminary conceptual site planning, and final summary report.

The proposed undertaking has two alternative project schedules. The preferred schedule is expected to kick-off the first week of July 2018 and be completed by the end of September 2018. Schedule milestones will be continuously confirmed with the Truckee-Tahoe team.

### **Work Element One: Base-mapping and Data Gathering JULY 2 - 20, 2018**

*Base-mapping.* Mead & Hunt will work with GIS-based or survey-based AutoCAD files—to be provided by the County or local land information department—and reorganize the information to serve as a graphic base for the conceptual design. Specifically, data requested will include orthophotography, utility data (water, sanitary, storm), centerline and/or curb and gutter location data, parcel boundaries, lighting and other related infrastructure, and other related feature data. Mead & Hunt will also solicit additional data

sources and verify data and mapping information, as necessary. During the site visit, Mead & Hunt will complete an on-site survey to collect additional data – as necessary – using the ArcGIS collector tool.

### **Work Element Two: Analysis of Land Capabilities 2-3 days JULY 23 – 27, 2018**

*Staff/Committee Kick-off.* Mead & Hunt will meet with the representatives from community groups and public agencies to “kick-off” the project. This exchange of data and information will provide an overview of issues, key findings, and intended outcomes of the project. It will also provide an understanding for how stakeholder needs will evolve over time and provide insight into current and potential future capabilities of the project sites.

*Site Visits/Analysis.* Mead & Hunt and select agency representatives will visit each site and study the area – with base maps in-hand – to take photographs and uncover opportunities and constraints for enhancement of the project sites. Interviews/discussions will be conducted with key agencies, partners, and stakeholder groups regarding existing facilities and operations, and desired facility vision and improvements.

*Deliverables:* Base map as PDF digital files produced with AutoCAD and/or GIS.

### **Work Element Three: Technical Assessment MH internal**

*Past Planning Evaluation.* Mead & Hunt will examine existing planning efforts including a comprehensive review of community planning documents, land use, transportation, and associated planning studies. A review of existing work helps to provide needed context to identify ongoing goals, objectives, and policies, and ensures that the project moves forward with a cohesive vision; coordinated with all stakeholders in mind.

*Deliverables:* PDF digital files

### **Work Element Four: Conceptual Plans & Narrative MH Internal**

*Conceptual Design.* Mead & Hunt will develop preliminary development concepts for each site to illustrate the feasibility of co-location and individual site layout. Access, circulation, parking, site orientation, pedestrian connectivity, and relationship/integration of uses will be evaluated. Input from the interviews/work sessions will heavily influence alternative preparation. A series of sketch graphics and bubble diagrams will be created to communicate design opportunities for project areas and elements. These will be at a project-wide scale, with selected enlargements to communicate design intent and themes. Tele-conference work session will be scheduled with TTPAP to gain feedback during conceptual development.

*Deliverables:* Final design packet (site concepts) **AUGUST 27 – 31, 2018**  
PDF digital files

### **Work Element Five: Final Summary Report and Land Value Summary**

Mead & Hunt will present site plans, background information, and conclusions in the form of a final summary report. Findings will be presented to community groups and public agencies to highlight and evaluate key findings and conclusions of the study, and to set the stage for future efforts and project implementation. The report will also summarize estimated land value contributed for each program area by agency partner.

*Deliverables:* Final summary report PDF or Hardcopies will be furnished for community meetings.

### **FINAL Deliverables Summary Report**

- **Introduction**
- **Summary of process/methodology**
- **Background information**
- **Conceptual site plans (2 or 3) for Regional Park**

- Summary of concept
- Conceptual site plans (1 or 2) for River View Corporation Yard
  - Summary of concept
- Conceptual site plans (1 or 2) for Airport
  - Summary of concept
- Land Value Summary
- Conclusions & Recommendations
  - Checklist of Regulations/Milestones toward Implementation

**Final deliverables presented/discussed SEPTEMBER 17 – 28, 2018 in CA**

Memorandum

# TRUCKEE TAHOE STUDY

## CALENDAR 2018

### JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### PROJECT KICK OFF

SITE VISIT, DISTRICT MEETINGS

CONCEPT ALTERNATIVES

FINAL DELIVERABLES

**Truckee-Tahoe Site Planning Study  
Stipulated Fee**

<b>Scope Items</b>	<b>Senior Planner</b>	<b>Urban Designer</b>	<b>Landscape Designer</b>	<b>Civil Engineer</b>	<b>Total Hours</b>	<b>Cost Totals</b>
Base Mapping & Data Gathering		8	8		16	\$ 1,928
Analysis of Land Capabilities	16	30	16		62	\$ 8,334
Technical Assessment		8	8	2	18	\$ 2,152
Conceptual Plans & Narrative	4	32	32	4	72	\$ 8,828
Final Report & Land Value Study	10	16	16	6	48	\$ 6,198
Implementation Checklist & Milestone Development	8	8	3	6	25	\$ 3,376
<b>Labor Subtotal</b>						<b>\$ 28,888</b>
<b>Reimbursable Expenses</b>	<b>Rate</b>		<b>Number</b>	<b>Notes</b>		<b>Totals</b>
Rental Car	\$ 65	per day	6	2-3 persons		\$ 390
Lodging	\$ 175	per day	10	2 trips		\$ 1,750
Meals	\$ 45	per day	8			\$ 360
Airfare	\$ 850	per flight	5			\$ 4,250
<b>Expense Subtotal</b>						<b>\$ 6,750</b>
<b>Total Fee with reimbursables</b>						<b>\$ 35,638</b>