# OLYMPIC VALLEY
# PUBLIC SERVICE DISTRICT
## BOARD REPORT

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|---|---|---|---|
| **SUBJECT:** | Award Contract – Village at Palisades Tahoe Specific Plan Water and Sewer System Capacity Analysis Update | **EXHIBIT:** | F-3, 12 Pages |
| **AUTHOR:** | Dave Hunt, District Engineer | **MEETING DATE:** | September 30, 2025 |

**RECOMMENDED ACTION:** Authorize the General Manager to execute a Professional Services Agreement with DOWL, LLC in an amount not to exceed $65,000 for preparing updates to the water and sewer system capacity analyses and buildout water demand projections.

**DISCUSSION**: Alterra and Palisades Tahoe recently entered into a Settlement Agreement (Agreement) with Sierra Watch and League to Save Lake Tahoe regarding the Village at Palisades Tahoe Specific Plan (VPTSP) development proposal. The revised project reduces the lodging bedroom count from 1,493 to 896 bedrooms, and a reduction in the commercial square footage in the Main Village Area by 20% from 274,000 to 222,000 square feet.

The District prepared several studies to evaluate the Village at Palisades Tahoe Specific Plan (VPTSP ) project impacts as well as projected cumulative development impacts on the District's water and sewer systems. These included:

- *VPTSP Water System Capacity Analysis* (Farr West, 2015)
- *VPTSP Sewer Capacity Analysis* (Farr West, 2014)
- *Water Demand Projections Through 2040* (Farr West, 2015).

The water and sewer system capacity analyses assessed the hydraulic capacity of the District's systems and defined short and long term water and sewer system capital improvements necessary to satisfy the capacity requirements defined in the District's water and sewer codes.

The Water Demand Projections Through 2020 technical memorandum was prepared to inform the Village at Squaw Valley Specific Plan Water Supply Assessment 2015 Update (Farr West, et. al., 2015) and presented an analysis of past and existing water demands, as well as a projection of future water demands in Olympic Valley through General Plan buildout. The water demands were used to support the groundwater modeling effort performed to assess the available water supply from the Olympic Valley Groundwater Basin.

These evaluations have proven to be critical planning documents for the District and with a substantial change in the size of the proposed VPTSP, the District intends to update these studies with current information on both existing and projected future conditions.

The District requested a proposal from DOWL, LLC to update these technical memoranda with information on current existing water demands and sewer generation rates, and incorporate system demands from the revised VPTSP project. The scope of work for the updates include:

- Develop system wide water demand factors and wastewater generation rates for each customer class based on 2020-2024 system trends.
- Perform hydraulic modeling on the District water and sewer systems to determine the capacity of the systems for existing and projected future conditions.
- Update the technical memoranda with the findings from the analysis above.

**FISCAL/RESOURCE IMPACTS:** Consultant costs will be reimbursed by the developer.

**ATTACHMENTS**:

- Scope of Work VPTSP Memo Updates (DOWL September 2025)

**DATE PREPARED**: September 23, 2025

# EXHIBIT A
# SCOPE OF WORK

## Olympic Valley Public Services District

## VPTSP Memo Updates

### INTRODUCTION

Olympic Valley Public Services District (OVPSD) has asked DOWL to prepare this scope of work to update three previously prepared technical memoranda (TM) concerning the Village at Palisades Tahoe Specific Plan (VPTSP). DOWL will review the designated methodology used for each TM, update as needed, and update findings according to the current VPTSP development proposal. The three TMs to be updated are as follows:

- VSVSP Sewer Capacity Analysis (Farr West Engineering, 2014)
- VSVSP Water System Capacity Analysis (Farr West Engineering, 2015)
- Water Demand Projections Through 2040 (Farr West Engineering, 2015)

The phase and task breakdown for the project is designated as follows:

- Phase 1 – Project Management
- Phase 2 – Water/Wastewater Generation Rates
- Phase 3 – Hydraulic Modeling
- Phase 4 – Memo Updates

### DESIGN SERVICES

#### Phase 1 – Project Management

***Objective***

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

***Approach***

DOWL will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone, and at project coordination meetings with OVPSD and DOWL staff. This task will include the following activities:

- Project administration includes monthly invoicing, resource allocation, and routine communications.
- Team coordination, including conference calls and internal meetings.

- Monitoring changes to the scope, budget, and schedule and developing change management strategies with OVPSD

### *Deliverables*

The following deliverables will be submitted under this task:

- Monthly invoices

### *Assumptions*

The following assumptions apply:

- Project-related issues will be identified, communicated, and resolved.
- The overall effort for the project is estimated at five (5) months.
- A Project Management Plan will not be developed for this project

## Phase 2 – Water/Wastewater Generation Rates

### *Objective*

To develop system wide water demand factors and wastewater generation rates for each customer class based on five years of system trends.

### *Approach*

The following approach applies:

- Prepare a data request list for all relevant data concerning the water and wastewater systems
- Review the collected data and determine up to three (3) possible generation rates methodologies
- Hold an initial workshop with OVPSD staff where the available data and possible methodologies will be reviewed, and a selected methodology will be developed
- Perform the initial analysis of water and wastewater generation rates based on the methodology developed from the initial workshop
- Perform an initial analysis of the buildout water demands and sewer flows
- Hold a second workshop with OVPSD staff to review the draft analysis and results, and refine the methodology as needed
- Finalize the analysis of water and wastewater generation rates based on the agreed upon refinements made to the methodology
- Finalize the buildout water demands and sewer flow projections
- Hold a final workshop to review the finalized results, determine any possible last changes to the analysis, review the components of the hydraulic models requiring update, and review the portions of the three separate TMs requiring updates

### *Deliverables*

The following deliverables will be submitted under this task:

- Data request letter
- Agenda for initial workshop summarizing data availability and possible methodologies
- Agenda for draft analysis results workshop summarizing the results from the initial analysis
- Agenda for the final analysis results workshop summarizing the results of the final analysis

### *Assumptions*

The following assumptions apply:

- OVPSD shall provide all data in an editable, digital format (docx, .xlsx, .csv, etc,)
- OVPSD shall provide all data within 2 weeks of receiving the data request letter
- Agendas provided for the various workshops will be provided prior to the workshop
- Workshops will be held either in person at the DOWL office, or virtually over Microsoft Teams at OVPSD's discretion

## Phase 3 – Hydraulic Modeling

### *Objective*

To perform hydraulic modeling on the OVPSD water and sewer systems to determine the capacity of the two systems for existing demands, existing demands plus VPTSP, and existing demands plus VPTSP plus cumulative development based on the analysis completed in the previous phase.

### *Approach*

The following approach applies:

- Review the existing water and sewer system models for accurate geometry and update as needed
- Update the existing demand scenarios within the models
- Create buildout demand scenarios based on the findings from the previous phase
- Model capacity for the following demand scenarios and produce system results for the updated memos:
    - Existing
    - Existing + VPTSP
    - Existing + VPTSP + Cumulative Development

### *Deliverables*

The following deliverables will be submitted under this task:

- Water system capacity figures (maps) for updated memo

- Sewer system capacity figures (maps) for updated memo

***Assumptions***

The following assumptions apply:

- No calibration effort will be done as a part of this scope of work
- The current OVPSD water and sewer model will be used as the base model for the update
- Diurnal curves will not be updated as part of this scope of services

**Phase 4 – Memo Updates**

***Objective***

To update the relevant VPTSP capacity TMs with the findings and analysis derived from the previous two phases.

***Approach***

The following approach applies:

- Prepare marked up versions of the three TMs highlighting the tables, figures, and text to be updated for OVPSD review
- Update all three TMs with the findings and analysis performed
- Finalize TMs based on input from OVPSD

***Deliverables***

The following deliverables will be submitted under this task:

- Highlighted versions of TMs
- Draft updated TMs
- Final updated TMs

***Assumptions***

The following assumptions apply:

- Updates to TMs will consist of changing values within tables, figures, and text based on the analysis of previous phases
- Any changes to the text of any TM will be done to account for any changes in methodology, as well as any description of VPTSP
- Highlighted TMs will be submitted prior to the initial generation rates workshop for OVPSD review
- Draft updated TMs will be submitted once hydraulic modeling is completed
- OVPSD will provide comments on draft TMs within 2 weeks of receipt

Final TMs will be stamped by a professional engineer registered in the State of California

# EXHIBIT B
# SCHEDULE

| | |
|---|---|
| **Notice to Proceed** | **October 2025** |
| **Data Request Letter** | **October 2025** |
| **Highlighted TMs** | **October 2025** |
| **Initial Workshop** | **November 2025** |
| **Draft Analysis Workshop** | **December 2025** |
| **Final Analysis Workshop** | **January 2025** |
| **Draft TMs** | **February 2025** |
| **Final TMs** | **March 2025** |

# EXHIBIT C
# BUDGET

| Phase | Description | Total Cost |
|---|---|---|
| 1 | Project Management | $5,000 |
| 2 | Water/Wastewater Generation Rates | $24,800 |
| 3 | Hydraulic Modeling | $16,700 |
| 4 | Memo Updates | $18,500 |
| | **TOTAL:** | **$65,000** |

# NEVADA FEE SCHEDULE

## Personnel Billing Rates

Personnel are identified on our invoices by name and/or labor category.

| Description | Rate | Description | Rate |
|---|---|---|---|
| Accounting Manager | $194 | Engineer VI | $215 |
| Accounting Technician | $126 | Engineer VII | $226 |
| Administrative Assistant | $100 | Engineer VIII | $236 |
| Administrative Manager | $131 | Engineer IX | $263 |
| Biologist I | $137 | Engineer X | $278 |
| Biologist II | $147 | Engineering Technician I | $105 |
| Biologist III | $158 | Engineering Technician II | $121 |
| Biologist IV | $168 | Engineering Technician III | $131 |
| Biologist V | $215 | Engineering Technician IV | $147 |
| CAD Drafter I | $110 | Engineering Technician V | $163 |
| CAD Drafter II | $126 | Engineering Technician VI | $187 |
| CAD Drafter III | $137 | Environmental Specialist I | $126 |
| CAD Drafter IV | $147 | Environmental Specialist II | $142 |
| CAD Drafter V | $158 | Environmental Specialist III | $147 |
| Senior CAD Drafter | $179 | Environmental Specialist IV | $158 |
| Civil and Transportation Designer | $142 | Environmental Specialist V | $163 |
| Senior Civil and Transportation Designer | $179 | Environmental Specialist VI | $200 |
| Contract Administrator I | $168 | Environmental Specialist VII | $221 |
| Contract Administrator II | $194 | Environmental Specialist VIII | $236 |
| Corporate Development Manager | $242 | Environmental Specialist IX | $257 |
| Cultural Resources Specialist I | $126 | Environmental Specialist X | $278 |
| Cultural Resources Specialist II | $147 | Field Project Representative I | $137 |
| Cultural Resources Specialist III | $152 | Field Project Representative II | $152 |
| Cultural Resources Specialist IV | $189 | Field Project Representative III | $163 |
| Cultural Resources Specialist V | $205 | Field Project Representative IV | $179 |
| Cultural Resources Specialist VI | $225 | Field Project Representative V | $221 |
| Cultural Resources Specialist VII | $236 | Geologist I | $142 |
| Cultural Resources Specialist VIII | $252 | Geologist II | $152 |
| Document Production Supervisor | $158 | Geologist III | $163 |
| Engineer I | $137 | Geologist IV | $184 |
| Engineer II | $147 | Geologist V | $215 |
| Engineer III | $163 | GIS Coordinator | $184 |
| Engineer IV | $184 | GIS Manager | $194 |
| Engineer V | $205 | GIS Specialist | $152 |

| Description | Rate |
|---|---|
| GIS Technician | $116 |
| Graphic Designer | $158 |
| Senior Graphic Designer | $185 |
| Hydrogeologist I | $147 |
| Hydrogeologist II | $173 |
| Hydrogeologist III | $205 |
| Sr. Hydrogeologist | $240 |
| Intern I | $89 |
| Intern II | $110 |
| Laboratory Manager | $131 |
| Laboratory Supervisor | $110 |
| Landscape Architect I | $137 |
| Landscape Architect II | $152 |
| Landscape Architect III | $168 |
| Landscape Architect IV | $184 |
| Landscape Architect V | $200 |
| Landscape Architect VI | $210 |
| Landscape Architect VII | $221 |
| Landscape Designer I | $100 |
| Landscape Designer II | $121 |
| Marketing Assistant | $110 |
| Marketing Coordinator | $147 |
| Marketing & Administrative Manager | $236 |
| Materials Technician I | $100 |
| Materials Technician II | $110 |
| Lead Materials Technician | $121 |
| Senior Materials Technician | $131 |
| Materials Manager | $137 |
| Planner I | $126 |
| Planner II | $152 |
| Planner III | $168 |
| Planner IV | $184 |
| Planner V | $200 |
| Planner VI | $210 |
| Planner VII | $221 |
| Planner VIII | $236 |
| Planner IX | $252 |
| Planner X | $294 |
| Planning Technician | $116 |
| Professional Land Surveyor I | $126 |
| Professional Land Surveyor II | $137 |
| Professional Land Surveyor III | $147 |
| Professional Land Surveyor IV | $158 |
| Professional Land Surveyor V | $168 |
| Professional Land Surveyor VI | $178 |
| Professional Land Surveyor VII | $189 |
| Professional Land Surveyor VIII | $205 |
| Professional Land Surveyor IX | $221 |
| Professional Land Surveyor X | $240 |
| Professional Land Surveyor XI | $268 |
| Project Administrator | $142 |
| Project Assistant I | $121 |
| Project Assistant II | $137 |
| Project Controller | $173 |
| Senior Project Controller | $194 |
| Project Manager I | $168 |
| Project Manager II | $184 |
| Project Manager III | $200 |
| Project Manager IV | $215 |
| Project Manager V | $231 |
| Project Manager VI | $247 |
| Project Manager VII | $263 |
| Proposal Manager | $185 |
| Senior Proposal Manager | $225 |
| Public Involvement Assistant | $121 |
| Public Involvement Coordinator | $165 |
| Public Involvement Planner | $142 |
| Public Involvement Program Manager | $210 |
| Real Estate Services Manager | $189 |
| Right of Way Agent I | $131 |
| Right of Way Agent II | $147 |
| Right of Way Agent III | $163 |
| Right of Way Agent IV | $179 |
| Right of Way Agent V | $194 |
| Right of Way Agent VI | $235 |
| Right of Way Assistant | $121 |
| Risk Manager | $210 |
| Senior Manager I | $252 |

| Description | Rate | Description | Rate |
|---|---|---|---|
| Senior Manager II | $273 | Survey Technician VIII | $168 |
| Senior Manager III | $284 | Survey Technician -- Supervisor | $165 |
| Senior Manager IV | $310 | Systems Administrator | $163 |
| Senior Manager V | $331 | Technical Coordinator | $194 |
| Senior Manager VI | $352 | Utility Operator | $152 |
| Survey Technician I | $95 | Water Resource Specialist | $205 |
| Survey Technician II | $100 | Water Rights Specialist I | $168 |
| Survey Technician III | $105 | Water Rights Specialist II | $200 |
| Survey Technician IV | $121 | Water Rights Specialist III | $231 |
| Survey Technician IX | $179 | Water Rights Technician I | $110 |
| Survey Technician V | $126 | Water Rights Technician II | $121 |
| Survey Technician VI | $137 | Water Rights Technician III | $131 |
| Survey Technician VII | $152 | | |

## Survey Crews

| | | |
|---|---|---|
| One-Person Survey Crew | = | $168 / hour |
| One-Person Survey Crew GPS/Robotics | = | $189 / hour |
| Two-Person Survey Crew | = | $252 / hour |
| Two-Person Survey Crew (PLS + LSIT) | = | $294 / hour |
| Two-Person Survey Crew GPS/Robotics | = | $268 / hour |
| Three-Person Survey Crew | = | $368 / hour |

## Travel, Mileage, and Miscellaneous

| | | |
|---|---|---|
| Lodging | = | Cost per night |
| Airfare | = | Cost |
| Vehicle Usage – Passenger Cars | = | $1.15/mile |
| Vehicle Usage – Trucks & SUV's | = | $1.35/mile |
| Printing/Supplies/Phone/Fax/Postage | = | Note 3 |
| In-House Usage Charges | = | Note 4 |

## Per Diem

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10:00 a.m.), lunch (10:00 a.m. to 3:00 p.m.), and dinner (3:00 p.m. to midnight).

Per diem will be charged using the most recently published federal travel rate for each location.

Per diem rates by city: https://www.gsa.gov/travel/plan-book/per-diem-rates

**Notes**

1. DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL.
2. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.
3. Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the project manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.
4. In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable.
5. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).