



**LOCATION:**

**WASHOE COUNTY COMMISSION CHAMBERS  
1001 E. 9<sup>th</sup> Street, Bldg. A, Reno**

**DATE June 20, 2019  
TIME 1:00 p.m.**

**\*\*PLEASE NOTE SPECIAL DATE AND TIME\*\***

**REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY  
BOARD MEETING AGENDA**

I. The Washoe County Commission Chamber is accessible to individuals with disabilities. Requests for auxiliary aids to assist individuals with disabilities should be made with as much advance notice as possible. For those requiring hearing or speech assistance, contact Relay Nevada at 1-800-326-6868 (TTY, VCO or HCO). Requests for supporting documents and all other requests should be directed to Denise Thompson at 775-348-0400 and you will receive a response within five business days. Supporting documents may also be found on the RTC website: [www.rtcwashoe.com](http://www.rtcwashoe.com).

II. The RTC has a standing item for accepting public input on topics relevant to the jurisdiction of the RTC. Because specific items may be taken out of order to accommodate the public and/or the Commission, public input on all items will be received under Item 2. The RTC Chairman may permit public input to be taken at the time a specific agenda item is discussed. Individuals providing public input will be limited to three minutes. Individuals acting as a spokesperson for a group may request additional time. Individuals will be expected to provide public input in a professional and constructive manner. Attempts to present public input in a disruptive manner will not be allowed. Remarks will be addressed to the Board as a whole and not to individual commissioners.

III. The Commission may combine two or more agenda items for consideration and/or may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**\*\*ROLL CALL\*\***

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**SPECIAL RECOGNITIONS:**

- Recognition of RTC Director David Jickling

**1. APPROVAL OF AGENDA (For Possible Action)**

**2. PUBLIC INPUT**

- 2.1 Public Input - *please read paragraph II near the top of this page*
- 2.2 Accept the monthly Summary Report for the Technical, Citizens Multimodal and Regional Road Impact Fee Advisory Committees *(For Possible Action)*

**3. CONSENT ITEMS**

*Minutes*

- 3.1 Approve the minutes of the May 20, 2019, meeting *(For Possible Action)*

*Engineering*

- 3.2 Acknowledge receipt of the monthly Engineering Activity Report *(For Possible Action)*
- 3.3 Approve a qualified list of consultants to provide engineering design and construction management services for the Streets and Highways Program *(For Possible Action)*

*Public Transportation/Operations*

- 3.4 Acknowledge receipt of the monthly Public Transportation/Operations Report *(For Possible Action)*

*Planning*

- 3.5 Acknowledge receipt of the monthly Planning Activity Report *(For Possible Action)*

3.6 Approve the RTC staff recommended appointments/reappointments to the Citizens Multimodal Advisory Committee (CMAC) with terms through June 2022 *(For Possible Action)*

- Paul Malinkowski (reappointment)
- Dora Uchel (reappointment)
- Vince Harris
- Scot A. Munns
- Rudy Leon

3.7 Approve of the Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project Selection Guidance *(For Possible Action)*

#### *Administration*

3.8 Acknowledge receipt of the monthly Procurement Activity Report *(For Possible Action)*

3.9 Authorize the Executive Director to bind annual insurance coverage effective July 1, 2019, for automobile liability, general liability, public officials' errors and omissions (E&O), property, earthquake/flood, crime, cyber, pollution liability, social engineering, fiduciary liability, employment practices liability and workers' compensation; and approve the RTC's continued membership in the Nevada Public Agency Insurance Pool and Public Agency Compensation Trust *(For Possible Action)*

3.10 Approve a resolution establishing RTC petty cash accounts *(For Possible Action)*

3.11 Approve the addition of new language to the RTC Personnel Rules to include: 1) Equal Employment Opportunity Statement and Designated Officer; 2) Diversity and Inclusion Statement; 3) American with Disabilities Act; 4) Pregnancy, Childbirth and Related Medical Conditions; 5) Genetic Information Nondiscrimination Act; 6) Reasonable Accommodation for Victims of Domestic Violence; 7) Prohibition Against Retaliation and 8) Bilingual Pays *(For Possible Action)*

#### *Procurement and Contracts*

3.12 Authorize the Executive Director to amend the contract for federal advisory services with Cardinal Infrastructure, LLC, in order to extend the term of the contract for one year at a cost of \$84,000; authorize the RTC Executive Director to execute the amendment *(For Possible Action)*

3.13 Authorize the Executive Director to amend the contract for federal advisory services with Porter Group, LLC, in order to extend the term of the contract for one year at a cost of \$78,000; authorize the RTC Executive Director to execute the amendment *(For Possible Action)*

3.14 Authorize the Executive Director to amend the contract for specialized legal services with the law corporation of Zev E. Kaplan, Ltd., in order to extend the term of the contract for up to one year *(For Possible Action)*

3.15 Approve the purchase of ten (10) paratransit vehicles utilizing the State of Nevada Fleet Vehicles procurement contract number 8475 in the amount of \$467,520 *(For Possible Action)*

3.16 Approve the Request for Quote (RFQ) for the installation of the new Angi Compressed Natural Gas (CNG) Compressor *(For Possible Action)*

3.17 Approve the Request for Proposal (RFP) for the purchase of transit shelters for RTC RIDE *(For Possible Action)*

3.18 Approve Amendment No. 4 to the existing Professional Services Agreement (PSA) between the RTC and Kimley-Horn for Engineering During Construction (EDC) services related to Phase 2B of the ITS Traffic Management 1 Project in the amount of \$74,172; authorize the Executive Director to execute the Amendment *(For Possible Action)*

#### *Inter-Agency Agreements*

3.19 Approve contract Amendment #2 for the Nevada Department of Transportation Agreement No. PR285-17-063 to use Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation

Block Grant (STBG) federal funds in the amount of \$950,000 for the RTC Trip Reduction Program; authorize the Executive Director to execute the agreement (*For Possible Action*)

- 3.20 Authorize the RTC Executive Director to execute the Interlocal Cooperative Agreement (ICA) between Washoe County, City of Reno and the RTC for the FY 2020 Program of Projects (POP) (*For Possible Action*)
- 3.21 Authorize the RTC Executive Director to execute the Interlocal Cooperative Agreement (ICA) between Washoe County, City of Sparks and the RTC for the FY 2020 Program of Projects (POP) (*For Possible Action*)
- 3.22 Approve the FY 2020 Shared Work Program with the Truckee Meadows Regional Planning Agency (TMRPA) (*For Possible Action*)

**~END OF CONSENT AGENDA~**

**4. DIRECTOR REPORTS**

- 4.1 **RTC EXECUTIVE DIRECTOR REPORT** – *verbal report - no action required*
- 4.2 **FEDERAL REPORT** - *no action required*
- 4.3 **NDOT** Monthly updates/messages from NDOT Director Kristina Swallow – *no action required*

**5. ENGINEERING**

- 5.1 Acknowledge receipt of the Virginia Street Bus Rapid Transit (BRT) Extension monthly progress report (*For Possible Action*)

**6. GENERAL ADMINISTRATION**

- 6.1 Review Executive Director Lee Gibson's performance as it pertains to the proper duties of the position and accomplishments of Fiscal Year (FY) 2019 Goals and adjust compensation accordingly (*For Possible Action*)
- 6.2 Review and set Agency goals for Fiscal Year (FY) 2020 (*For Possible Action*)
- 6.3 **Legal Issues** - Report, discussion and possible action and/or direction to legal counsel and staff following receipt of information on legal issues. The RTC may, consistent with Chapter 241 of NRS, decide to interrupt the public meeting at any time to conduct a closed session to confer with legal counsel and possibly deliberate on legal issues. Any action on pending legal matters will be made when the public meeting is reconvened. (*For Possible Action*)

**7. PUBLIC INPUT - please read paragraph II near the top of this page**

**8. MEMBER ITEMS**

**9. ADJOURNMENT**(*For Possible Action*)



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning · Public Transportation & Operations · Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 2.1**

**TO:** Regional Transportation Commission

**FROM:**

A handwritten signature in black ink, appearing to be "Lee G. Gibson", is written over a horizontal line. Below the line, the text "Lee G. Gibson, AICP" and "Executive Director" is printed in a black, sans-serif font.

Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Public Input**

This agenda item allows the public the opportunity to provide information on topics within the jurisdiction of the Regional Transportation Commission (RTC). Any person wishing to wait to provide public comment on a specific agenda item should indicate that item number on the “comment” card. The RTC Chair reserves the right to take all public comment during Public Input. Individuals addressing the Board during the Public Input portion of the meeting will be limited to three minutes total. However, an individual acting as a spokesperson for a group of individuals may request additional time. Individuals are expected to provide public input in a professional and constructive manner.

LGG/dt



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 2.2**

**TO:** Regional Transportation Commission

**FROM:** Amy Cummings, AICP/LEED AP  
Director of Planning

David F. Jickling  
Director of Public Transportation

Brian Stewart, P.E.  
Engineering Director

  
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Lee G. Gibson, AICP  
Executive Director

**SUBJECT: June 2019 Advisory Committees Summary Report**

**RECOMMENDATION**

Accept the monthly Summary Report for the Technical, Citizens Multimodal, and Regional Road Impact Fee Advisory Committees.

**SUMMARY**

The RTC has three advisory committees that provide input on a wide range of policy and planning issues as well as key planning documents and the RTC Budget. The committees include:

- The Citizens Multimodal Advisory Committee (CMAC) and is comprised of three individuals who use RTC RIDE, two individuals who use RTC ACCESS, five individuals who represent bicyclists/pedestrians, and five individuals who represent general multimodal transportation. The RTC Board approves appointments to this advisory committee.
- The Technical Advisory Committee (TAC) that includes local public works directors, community development directors, and staff from other key agencies.
- The Regional Road Impact Fee Technical Advisory Committee (RRIF TAC) which was created to oversee and advise the local governments regarding land use classification assumptions and the Capital Improvements Plan (CIP) used in the impact fee program. The RRIF TAC consists of three representatives from each local entity, two RTC representatives and four private sector members who are appointed by the RTC Board.

The agenda and minutes of each advisory committee are provided to the RTC Board.

This staff report summarizes comments along with any action taken by the RTC advisory committees.

### **FISCAL IMPACT**

There is no fiscal impact associated with this agenda item.

### **ADDITIONAL BACKGROUND**

The following describes key actions and comments received from the RTC advisory committees.

#### **Citizens Multimodal Advisory Committee (CMAC)**

The CMAC met on June 5, 2019, and received an update on projects from the Nevada Department of Transportation (NDOT). They also received an update on the Virginia Street Bus RAPID Transit Extension project. In addition, they recommended approval of the RTC Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project Selection Guidance, as well as Amendment No. 3 to the Regional Transportation Improvement Plan (RTIP); which is expected to be presented to the RTC Board for action at the July meeting.

#### **Technical Advisory Committee (TAC)**

The TAC met on June 5, 2019, and received an update on the Virginia Street Bus RAPID Transit Extension project. In addition, they recommended approval of the RTC Congestion CMAQ Project Selection Guidance, as well as Amendment No. 3 to the RTIP.

#### **Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)**

The RRIF TAC did not meet in May or June.

**REGIONAL TRANSPORTATION COMMISSION  
WASHOE COUNTY, NEVADA**

**FRIDAY**

**9:00 A.M.**

**May 20, 2019**

**PRESENT:**

**Bob Lucey, Washoe County Commissioner, Chairman  
Neoma Jardon, Reno City Council Member, Vice Chair  
Vaughn Hartung, Washoe County Commissioner  
Oscar Delgado, Reno City Council Member  
Ron Smith, Mayor of Sparks**

**Lee G. Gibson, RTC Executive Director  
Dale Ferguson, Legal Counsel  
Kristina Swallow, Director of NDOT**

The regular monthly meeting, held in the Chambers of the Washoe County Commission, 1001 E. 9<sup>th</sup> Street, Reno, Nevada, was called to order by Chairman Lucey. Following the roll call and the Pledge of Allegiance to the Flag of our country, the Board conducted the following business:

**SPECIAL PRESENTATIONS, RECOGNITIONS, OTHER**

**RECOGNITION OF THE RTC BY WASHOE COUNTY, RENO AND SPARKS  
GOVERNMENTS FOR SUPPORT, PARTICIPATION AND SPONSORSHIP OF THE  
TRANSFORMING LOCAL GOVERNMENT CONFERENCE**

Ms. Kate Thomas, Assistant County Manager for Washoe County, addressed the Board and spoke in recognition of the RTC for its involvement in the Transforming Local Government Conference. The conference was a huge success with approximately 600 people attending. Ms. Thomas also thanked Commissioner Hartung and Chairman Lucey for their assistance in recruiting sponsors for the conference, and Michael Moreno, RTC Public Relations Manager, for his ability to pinpoint exactly what needed to occur to make it such a successful conference.

***Item 1      APPROVAL OF AGENDA***

RTC Executive Director Lee Gibson said that staff would like action to be taken on Items 6.1 and 6.2 together.

On motion of Commissioner Hartung, seconded by Vice Chair Jardon, which motion unanimously carried, Chairman Lucey ordered that the agenda for this meeting be approved including the aforementioned request.

## ***Item 2.1 PUBLIC INPUT***

Chairman Lucey opened the meeting to public input and called on anyone wishing to speak on topics relevant to the Regional Transportation Commission (RTC) that are not included in the current agenda.

Ms. Laurie Rodriguez, local resident, addressed the Board to read a portion of the proposal she had presented to the NDOT Board May 13<sup>th</sup>. Her proposal is to install a monorail out to the Tahoe Reno Industrial Center (TRIC) in phases.

There being no one else wishing to speak, the Chair closed public input.

## ***Item 2.2 ADVISORY COMMITTEES SUMMARY REPORT***

On motion of Commissioner Hartung, seconded by Mayor Smith, which motion unanimously carried, Chairman Lucey ordered that receipt of the monthly Summary Report for the Technical, Citizens Multimodal and Regional Road Impact Fee Advisory Committees be acknowledged.

## ***Item 3.1 thru 3.17 CONSENT ITEMS***

### ***Minutes***

**3.1 Approve the minutes of the April 19, 2019, meeting (*For Possible Action*)**

### ***Engineering***

**3.2 Acknowledge receipt of the monthly Engineering Activity Report (*For Possible Action*)**

**3.3 Acknowledge receipt of the Virginia Street Bus Rapid Transit (BRT) Extension monthly progress report (*For Possible Action*)**

### ***Public Transportation/Operations***

**3.4 Acknowledge receipt of the monthly Public Transportation/Operations Report (*For Possible Action*)**

### ***Planning***

**3.5 Acknowledge receipt of the monthly Planning Activity Report (*For Possible Action*)**

**3.6 Approve the FY 2020-2021 Unified Planning Work Program (UPWP) (*For Possible Action*)**

### ***Finance & Administration***

**3.7 Acknowledge receipt of the monthly Procurement Activity Report (*For Possible Action*)**

**3.8 Approve the RTC Safety Management System Plan (Safety Management Plan) as required by 49 C.F.R. Part 673 (*For Possible Action*)**

### ***Procurement and Contracts***

**3.9 Approve a 12-month service agreement, with RFI Communications & Security Systems for maintenance and repair of RTC security systems, not to exceed \$109,270; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)**



- 3.10 Approve an amendment with Loomis Armored US, LLC to extend the term to June 30, 2024, in an amount not to exceed \$754,586 for the provision of Armored Car Services; authorize the RTC Executive Director to execute the amendment *(For Possible Action)*
- 3.11 Approve Amendment No. 3 to the RTC Vanpool Agreement with Enterprise for their final one-year option; authorize the RTC Executive Director to execute the agreement *(For Possible Action)*
- 3.12 Authorize the procurement of Engineering Professional Services for the Design of the Lemmon Drive Project *(For Possible Action)*

***Requests for Proposals***

- 3.13 Approve the draft Request for Proposal (RFP) for the provision of HVAC maintenance and repair services for RTC facilities *(For Possible Action)*

***Inter-Agency Agreements***

- 3.14 Approve the Interlocal Cooperative Agreement (ICA) with the City of Reno for construction of improvements to be included in various road rehabilitation projects scheduled for construction in 2019; authorize the RTC Executive Director to execute the agreement *(For Possible Action)*
- 3.15 Approve the Interlocal Cooperative Agreements with the City of Sparks and the Truckee Meadows Water Authority for work that has been incorporated into the plans and specifications for the Sparks Consolidated 19-01 – 15<sup>th</sup> Street, Franklin Way, Hulda Court and El Rancho Drive Project; authorize the RTC Executive Director to execute the agreements *(For Possible Action)*
- 3.16 Approve an amendment to the Interlocal Cooperative Agreement (ICA) for the Signal Timing 5 Project (Year 3) with the City of Reno increasing the RTC's reimbursement to the City to \$93,500, an increase of \$43,500; authorize the RTC Executive Director to execute the agreement *(For Possible Action)*
- 3.17 Approve Cooperative Agreement No. PR195-19-804 for Fiscal Year 2020 between the Nevada Department of Transportation (NDOT) and the Regional Transportation Commission (RTC) for federal planning (PL) funds; authorize the RTC Executive Director to execute the agreement *(For Possible Action)*

Prior to a vote on the motion, Commissioner Hartung thanked staff for moving so quickly on Item 3.12.

On motion of Vice Chair Jardon, seconded by Commissioner Hartung, which motion carried unanimously, Chairman Lucey ordered that Consent Items 3.1 through 3.17 be approved.

***Item 4 PUBLIC HEARING***

**4.1 Public hearing - no earlier than 9:05 a.m. Time Certain:**

Discussion and recommendation to approve the RTC FY 2020 Final Budget.

1. Staff presentation
2. Public input
3. Approve RTC FY 2020 Final Budget *(For Possible Action)*

Ms. Stephanie Haddock, RTC Finance Director/CFO, addressed the Board to go over the RTC Final Budget for FY 2020. The agency has a balanced budget and good financial condition for FY 2020 with very stable economic conditions, 8 years of sales tax growth and 11 years of fuel tax growth.

Ms. Haddock gave an overview of the numbers for each of the RTC program's revenues and expenses, ending fund balances, spending restrictions, reserves, projections, etc., and then offered to answer any questions. Upon conclusion of the presentation, Ms. Haddock recognized her staff and then offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Commissioner Hartung asked if the Public Transportation budget includes projects such as the Virginia Street BRT Extension.

Ms. Haddock confirmed that it does.

Vice Chair Jardon asked what amount the 6% increase in fuel tax equated to.

Ms. Haddock responded that it equated to \$92 million.

Vice Chair Jardon then asked what time of year the budget process begins and Ms. Haddock said it begins in the February/March timeframe.

The Vice Chair said she would like to discuss the fuel tax in the next budget cycle as it relates to local roads and the allocations.

Commissioner Hartung would like to sit down with staff to figure out how ridership can be increased.

E.D. Gibson mentioned that once the new RIDE contractor comes aboard (Keolis), the RTC will be holding a transit workshop to address Commissioner Hartung's questions as well as many other matters. The workshop is anticipated to be held in late July or in August.

Commissioner Delgado asked what the overall fund balance is for the organization.

Ms. Haddock said the overall fund balance is \$141 million.

Chairman Lucey thanked Ms. Haddock for all of the work put into creating the annual budget and ongoing maintenance of the budget throughout the year.

This item being a public hearing, Chair Lucey opened the meeting to public input and called on anyone wishing to speak.

There being no one wishing to speak, public input was closed.

On motion of Mayor Smith, seconded by Commissioner Hartung, which motion carried unanimously, Chairman Lucey ordered that the RTC FY 2020 Final Budget be approved.

## ***Item 5.1 thru 5.3 DIRECTOR REPORTS***

### **Item 5.1 RTC Executive Director Report**

Executive Director (E.D.) Lee Gibson spoke briefly on the following topics, some of which were upcoming at the time of this meeting:

1. Status of Assembly Bill 270- Authorizes a regional transportation commission to dispose of certain property: The bill was in the Senate and is expected to be voted on the week of the meeting and then goes to the Governor for signing. The bill also includes microtransit and Assemblywoman Sarah Peters is the sponsor.
2. The prior Tuesday, the RTC received FTA approval for the Letter of No Prejudice, (LONP), for the Virginia Street Project. This is yet another milestone on the path to receive a Capital Investment Grant agreement, anticipated in late July.

Construction is scheduled to begin June 17<sup>th</sup> in the Midtown portion of the project.

The project team canvassed Midtown businesses and residences within the first segment area of construction to share information about the start of construction, how to get information about the project and how to contact the project team.

3. The Vision Zero Truckee Meadows website is now live. The website features the data that has been collected to date, pedestrian and motorist safety tips and other useful information and resources. The website address is: <http://visionzerotruckeemeadows.com>.
4. Officer MJ Cloud with Washoe County School District and the Safe Routes to School Coordinator held a Tour de Safety event the previous Wednesday in celebration of Bike to School Week during Bike Month.

The event partnered students, parents and staff from Cold Springs Middle School. Following a safety assembly where Officer Cloud discussed bicycle safety and rules of the road, everyone gathered to ride on local neighborhood streets and used bike lanes to ride to 7-11 where students all enjoyed a celebratory Slurpee.

The Washoe County School Police and Washoe County Sheriff participated with a motorcade, closing intersections and riding alongside the students.

5. The June Board Meeting will be held on Thursday, June 20<sup>th</sup> at 1pm at the County Commission Chambers.

Chairman Lucey then invited Officer MJ Cloud to speak on this item as requested in her public comment submission.

Officer Cloud addressed the Board to express her thanks for all of the regional support for bike week and bike month. She then mentioned a contest held and two events held for this bicycle project which included grade schools, a prize of a bicycle, and the Tour de Safety where school officers and city officers closed off the intersections so bicyclists would be safe during their ride.

Both Chairman Lucey and Commissioner Hartung commended Officer Cloud for her important work and participation on this project.

Chairman Lucey pointed out how important it was to receive a grant amount of \$47.5 million and a Letter of No Prejudice then thanked the FTA for their continued confidence in the RTC.

### **Item 5.2 RTC Federal Report**

A written update is available in the staff report materials for this item, but E.D. Gibson also highlighted that the RTC's policy priorities have been communicated to the delegation in DC.

He then mentioned that one of the challenges with the FTA was the minimal resources available for the grantees and looks forward to that agency being fully staffed again.

E.D. Gibson also mentioned that a new BUILD grant (formerly TIGER) is available and a notice of funding opportunity was sent out, so the RTC is considering submitting a grant request for the Pyramid Highway widening project.

Chairman Lucey added that public/private partnerships are also still qualified to submit for federal grant funding.

### **Item 5.3 NDOT Director Report**

Director Kristina Swallow gave a presentation with updates on the North McCarran Transportation Study, which has had a significant amount of accidents occurring, the US 395 North Valleys Project, the Spaghetti Bowl Resurfacing, updates from the legislature, and she also mentioned that the freeway exit numbers would be changing on a portion of I-580.

Lastly, the Director mentioned that Thor Dyson was retiring after 29 years and that Cole Mortensen had been promoted to Deputy Director, effective July 8. She then offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Vice Chair Jardon requested to go back to Item 5.2 momentarily to give a "shout out" to Senators Masto and Rosen, along with Congressman Amodei, for their assistance in obtaining the Virginia Street BRT Extension project grant.

She then asked Director Swallow what the next steps are pertaining to the North McCarran Transportation Study.

Dir. Swallow said they first need to finish the study to get a better idea of what projects may be recommended and how those projects will be prioritized. The study should be completed this summer and depending on the projects selected, funding levels required and associated priorities, a timeline will be provided to the Board toward the end of summer.

Commissioner Hartung mentioned a flashing notification light on Pyramid Highway near the intersection of Calle de la Plata, and asked why it constantly flashes. He added that at other intersections on Pyramid, the warning lights only flash when the upcoming traffic light is red and due to the confusion, there have been more accidents at that intersection than before the traffic light was installed. He then asked if the warning light could be changed to match the others, or the others can match this one to alleviate drivers' confusion.

The commissioner then suggested to E.D. Gibson that the interchange at Pyramid and Sparks Blvd. be completed prior to the widening of Pyramid Hwy.

Dir. Swallow responded that when something is done that is not consistent with the rest of the corridor, there is generally a reason behind it. Therefore, she would like to find out what that reason is and get back to Commissioner Hartung about his concern.

Chairman Lucey then asked if the "move over" bill that Dir. Swallow is helping with includes snowplows.

The director clarified that the bill is specifically designed to protect the people when they are outside of their vehicles, such as law enforcement, tow-truck drivers, freeway assistance, etc.

Chairman Lucey asked if there has been any follow-up discussion pertaining to the safety study recently completed on Mt. Rose Hwy. between Joy Lake Rd. and S. Virginia.

Dir. Swallow said she did not currently have any information but would look into it for him.

**Item 6.1 thru 6.5      ENGINEERING**

6.1 Approve an Agreement for Construction Work between the RTC and Sierra Nevada Construction, Inc. (SNC) for Phase 2 of the Virginia Street Bus RAPID Transit Extension Project for a Guaranteed Maximum Price of \$47,693,185; authorize the RTC Executive Director to execute the agreement contingent upon RTC's receipt of a Letter of No Prejudice from the Federal Transit Administration (FTA) and the ability to issue Notice to Proceed #1 by May 31, 2019 (*For Possible Action*)

6.2 Approve a Professional Services Agreement (PSA) with Atkins North America, Inc. to provide resident engineer and construction support services for the Virginia Street Bus RAPID Transit Extension Project in an amount not-to-exceed \$5,358,471; authorize the RTC Executive Director to execute the agreement contingent upon receipt of a Letter of No Prejudice (LONP) from the Federal Transit Administration (FTA) (*For Possible Action*)

As requested in the approval of the agenda, Items 6.1 and 6.2 were opened and acted on together.

E.D. Gibson again stated that the LONP had been received. He then recognized Mr. Dan LeBlanc from Sierra Nevada Construction (SNC), Mr. Brian Stewart, RTC Director of Engineering, and Mr. Adam Spear, RTC Director of Legal Services, for their diligence in getting the agreement finalized and reducing the cost. He then noted that the price had changed from what was included on the agenda; it was reduced by \$500,000. Additionally, minor edits were still needed on the

final contract and to the schedule. Lastly, the items on the Risk Register will include retired items and the contract will no longer include the Conduct of Construction Plan as an exhibit.

Mr. Adam Spear then addressed the Board to say that the guaranteed maximum price had actually changed again to be \$47,222,952, as reflected in the materials provided at the dais.

Mr. Brian Stewart then thanked Doug Maloy, Jeff Wilbrecht and Adam Spear for their work on getting the agreement completed.

Next, Mr. Dan LeBlanc thanked the Commissioners and the RTC staff for all of their help. He said that on June 17<sup>th</sup>, 70 local residents will be put to work because of this project and added that SNC is committed to making the construction as painless as possible for the businesses, business owners and patrons.

Vice Chair Jardon said that during the time between the pre-construction being completed and the upcoming construction, portions of the roadway have become extremely rough and someone actually broke the axle on their vehicle because of it. She asked if something else like that comes up, should she forward it to Mr. LeBlanc.

Mr. LeBlanc confirmed and said that he was aware of the incident and there are two parts to every story, advising that vehicle condition should be considered in this specific situation as well.

Chairman Lucey then thanked the SNC and RTC staffs for their continued communication and outreach efforts.

On motion of Vice Chair Jardon, seconded by Commissioner Hartung, which motion carried unanimously, Chairman Lucey ordered that Engineering Items 6.1 and 6.2 both be approved.

6.3 Acknowledge receipt of a presentation on the Regional Road Impact Fee Program and authorize staff to present the 6<sup>th</sup> Edition of the Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and Capital Improvements Plan (CIP) to the Planning Commission and Elected Board of each participating local government for adoption (*For Possible Action*)

Ms. Julie Masterpool, RTC Engineering Manager, addressed the Board to provide a detailed presentation on the RRIF 6<sup>th</sup> Edition updates to the General Administrative Manual and Capital Improvements Plan. She first explained that these particular fees were developed as a funding tool to collect the cost of building additional capacity needed because of new development. This program focuses on the regional road network only.

As is required, there are defined service areas which show a reasonable connection between the need for the improvements and that the fee payer will benefit from the fee. Additionally, a Capital Improvement Plan of no more than 10-years is required and fees are based on the cost of facilities necessary to meet the growing population. The calculation of fees is based on a proportionate fair share formula.

Ms. Masterpool continued with her presentation, showing components of the program, the two designated service areas in our region and the manner in which the impact to a new development is assessed, which is measured by Vehicle Miles Traveled. Additionally, Ms. Masterpool explained the tools and reports utilized to predict growth in the region, comparisons between the 5<sup>th</sup> and 6<sup>th</sup> Editions of the RRIF CIP and next steps for adoption by September or October 2019. Upon conclusion, she offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Commissioner Hartung asked why the average weekday vehicle trips per dwelling of a single unit is shown as 8.5 weekday trips when the national model shows 10 weekday trips.

Ms. Masterpool responded that when local data is available, it is preferred for use and if the national model of 10 trips were to be used it would increase the fees. She reminded the commissioner that these fees are also based solely on regional road trips.

Mayor Smith asked if the new fees will be applied to existing projects or for new, upcoming projects.

Ms. Masterpool replied that the fees are paid at either the issuance of the building permit or the certificate of occupancy.

Chairman Lucey asked if the upcoming census data will impact the calculations for the fees.

Ms. Masterpool said that yes, it will be reflected in the next update edition of the manual as the most recent data available is always used.

On motion of Mayor Smith, seconded by Commissioner Delgado, which motion carried unanimously, Chairman Lucey ordered that the presentation be acknowledged and staff is authorized to present the 6<sup>th</sup> Edition of the Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and Capital Improvements Plan (CIP) to the Planning Commission and Elected Board of each participating local government for adoption.

#### 6.4 Receive a report on a proposed automated pavement data collection pilot project - *No Action Required*

Mr. Scott Gibson, RTC Project Manager, addressed the Board to give a presentation on the a potential pilot project for automated pavement data collection. He first explained how pavement deteriorates and the treatments used for preventative maintenance to extend the life of the pavement. At this time, approximately 90% of our roadways are in good condition, so we are currently in preventative maintenance mode.

UNR, through the Governor's Office of Economic Development, approached the RTC to look at a company who does automated pavement management systems. At this time, the data is collected by people standing at the side of the road making calculations and recording the data. The company being looked at is called Manum. They have vehicles using cameras that are tied into GIS which survey and measure specifics about the roadway. The cameras also look at the sides of the road for assets such as bus stations or signs, with a great amount of detail. Once this robust

information is entered into their software system, information about the roadway conditions can be assessed and evaluated and potentially budgeted for. This tool also helps with the budgeting process and expected costs.

The next steps would be to complete the pilot project and after evaluating the information received, seeing what kind of interest the local agencies might have and if it is applicable to the RTC. If there is interest, an RFP would then be developed. Upon conclusion, Mr. Gibson offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Vice Chair Jardon asked if the pilot will include local and regional roads.

Mr. Gibson said that approximately 70 miles of roadways would be looked at, including local roads. He added that he is currently working in conjunction with Reno, Sparks and Washoe County.

Commissioner Hartung asked if partner agencies worked together with the RTC to collect data prior to this pilot project.

Mr. Gibson responded that the local entities all use consultants with the exception of Reno who may use in-house staff.

Commissioner Hartung then asked if GPS is used in this system to determine the specific location of a flaw such as a pothole, or does that information still need to be manually calculated.

Mr. Gibson said that once the video is obtained, there are technicians who review the video and determine distress locations based on that video. There are other systems out there that use laser, which is much more detailed should anyone want to go that route in the future.

Chairman Lucey asked when the pilot project would start and how long will the study take.

Mr. Gibson said it will hopefully begin in fall and results might be obtained by winter.

There was no action taken on this item.

#### 6.5 Receive a report on the Arlington Avenue Bridges Project- *No Action Required*

Mr. Brian Stewart, RTC Director of Engineering, addressed the Board to give a presentation on the feasibility study for the Arlington Avenue Bridges Project. He started by noting that this is the first step to gather information for moving this project forward.

There are two bridges included in the project and there is a purpose and need for these bridges due to structural deficiencies. The new bridges will ensure that the bike and pedestrian-ways will be improved and ADA compliant. The new bridges will also be able to handle the Truckee River and related scour and flood conditions.



Mr. Stewart continued, saying that once the study is completed, the scope of the project will be defined and future phases would include NEPA, design and; ultimately, construction would begin in approximately 2026.

The plan is to model this project after the Virginia Street Bridge process and to establish the regional stakeholders along with a Stakeholder Working Group. For outreach, the plan is to hold a kick-off meeting, at least three stakeholder Working Group meetings, a Technical Advisory Committee meeting, and a public meeting(s). Going through this process will help reduce the number of bridge types and esthetic themes that may be considered for this small corridor section of Arlington Ave. and presented to the Reno City Council. Upon conclusion, Mr. Stewart offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Mayor Smith asked if there are any bus restrictions on these bridges at this time.

Mr. Stewart said there are none at this time.

Commissioner Hartung asked if these bridges provide a hydrological impediment on the river like the Virginia St. Bridge did and will this bridge be elevated.

Mr. Stewart responded, saying that the Arlington St. Bridges are not causing an issue and are currently used by the City of Reno as an opportunity to pick debris from the river to avoid build up downriver where bridges do have a hydrologic issue. As far as elevating the bridge, part of the feasibility study is to look at whether it will be needed or not.

Commissioner Hartung asked if the RTC is planning to ask the Truckee River Flood Management Authority for participation in the funding.

Mr. Stewart said yes. At this time, RTC fuel tax is supporting the feasibility study and part of the study is to figure out the funding of the project.

There was no action taken on this item.

### ***Item 7.1 thru 7.3      GENERAL ADMINISTRATION***

#### ***7.1      Acknowledge receipt of the RTC 2018 Annual Report (For Possible Action)***

Mr. Michael Moreno, RTC Public Affairs Manager, addressed the Board to go over the successes of the agency in calendar year 2018. Two highlights were the grand opening celebrations of both the SouthEast Connector and 4<sup>th</sup> Street/Prater Way BRT projects.

In calendar year 2018, there were 194 public meetings, presentations and other events, which is a 9% increase over 2017. September was the busiest month with 31 events. Social media engagement reached over 679,000 impressions on Facebook and more than 377,000 impressions on Twitter.

Next, Mr. Moreno reviewed the planning studies completed and initiated. New charging infrastructure which was obtained for the public transportation program along with the delivery of 17 new electric buses. There was also an addition of 23 new vanpools which removes hundreds of cars from our roadways. It is also the fastest growing segment in the public transportation program. Additionally, 460 new commuters were signed up for the rideshare program.

He continued, noting the completion of numerous construction, ADA and safety improvements.

The RTC, through these highlights and our work program, demonstrates its commitment and advancement of our culture of safety. He then mentioned the RTC's numerous partnerships throughout the community which aid in all of these accomplishments.

Lastly, Mr. Moreno said the RTC 2018 Annual Report will be printed in hard copy and available online, but this year a video was also created. The video was then shown at the meeting and he thanked the Commissioners for their help throughout the year along with his staff.

Vice Chair Jardon commented that she didn't see the number of pedestrian flashers that were installed and Mr. Moreno said he would try to have it added prior to publication.

The video will also be available to all the local entities for viewing on their public systems.

On motion of Mayor Smith, seconded by Commissioner Hartung, which motion carried unanimously, Chairman Lucey ordered that receipt of the RTC 2018 Annual Report be acknowledged.

7.2 Rate the Regional Transportation Commission (RTC/agency) performance for Fiscal Year (FY) 2019 (July 1, 2018 to June 30, 2019) *(For Possible Action)*

Ms. Angela Reich, RTC Administrative Services Director, addressed the Board and explained the RTC's employee evaluation process, which includes the Commissioner's rating of the agency today, and then she provided background on the pay-for-performance program used in the agency. She added that the RTC does not have a Cost of Living Adjustment (COLA).

She then asked E.D. Gibson to highlight some of the agency's goal accomplishments listed in her presentation along with the current status of goals that are underway or have been initiated. Upon conclusion, Ms. Reich also offered to answer any questions. *(A full copy of this presentation may be obtained by contacting Denise Thompson - [dthompson@rtcwashoe.com](mailto:dthompson@rtcwashoe.com))*

Chairman Lucey spoke about some of the accomplishments that have occurred behind the scenes in Finance, Planning, Fixed Route Transportation and Facilities, plans and campaigns highlighting public transit, and government conferences as well. He looks forward to seeing what will be done in the Fiscal 2019 year. He then asked E.D. Gibson to explain the scoring system.

E.D. Gibson said he wished to first make the following financial comments:

Year to date, FY 2019 wages and benefits are down approx. 9% over the previous year due to some vacant positions and retirements. He added that staff works efficiently and works hard and is mindful of how we spend public dollars. The less dollars we spend in overhead means the more dollars that can be put toward projects.

Then he said the lowest score that the agency can be rated at is .6 which represents a pool of 3.9% and a score of 1.5 represents a pool of 5.2%. He reiterated that the RTC does not receive COLA adjustments and any increases are strictly related to the Board rating.

On motion of Mayor Smith, seconded by Chairman Lucey, which motion carried unanimously, Chairman Lucey ordered that the agency performance rating for Fiscal Year (FY) 2019 (July 1, 2018 to June 30, 2019) be given at 1.5%.

**7.3 Legal Issues - Report, discussion and possible action and/or direction to legal counsel and staff following receipt of information on legal issues. The RTC may, consistent with Chapter 241 of NRS, decide to interrupt the public meeting at any time to conduct a closed session to confer with legal counsel and possibly deliberate on legal issues. Any action on pending legal matters will be made when the public meeting is reconvened.**

Legal Counsel Dale Ferguson said he had items he wished to communicate with the Board in a non-meeting prior to either the June or July meeting.

**Item 10 PUBLIC INPUT**

Chairman Lucey opened the meeting to public input and called on anyone wishing to speak on topics relevant to the Regional Transportation Commission (RTC) that are not included in the current agenda.

Mr. Ryan McKinney, local resident, addressed the Board to suggest a signal be installed at Pyramid and Tyler near the Scolari's because it is a busy road and there are a lot of pedestrians crossing there. He added comment about a bus stop that is gravel and believes it is an ADA violation.

There being no one else wishing to speak, the Chair closed public input.

**Item 11 MEMBER ITEMS**

Commissioner Humke would like to keep the widening of Eagle Canyon through West Calle de la Plata on the forefront and hopes studies are planned. He would also like the widening of Pyramid Hwy. from Egyptian to the end of Spanish Springs Valley to be studied.

Chairman Lucey acknowledged Ms. Emma Crossman from Sierra Nevada Construction for her advocacy of the Virginia Street Project and the time and effort she has spent.

**Item 12 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 11:12 a.m.

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BOB LUCEY, Chairman  
Regional Transportation Commission



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.2**

**TO:** Regional Transportation Commission

**FROM:** Brian Stewart, P.E.  
Engineering Director



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Engineering Activity Report**

**RECOMMENDATION**

Acknowledge receipt of the monthly Engineering Activity Report.

**CAPACITY/CONGESTION RELIEF PROJECTS**

ITS Pilot Project, Design of Phase 2 ITS Connectivity

This pilot project will connect traffic signal systems of the City of Reno, the City of Sparks, Washoe County, and NDOT through fiber optic communication lines. This project also includes design of Phase 2A and 2B, which will expand communication to outlying signal systems and install ITS devices to monitor and remotely adjust traffic signals to respond to special events, changing traffic conditions, provide information to drivers and traffic incidents. Construction of the Pilot Project is complete. The ITS Phase 2A Project began on June 7, 2018, and is now complete. Phase 2B is currently under design and NDOT permit review with advertisement scheduled for summer 2019.

North Valleys Improvements

Package 3 will include installation of a new traffic signal at the Lemmon Drive/North Virginia Street intersection. Bids opened on May 9, 2019, with Sierra Nevada Construction as the apparent low bidder. Construction is scheduled for summer 2019.

Package 3B is currently at 90% design. Package 3B includes adding capacity to the right turn lane at North Virginia Street/Business 395. This project also includes improvements to two bus stop pads located within the project area and associated access and drainage improvements. Construction of this package is tentatively scheduled for late summer of 2019.

Regional Road Impact Fees (RRIF) funds and Fuel Tax funds have been allocated as part of the 2019 Program of Projects for this project. RRIF funds have been allocated as part of the 2020 Program of Projects for this project.

### Pyramid and McCarran Intersection Improvement

The project is complete. RTC staff and consultants continue to work through final warranty items with the contractor and the City of Sparks. NDOT has provided relief of maintenance to Granite and taken over maintenance responsibilities. RTC is working with NDOT and the City of Sparks to resolve irrigation system issues. Landscape establishment has been extended to July 31, 2019.

### Traffic Engineering (TE) Spot 7 Project

The TE Spot 7 project construction is substantially complete.

The TE Spot 7 project included a new traffic signal at the intersection of Prater Way and Lillard Drive and continues improvements to regional intersections focusing on enhancements to traffic signal operations: including replacement of malfunctioning video detection cameras with in-ground loop detectors and battery backup systems to keep traffic signals operating during power outages.

The scope of the TE Spot 7 project also includes:

#### Remove Pedestrian Scramble

Victorian at 11<sup>th</sup> & 14<sup>th</sup>

#### Battery backup systems

Sparks Blvd. at Springland/O'Callahan

#### New signal cabinet, detection loops and battery backup system

Prater at Howard (new cabinet and remove split phase)

Prater at Pullman

Prater at Vista

Vista at Whitewood

Virginia at 9th

South Meadows at I-580 southbound off ramp (add cabinet to west intersection)

Mill at Wells (add loops north and south legs)

#### Replace old video detection system

Pyramid at Golden View

Mt Rose at Wedge

South Meadows at Double R

Longley at Maestro

Longley at Patriot

Virginia at Grove

#### Install Flashing Yellow Arrow (FYA)

Mill at I580 SB on- ramp westbound to southbound left turn

Mill at I580 NB on- ramp westbound to northbound left turn

### Traffic Signal Coordination 5 Project

Following a three year cycle schedule, the project includes review and timing optimization of approximately one-third (1/3) of the signals in the region per year. For 2018, 92 intersections were re-timed. For 2019, nine corridors, roughly 230 intersections will have new timing implemented. Timing plans are developed in coordination with RTC/UNR. In the process, re-evaluation of the clearance intervals and pedestrian crossing times are calculated at each intersection to make sure it is up to current standards.

#### Process for signal retiming

1. Collect traffic & signal data
2. Input timings into model and evaluate existing signal timing & develop new timing.
3. Implement timing in the field
4. Fine-tune timing
5. Conduct before-after studies

#### Completed Corridors (235 signals as of May 2019)

1. Wells Avenue – (Ryland Street to E. 9<sup>th</sup> Street)
2. Vista Boulevard – (Eastbound I-80 Off/On Ramps to S. Los Altos Parkway)
3. Sparks Boulevard – (Eastbound I-80 Off/On Ramps to Los Altos Parkway)
4. N. McCarran Boulevard/Clear Acre Lane – (Sutro Street to Sullivan/N. McCarran Boulevard to Scottsdale)
5. Pyramid Highway (Disc Dr. to Lazy 5)
6. Kietzke Ln/Mill Street – (Peckham Lane to Glendale Avenue/Kietzke Lane to Terminal Way)
7. W. McCarran Boulevard/Mae Anne – (Plumb Lane to W. 7<sup>th</sup> Street/W. McCarran to Sierra Highlands)
8. S. McCarran/Kietzke Lane/Virginia Street
  - a. On McCarran Blvd - Greensboro Drive to Mill Street
  - b. On Virginia St. – Kietzke Ln to S. McCarran Blvd
  - c. On Kietzke Ln. – S. Virginia St. to Sierra Rose Dr.
  - d. On Longley Ln – Peckham Ln to S. McCarran Blvd.
9. Pyramid Way
  - a. I-80 to Sparks Blvd including two intersections of McCarran Boulevard at Rock Boulevard & 4<sup>th</sup> Street
10. Downtown Reno (45 signals)
11. Keystone Ave (6 Signals) – W. 7<sup>th</sup> St. to W. 1<sup>st</sup> St.
12. Damonte Ranch (7 signals) – Zolezzi Ln to Double R Blvd, and Double R Blvd at Double Diamond
13. Rock Blvd (9 signals) – Greg St to Prater Way
14. Sun Valley Blvd (6 Signals) – Dandini to 7<sup>th</sup> Ave
15. Sparks Isolated Intersections (33 Signals) – Various Signals
16. Prater Way – Galletti Way to 15<sup>th</sup> St (6 Signals)

Progress as of Mid-May 2019

- South Meadows Pkwy (5 signals) - Virginia St to Double R - New Timing Implementation Mid-June
- Sutro St (9 Signals) – New Timing Under Review
- Damonte Ranch/Steamboat – (4 Signals) – New Timing under Fine-Tuning.
- S. Virginia St (19 Signals) – Data Collection initiated

Traffic Engineering (TE) Spot 8 – Package 1 Project

The project is currently under design with 90% plans. Advertisement for construction is scheduled for June 2019.

The scope of this project includes:

Flashing Yellow Arrow – East/West

Keystone Avenue at 7<sup>th</sup> Street  
East Lincoln Way at Marina Gateway Drive  
Mill Street at Kirman Avenue

Flashing Yellow Arrow – North/South

McCarran Boulevard at Neil Road

Battery Back-Up Systems

Mae Anne Avenue at Coit Plaza  
Oddie Boulevard at I-80 Ramps (both sides)  
Wells Avenue at I-80 Ramps (both sides)  
Wells Avenue at 6<sup>th</sup> Street

Traffic Signal

Evans Avenue at Enterprise Road

Traffic Engineering (TE) Spot 8 – Package 2 Project

The project includes a new traffic signal at the intersection of Red Rock Road and Silver Lake Road and capacity improvements at the North McCarran Boulevard and U.S. 395 Interchange. The project opened bids on June 5, 2019 and Titan Electric is the apparent low bidder.

**CORRIDOR IMPROVEMENT PROJECTS**

4<sup>th</sup> Street/Prater Way Bus Rapid Transit (BRT) Project (Evans Avenue to Pyramid Way)

Construction is complete. Traffic Signal Prioritization (TSP) for the Lincoln Line RAPID Buses is operational.

Virginia Street RAPID Extension

A detailed monthly progress report will be given on this project for June. Additional information can be viewed at: <http://virginiastreetproject.com/>

#### Truckee River Shared Use Path Project

The proposed pathway will start at John Champion Memorial Park and continue along the south side of the Truckee River. The existing pathway in this segment of the river currently crosses to the north side of the river at the park as it continues eastward. The proposed pathway will be about 2,400 lineal feet in length, continuing below Interstate 580 (I-580) to meet up with the existing pathway located near the Walmart east of I-580. This project was included in the fiscal year (FY) 2017 Program of Projects. The design portion of this project is funded through federal funds and includes oversight by NDOT through a Local Public Agency (LPA) agreement.

Thirty percent design plans have been reviewed and work continues on the environmental documentation that is required for the project.

It has been determined that a 408 permit is needed for this project. The design consultant, Lumos and Associates, has begun to prepare a summary of work to detail this scope change. It is anticipated the permitting process can occur concurrently with NEPA as to minimize delay to this project.

#### Pyramid Highway and US 395 Connection

Signature of the ROD by FHWA was received on December 7, 2018. In accordance with the EIS and the RTC's RTP, design and construction of the project is phased over approximately 20 years. The current estimated cost of the overall project is \$800 million and will relieve congestion on the Pyramid Highway, McCarran Boulevard and other regional roads and provide connectivity between the North Valleys, Sun Valley and Spanish Springs.

#### Oddie Boulevard/Wells Avenue Improvement Project (Preliminary Design Phase)

Thirty percent (30%) design plan comments from the cities of Reno and Sparks have been received. Meetings with city staff have been held to discuss the proposed "raised cycle track" maintenance challenges. City of Reno staff will present raised cycle track, lightning, fencing, and landscape alternatives at the July 24, 2019, Reno City Council Meeting.

#### Sun Valley Boulevard Corridor Improvement Project (Preliminary Design Phase)

Preliminary design work is underway with a 30% design scheduled at the end of June 2019 and 60% design by the end of January 2020. A Public Meeting was held on April 24, 2019 at the Sun Valley Neighborhood Center. Discovery of inadequate drainage systems to handle existing storm water flow is presenting project challenges. Addressing existing drainage systems fall outside the scope of project. Maintenance of the proposed new facilities may also present challenges to Washoe County, NDOT, and Sun Valley General Improvement District (GID).



## **BICYCLE AND PEDESTRIAN IMPROVMENTS (2018)**

### Keystone Avenue at California Avenue

The final design builds upon Alternative F as identified in the Keystone Avenue Corridor Study. Anticipated improvements include the re-alignment of the Keystone and California intersection, lane reconfigurations, pavement section reconstruction, sidewalk, curb and gutter, new PROWAG compliant pedestrian sidewalks and ramps and other incidentals necessary for the final design of this facility. The construction contract was awarded to Sierra Nevada Construction and construction began on June 10, 2019. The intent is to be substantially complete before Reno High School resumes on August 12, 2019.

### Mill Street (I-580 to McCarran Boulevard)

The scope of this project is to design and construct various complete street improvements along Mill Street from I-580 to McCarran Boulevard, as identified in the RTC Complete Streets Masterplan completed in July 2016 and the Mill/Terminal corridor study completed in March 2013. Although this roadway segment has had some existing complete street treatments, more improvements are needed to conform to the RTC masterplan. The emphasis of this project is to assess and identify improvements for pedestrians, bicyclists, and transit riders as well as motorists. Deficiencies in pedestrian access related to Charter Schools and AACT High School in the area as well as a number of ADA deficient bus stops will be addressed. Preliminary design continues with 90% plans under review. ROW impacts are minor, but numerous. Identifying and addressing those issues will be a major focus over the coming months. Construction is not anticipated to begin until early 2020.

## **PAVEMENT PRESERVATION PROJECTS**

### 2018 Preventive Maintenance (Various Locations)

The 2018 Preventive Maintenance Program was suspended last fall, but construction has resumed and will continue through the summer.

### 2019 Preventive Maintenance (Various Locations)

Bids were received in March and the project was awarded to Sierra Nevada Construction, Inc. Construction has begun with patching and crack sealing activities. Microsurfacing will begin in early July.

### Clean Water Way

The limits of this project are from East McCarran Boulevard to second gated entrance to the Truckee Meadows Water Reclamation Facility (TMWRF). The Professional Services Agreement was awarded to Eastern Sierra Engineering, P.C. on April 12, 2018. The project includes reconstruction of the existing roadway, correction of any localized drainage deficiencies, and other features necessary for the rehabilitation of Clean Water Way. The construction contract was awarded to Sierra Nevada Construction, Inc. (SNC). Construction began on May 13, 2019, for an eight-week construction duration. SNC really ramped up to minimize impacts to the Truckee Meadows Water Reclamation Facility (TMWRF) and completed top lift paving the week of June 3, 2019. The project is now in the final stages of completion.

Reno Consolidated 19-01- Sutro Street, 1<sup>st</sup> Street, Lake Street, and State Street Project

The project includes rehabilitation/reconstruction of the following street segments: Sutro Street from Commercial Row to 4<sup>th</sup> Street and from McCarran Boulevard to 1,400' north, 1<sup>st</sup> Street from Center to Lake, Lake Street Truckee River Bridge, and State Street from Virginia to Sinclair Street. The project will advertise for bids on June 13, 2019. Construction is anticipated to start in August and be complete in November 2019.

Reno Consolidated 19-02 – North Hills Boulevard and Hunter Lake Drive Project

The Professional Services Agreement was awarded to Wood Rodgers, Inc. on October 1, 2018. The project includes rehabilitation/reconstruction of the following street segments: North Hills Boulevard from Golden Valley Road to Lemmon Drive (including Buck Drive intersection) and the intersection of Hunter Lake Drive at Foster Drive. Final Plans (100%) were submitted to the City of Reno on May 24, 2019. The project advertised for construction the first week of June 2019 and bid are due the last week of June. Construction is anticipated to start mid-July and be complete in October 2019.

Reno Consolidated 19-03 – Sierra Highlands Drive, Colbert Drive, Hammill Lane, Ralston Street, and Ohm Place Project

The Professional Services Agreement for design and engineering during construction was awarded to Eastern Sierra Engineering (ESE). The project includes rehabilitation/reconstruction of the following street segments: Sierra Highlands Drive from the NDOT right-of-way on McCarran Boulevard to Idlebury Way; Colbert Drive from Longley Lane to 300 feet northwest of Longley Lane; Hammill Lane from Kietzke Lane to the eastern terminus; Ralston Street from University Terrace to Eleventh Street; and Ohm Place from Mill Street to 500 feet south. The project advertised on June 6, 2019 and bids will be opened June 27, 2019. Construction is anticipated to start late July and be complete in October 2019.

Sparks Consolidated 19-01 – 15<sup>th</sup> Street, Franklin Way, Hulda Court, and El Rancho Sidewalk Project

The Professional Services Agreement was awarded to CFA, Inc. on October 1, 2018. This project advertised on May 22, 2019. The project includes rehabilitation/reconstruction of the following street segments: 15<sup>th</sup> Street from C Street to Prater Way, Franklin Way from the Rail Road crossing to East Greg Street, Hulda Court, and sidewalk improvements on El Rancho Drive from G Street to Oddie Boulevard. It is anticipated that construction will begin in July be complete in October 2019.

**REPORT ON NEGOTIATED SETTLEMENT AGREEMENTS FOR THE ACQUISITION OF PROPERTY**

<b>Project</b>	<b>Property Owner</b>	<b>Purchase Amount</b>	<b>Amount Over Appraisal</b>
Virginia Street BRT Extension	Celadon Select Investments, LLC	\$4,314.00	\$0
Virginia Street BRT Extension	1215 South Virginia LLC	\$19,914.00	\$0
Virginia Street BRT Extension	Grundmeyer Properties, LLC	\$334,844.00	\$0
Virginia Street BRT Extension	Ponderosa Hotel, Inc.	\$21,895.00	\$0
Virginia Street BRT Extension	SUP Property Co., LLC	\$3,501.00	\$0
Virginia Street BRT Extension	Our Lady of Wisdom Real Property, LLC	\$5,135.00	\$0
Virginia Street BRT Extension	JEF Enterprises, LLC	\$4,050.00	\$0
Virginia Street BRT Extension	Myhre Family Trust et al	\$6,089.00	\$0

**CONTRACTS UNDER \$50,000**

None

**ENGINEERING ON-CALL WORK ASSIGNMENTS**

Attachment A summarizes the work assignments on the engineering pre-qualified on-call lists. Engineering Department consultant assignments are reported after Board approval of the professional services agreement with each firm.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachment

## On Call Consultant Summary

<b>Engineering, Construction Management &amp; Quality Assurance</b>			
<b>BOARD APPROVAL DATE</b>	<b>FIRM</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
No work has been assigned this period			

<b>Independent Cost Estimating (ICE)</b>			
<b>BOARD APPROVAL DATE</b>	<b>FIRM</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
No work has been assigned this period			

<b>Traffic Engineering</b>			
<b>BOARD APPROVAL DATE</b>	<b>FIRM</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
No work has been assigned this period			

**Traffic Engineering Services - Categories**  
**List valid through April 19, 2022**

<b>Traffic Engineering</b>	<b>I.T.S.</b>
CA Group, Inc.	Atkins North America, Inc.
Headway Transportation, LLC	Headway Transportation, LLC
Kimley-Horn & Associates, Inc.	Kimley-Horn & Associates, Inc.
Slater Hanifan Group, Inc.	
Stantec, Inc.	



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.3**

**TO:** Regional Transportation Commission

**FROM:** Doug Maloy  
Engineering Manager



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Qualified Consultant List for the Civil Engineering Design and Construction Management Services for the Streets and Highways Program**

**RECOMMENDATION**

Approve a qualified list of consultants to provide engineering design and construction management services for the Streets and Highways Program.

**SUMMARY**

Staff conducted a comprehensive qualifications based procurement process consistent with state law and RTC Management Policy P-13. RTC issued a Request for Statements of Qualifications for the Streets and Highways Engineering Program (RTC 19-01) on February 15, 2019. A selection team consisting of RTC staff and local agency representatives reviewed, evaluated and scored the statements of qualifications received. Pursuant to the terms of RTC 19-01, the eight (8) consultants with the highest scores were selected for the list (see Attachment A). After Board approval of the list, the RTC will then award contracts to consultants on the list as projects are approved and move forward. The list will be effective for a period of three years.

**FISCAL IMPACT**

No fiscal impact will result from this action.

**PREVIOUS ACTIONS BY BOARD**

February 15, 2019                      Authorized the procurement of a Qualified List of consultants to provide engineering design and construction management services for the Street and Highways Program.

## **ADDITIONAL BACKGROUND**

The purpose of the qualified list is to enable RTC staff to efficiently and in a timely manner assign projects to firms on the qualified list without having to do separate procurements for the majority of projects that the RTC delivers. Those firms on the list have demonstrated a level of qualifications, experience and capacity to provide design and construction services for the majority of routine projects that the RTC anticipates will undertake over the next three years. These services will support delivery of the projects and programs identified in RTC's 2040 Regional Transportation Plan, 10-year Capital Improvement Plan, 5-year Regional Transportation Improvement Program, and pavement preservation program. RTC expects to program approximately \$16 million to \$18 million a year for the Streets and Highway Engineering Program, which RTC expects could result in approximately five to seven project assignments a year from the list.

Selection onto the list does not constitute an offer to enter into a contract. The list is unranked. RTC reserves the right not to award any contracts to any firm if it is not in the best interest of the RTC.

## **ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this report.

Attachment

**Proposed Qualified List for Civil Engineering Design and  
Construction Management Services**

*Listed alphabetically*

Atkins North America, Inc.

CA Group, Inc.

Eastern Sierra Engineering, PC

Jacobs Engineering Group, Inc.

Lumos and Associates, Inc.

Nichols Consulting Engineers, CHTD

Stantec Consulting Services, Inc.

Wood Rodgers, Inc.





**REGIONAL TRANSPORTATION COMMISSION**

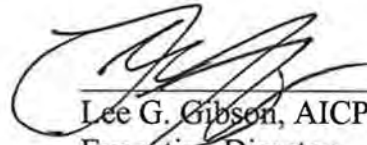
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June 20, 2019

**AGENDA ITEM 3.4**

**TO:** Regional Transportation Commission  
**FROM:** David F. Jickling  
Director of Public Transportation and  
Operations

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Public Transportation and Operations Report**

**RECOMMENDATION**

Acknowledge receipt of the monthly Public Transportation and Operations Report.

**HIGHLIGHTS**



**Stuff a Bus for Seniors** - On Thursday, May 23, and Friday, May 24, as part of Older Americans Month, RTC along with regional government organizations and local businesses, including KOLO Cares, Sam's Club, Washoe County, the Washoe County Human Services Agency, the City of Reno, the City of Sparks, the Reno Aces, Reno 1868 FC, and the

Food Bank of Northern Nevada teamed up to fill a bus with community donations for our local seniors. RTC staff raised funds to purchase 63 seven-day bus passes for our seniors. And, community donations far exceeded those collected last year. The Stuff A Bus for Seniors Drive-By Donation Drive was held at Sam's Club from 3-7 p.m. The event was a big success and will help seniors tremendously in our community.

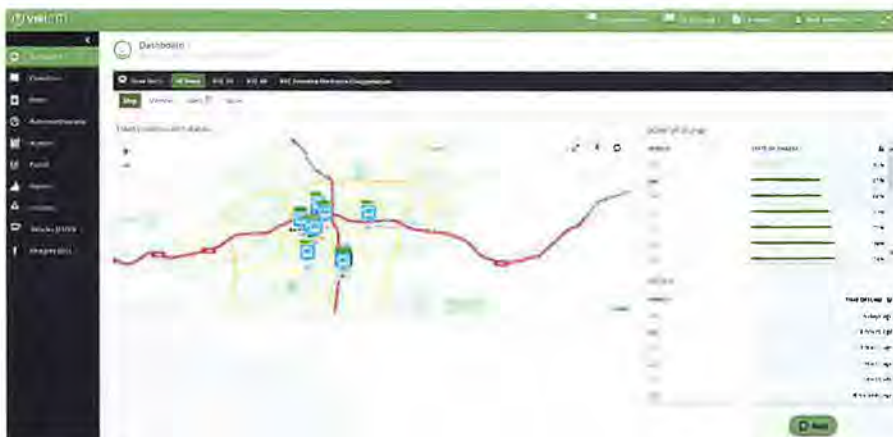


**Older Americans Month** - RTC staff attended the annual Volunteer Remembrance Luncheon hosted by Senior Outreach Services (SOS), a program from the Sandford Center for Aging, on May 8, 2019. The luncheon honored the volunteers who have passed away and acknowledged the many volunteers who support vulnerable elders in our community. RTC was recognized for its contribution to the SOS program at this luncheon.



**Fixed Route Service Transition Nearing Completion - Keolis Transit Services, LLC will begin the operation and maintenance of RTC RIDE's fixed route service on July 1. RTC staff has been meeting every two weeks since late March with Keolis'**

transition team. Nearly all transition tasks have been completed in anticipation of the changeover. Over a two week period, the latter part of May, Keolis held six onboarding classes retaining nearly 98% of the incumbent staff in good standing. RTC's current contractor, MV Transportation, continues to work collaboratively with RTC and Keolis toward effectively maintaining continuity of service during the transition period.



**VeriCiti Hardware/Software Installation Complete -**

With the installation of the hardware/software now complete, RTC staff have the ability to accurately monitor the state of charge for the entire electric fleet. VeriCiti telematics provides real-time data on vehicle and energy statistics; driver behavior and maintenance error codes. The

ability to do so is critical for ensuring that the battery range on the buses is adequate for completing scheduled revenue service and optimizing on-route charging time. With this install, we now have the necessary information to assess the electric bus fleet and charger performance enabling our operator to better manage the fleet toward providing a reliable services to our passengers.

**Guest Presenter** - Tina Wu, RTC Senior Technical Planner, shared RTC's electric fleet experience with the Eastern Sierra chapter of the Air & Waste Management Association on May 8, 2019. The presentation included the operations and maintenance of an electric fleet, infrastructure needs and the unique challenges specific to an electric fleet. The audience included staff from Washoe County Health and Air Quality, Waste Management, Desert Research Institute, and University of Nevada, Reno students.



**2019 APTA Conference** - David Carr, RTC Fleet and Facilities Manager, served as a panel member on the American Public Transportation Association's (APTA) Electric Bus Deployment: Soup to Nuts workshop. David presented RTC's strategy to purchase and deploy its electric fleet, discussed infrastructure

needs and the importance of working with the utility company from the beginning of the project. The session was well attended with more than 75 people in attendance.

**TRANSIT DEMAND MANAGEMENT (TDM) UPDATE -**

- **Vanpools increased** from 164 to 171 with about 100 vans serving the Tahoe Reno Industrial Center (TRIC).
- **Updated Smart Trips website.** TripSpark, a national ridesharing website developer, is working on developing a Smart Trips App for both Google and Apple smart phones. RTC has secured the developing rights from both Google and Apple in order to proceed. The apps should be available mid-summer.



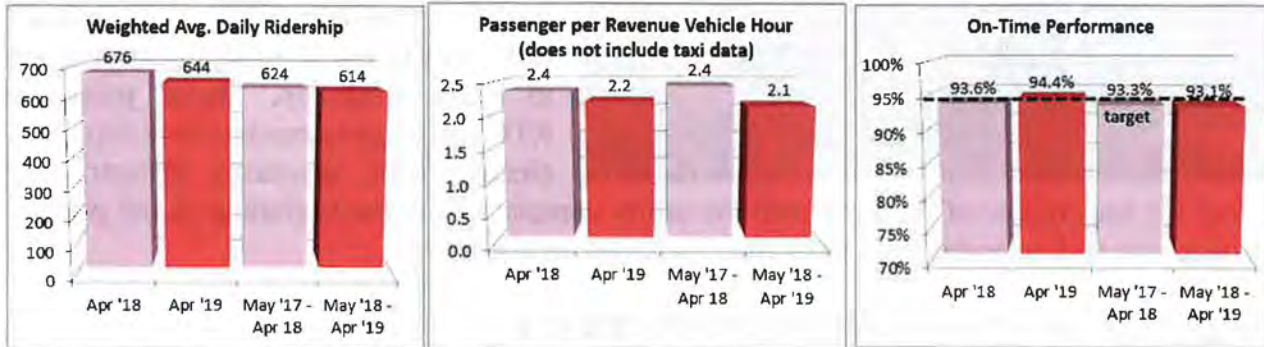
**RTC staff attends the Statewide Transportation Summit.** This summit was held on May 1, 2019, at the Atlantis Resort. Staff answered questions and information was handed out to over 100 people regarding the RTC's Smart Trips program. Additionally, staffed table events were held by NDOT in Carson City on May 7th and Sparks on May 8th. NDOT headquarters in Carson City will be losing a substantial number of parking spaces due to its DMV expansion. In anticipation, NDOT is encouraging staff to begin operating a few vanpools as parking becomes increasingly more difficult.

**APRIL 2019 TRANSIT PERFORMANCE**

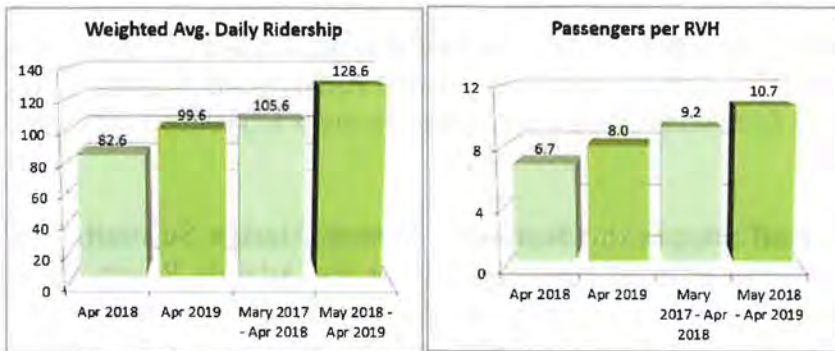
**RTC RIDE**



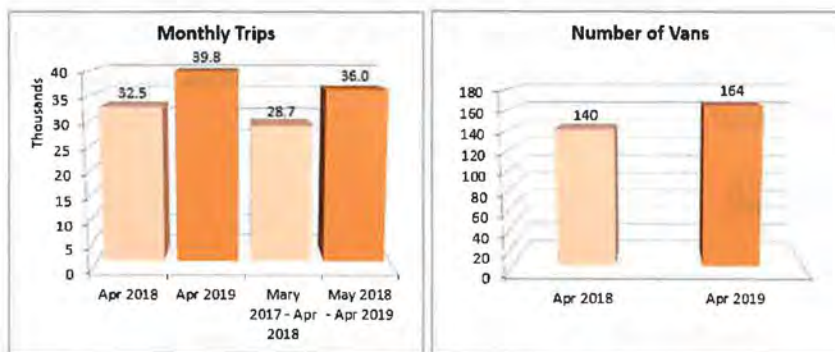
## RTC ACCESS



## TART



## RTC VANPOOL



## Attachments

### RTC Transit Performance Statistics<sup>1</sup>

Performance Indicator	Current month compared with same month last year			Current 12-months compared with previous year		
	Apr 2019	Percent Change	Apr 2018	May 2018 - Apr 2019	Percent Change	May 2017 - Apr 2018
Monthly Ridership	580,881	-3.9%	604,696	7,098,998	-4.0%	7,396,638
Weighted Avg. Daily Ridership	19,213	-5.5%	20,325	19,603	-4.1%	20,435
Revenue Vehicle Hours (RVH)	20,937	4.5%	20,043	252,769	1.3%	249,420
Passengers Per RVH	27.7	-8.0%	30.2	28.1	-5.3%	29.7
Revenue Vehicle Miles (RVM)	230,211	0.1%	229,896	2,815,480	-0.9%	2,841,546
Complaints Per 25,000 Trips	3.74	-8.5%	4.09	4.37	11.8%	3.91
Accidents per 100,000 Miles	N/A*	-100.0%	0.43	N/A*	-100.0%	2.89
On-Time Performance <sup>2</sup>	92.3%	1.0%	91.4%	89.4%	-1.1%	90.3%

Performance Indicator	Mar 2019	Percent Change	Mar 2018	Apr 2018 - Mar 2019	Percent Change	Apr 2017 - Mar 2018
Revenue	\$377,421	-18.2%	\$461,591	\$5,233,513	-7.4%	\$5,654,113
Farebox Recovery Ratio	14.8%	-25.9%	19.9%	19.4%	-10.3%	21.7%
Subsidy per Passenger	\$3.73	22.8%	\$3.04	\$3.04	10.4%	\$2.76

<sup>1</sup> RTC Transit includes RTC RIDE, RTC RAPID, RTC REGIONAL CONNECTOR and SIERRA SPIRIT

<sup>2</sup> Percent of trips zero min. early and five minutes or less late

\* - Data not available

### RTC ACCESS Performance Statistics

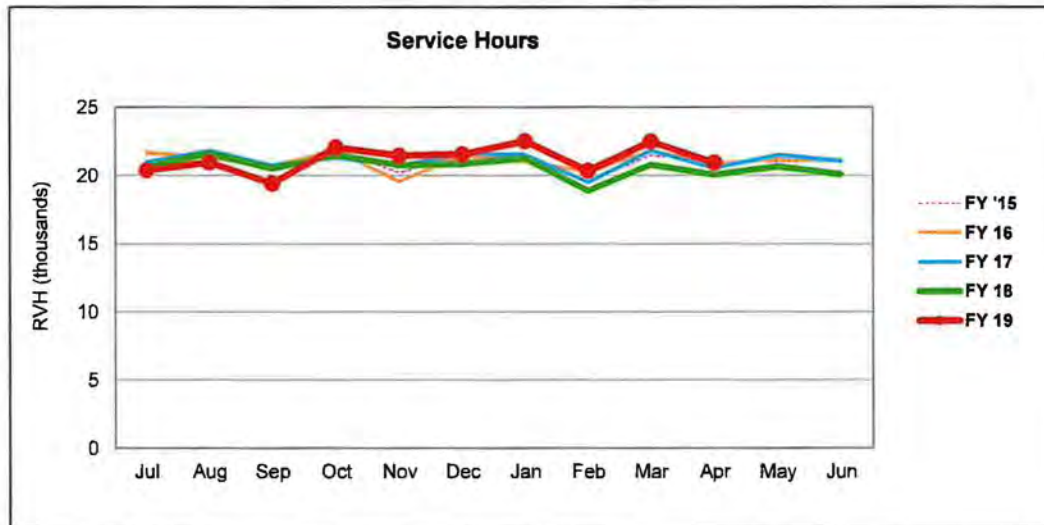
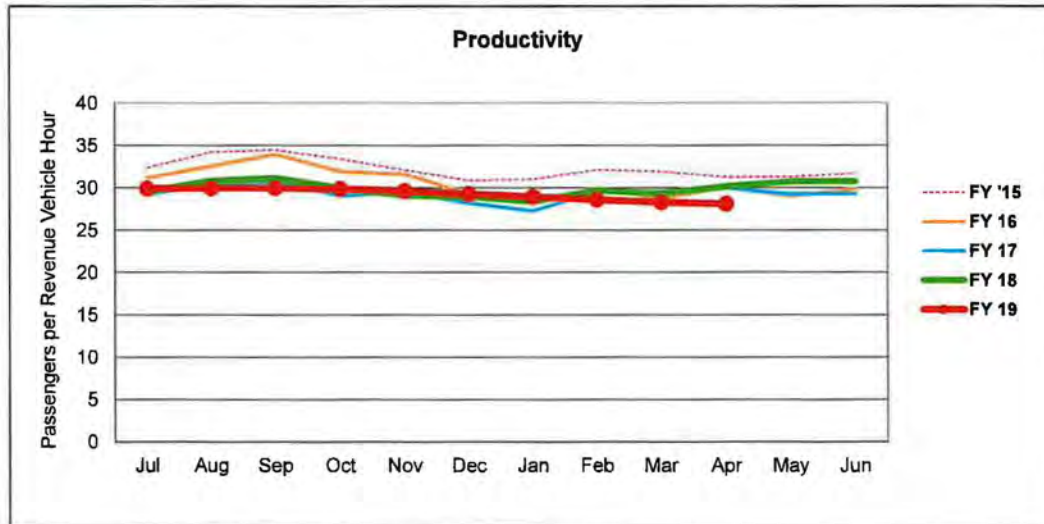
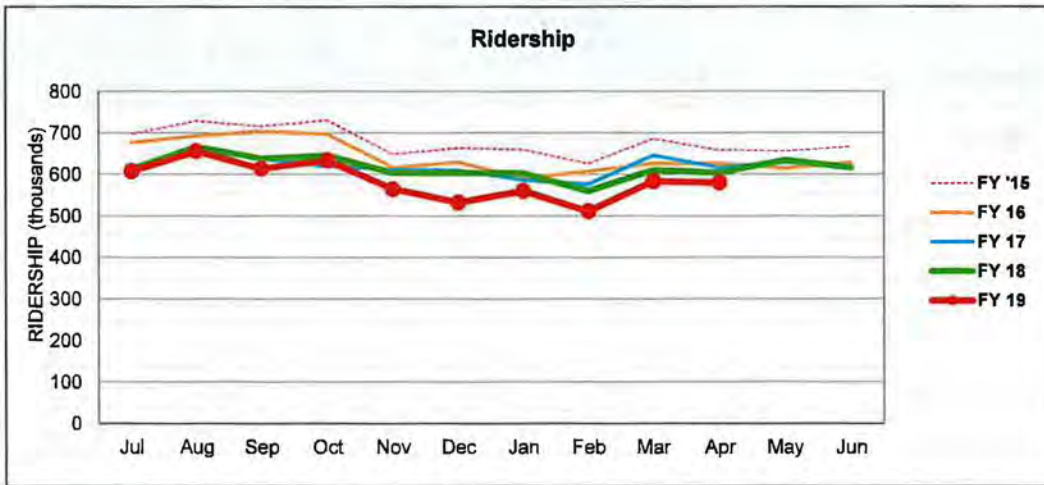
Performance Indicator	Current month compared with same month last year			Current 12-months compared with previous year		
	Apr '19	Percent Change	Apr '18	May '18 - Apr '19	Percent Change	May '17 - Apr 18
Monthly Ridership	19,659	-8.9%	21,591	231,413	-7.9%	251,316
Weighted Avg. Daily Ridership	644	-4.7%	676	614	-1.6%	624
Revenue Vehicle Hours	8,975	5.9%	8,471	103,101	13.6%	90,768
Passenger per Revenue Vehicle Hour (does not include taxi data)	2.19	-7.0%	2.36	2.12	-13.2%	2.45
Revenue Vehicle Miles (RVM)	149,559	18.6%	126,132	1,658,024	10.2%	1,504,548
Complaints per 1,000 Rides	0.46	-34.1%	0.69	0.65	-11.9%	0.74
ADA Capacity Denials	0	0.0%	0	0	0.0%	0
Other Denials	0	-100.0%	1	4	-92.6%	54
Accidents per 100,000 Miles	0.00	0.0%	0.79	0.60	-10.9%	0.67
On-Time Performance (does not include taxi data)	94.4%	0.9%	93.6%	93.1%	-0.3%	93.3%
Taxi On-Time Performance	0.0%	-100.0%	93.6%	68.5%	-28.4%	95.6%
Performance Indicator	Dec '18	Percent Change	Dec '17	July '18 - Dec '18	Percent Change	July '17 - Dec '17
Revenue*	\$173,122	3.0%	\$168,039	\$1,021,720	3.8%	\$984,775
Farebox Recovery Ratio*	26.91%	18.97%	22.62%	24.14%	11.81%	21.59%
Subsidy per Passenger*	\$17.49	-8.6%	\$19.14	\$19.18	-8.4%	\$20.93

\*December 2018 data is the latest available.

### TART Performance Statistics

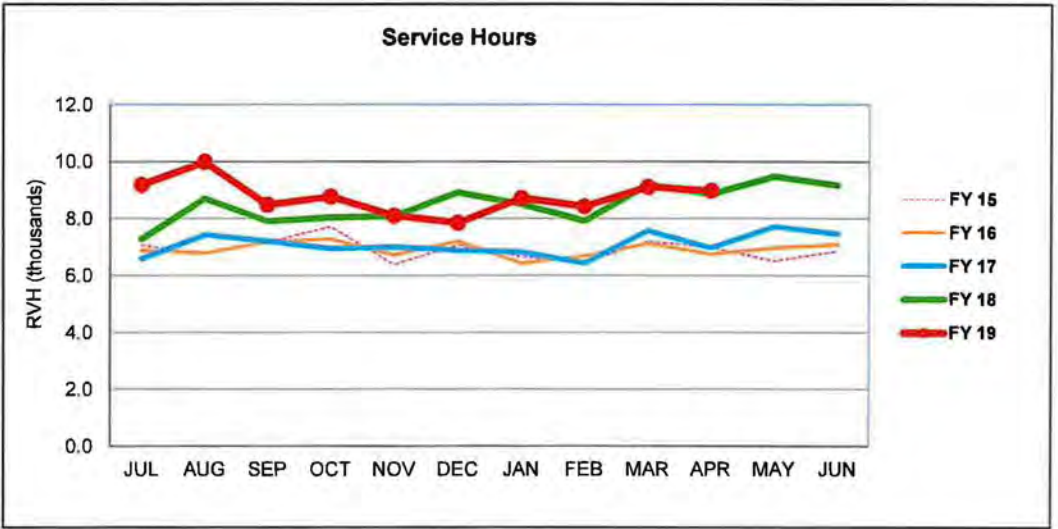
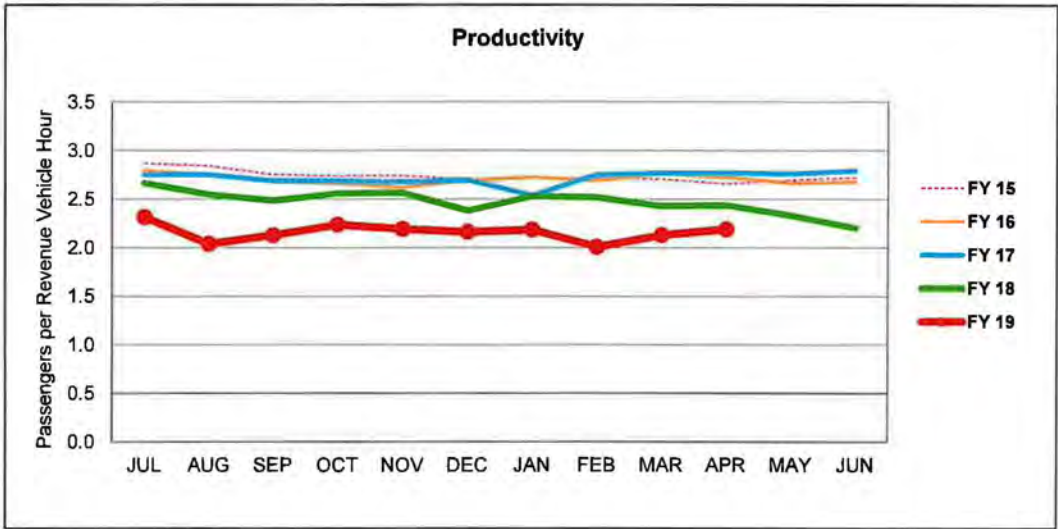
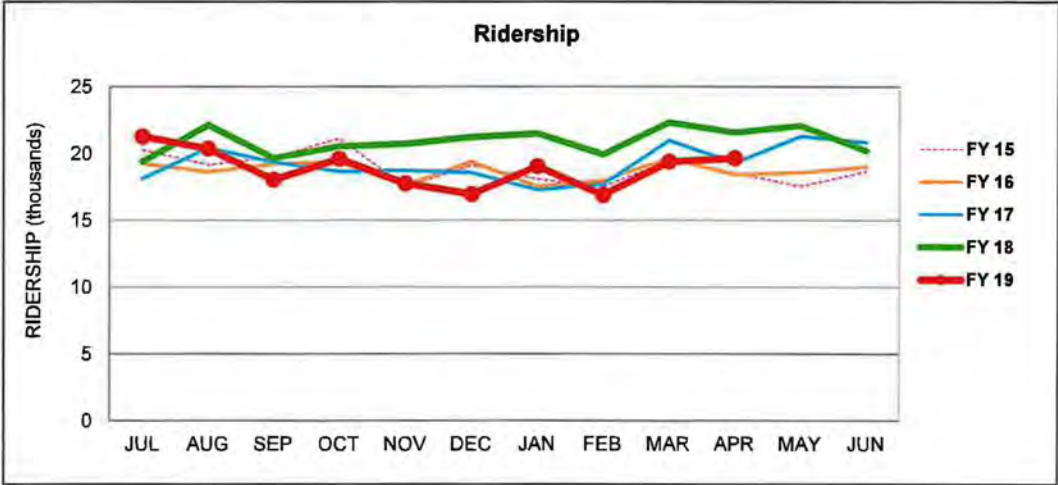
Performance Indicator	Current month compared with same month last year			Current 12-months compared with previous year		
	Apr 2019	Percent Change	Apr 2018	May 2018 - Apr 2019	Percent Change	May 2017 - Apr 2018
Monthly Ridership	2,987	20.7%	2,475	46,377	20.7%	38,414
Weighted Avg. Daily Ridership	99.6	20.6%	82.6	128.6	21.8%	105.6
Revenue Vehicle Hours (RVH)	376	1.8%	369	4,351	4.1%	4,178
Passengers per RVH	8.0	18.6%	6.7	10.7	15.9%	9.2
Revenue Vehicle Miles (RVM)	8,186	1.7%	8,045	93,192	2.3%	91,102
Revenue	\$3,413	12.1%	\$3,044	\$48,907	11.1%	\$44,001
Farebox Recovery Ratio	7.6%	6.0%	7.2%	9.5%	0.2%	9.4%
Subsidy per Passenger	\$13.89	-12.7%	\$15.92	\$10.09	-8.1%	\$10.98

## RTC Transit Fiscal Year Comparisons

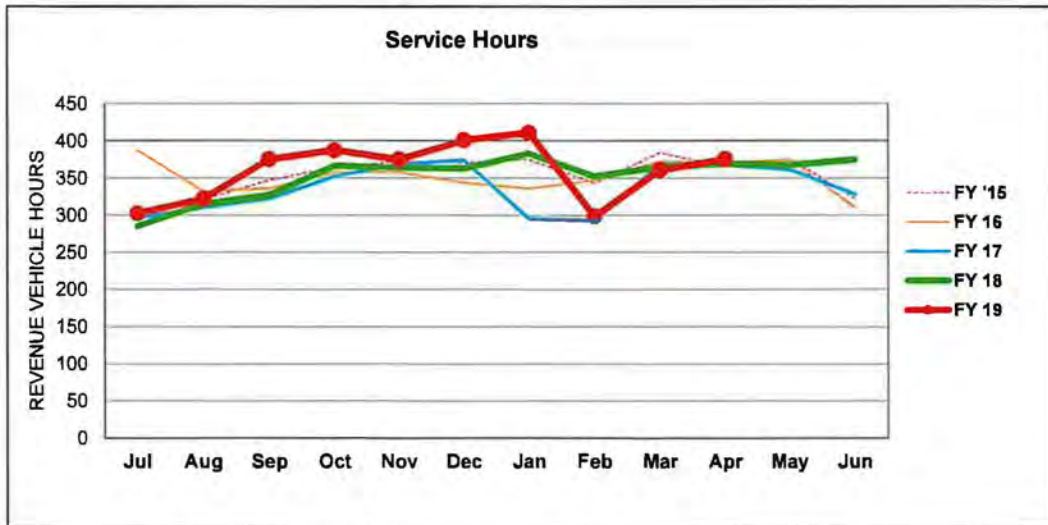
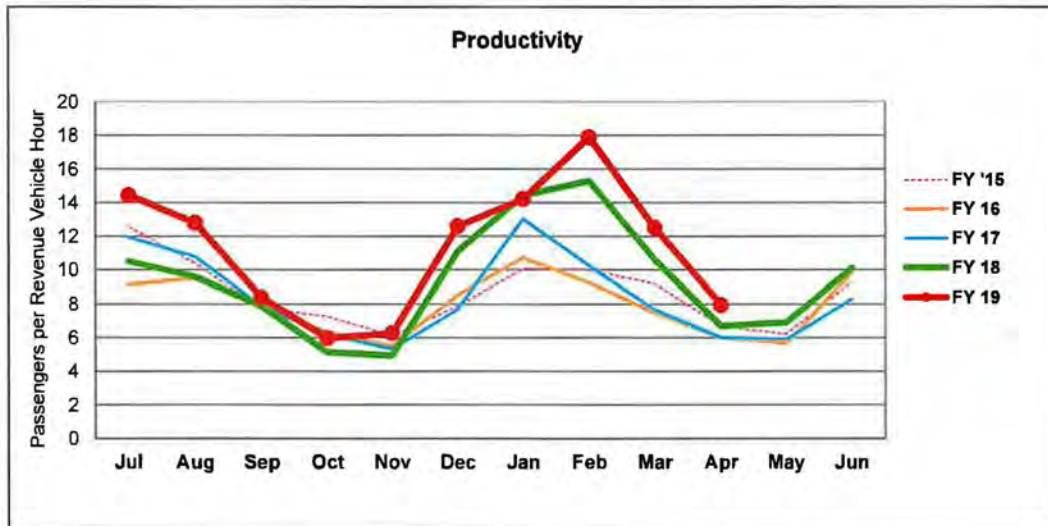
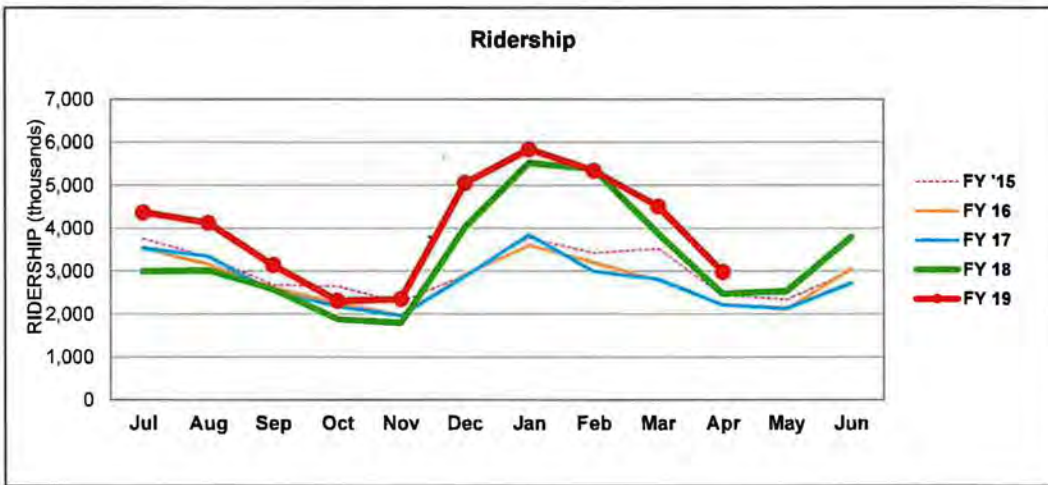




# RTC ACCESS Fiscal Year Comparisons



## TART - Nevada Fiscal Year Comparisons





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*


Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.5**

**TO:** Regional Transportation Commission

**FROM:** Amy Cummings, AICP/LEED AP  
Director of Planning/Deputy  
Executive Director



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Planning Department Report**

**RECOMMENDATION**

Acknowledge receipt of the monthly Planning Activity Report.

**PLANNING STUDIES**

Virginia Street Bus RAPID Transit Extension Project

Staff continue to support community outreach efforts and provide technical support for the Small Starts process for this project. The Virginia Street project team continues extensive outreach activities with Midtown businesses and other stakeholders, identified under community outreach activities.

South Meadows Multimodal Transportation Study

The South Meadows Multimodal Transportation Study started in December 2018 and is moving forward. The first public meeting for the project was held on March 26<sup>th</sup> at Damonte Ranch High School. The project Technical Advisory Committee met on June 3<sup>rd</sup> to discuss analysis results and next steps. Project progress will be updated on the RTC website under Metropolitan Planning, Corridor Studies. This multimodal study of the South Meadows area will identify needs and transportation improvements for regional roads in the study area. The study will focus on traffic operations, safety, pedestrian and bicycle connectivity, and transit service needs.

University Area Multimodal Transportation Study

The University Area Multimodal Transportation Study started after the approval of the Professional Services Agreement with Kimley-Horn on March 19. This study will take into account the current and future development plans slated to occur on or near the university campus in the coming years and will identify needed connectivity, safety, and access improvements for vehicle and alternative transportation modes on regional roads. In addition, it will include an in-depth analysis of land use and roadway network scenarios in the UNR Gateway District.

The project team met with staff from the University of Nevada Reno and City of Reno to discuss project details. The project technical advisory committee had a kick-off meeting on April 24<sup>th</sup>. The

project team conducted Walking Audits in the study area to evaluate pedestrian walking environment and connectivity on May 2<sup>nd</sup> and 3<sup>rd</sup>. A pop-up meeting was held in front of the Joe Crowley Student Union building to engage university students and faculty to provide their comments and concerns. A community meeting is schedule on June 27<sup>th</sup> at Evelyn Mount Community Center from 5:30 to 7:00 pm.

#### ADA Transition Plan Update

The ADA Transition Plan internal draft has been completed and the RTC stakeholder team is in the process of reviewing and commenting on the draft report. Staff will be asking these different stakeholders to provide input and comment on the draft plan prior to it being finalized. Stakeholder meetings continue to take place on a monthly basis to update internal project stakeholders and provide input on the project. This project is on schedule.

#### Eagle Canyon Extension Alignment Alternatives and Planning and Environmental Linkages (PEL) Study

The Request for Proposals (RFP) for this study was issued on March 19. It is anticipated that a contract will be awarded at the July Board meeting.

#### Bicycle and Pedestrian Planning

RTC is collaborating with other partner agencies on several initiatives to improve bicycle and pedestrian safety & facilities:

- Bicycle and Pedestrian Count Program – The May counts for the 40 locations have been conducted.
- The RTC continues to partner with the Truckee Meadows Bicycle Alliance (TMBA).

#### Vision Zero

- The Task Force is completing an action plan and identifying clear and measureable goals that will help our region reach zero pedestrian fatalities by 2030.
- Between January 1, 2019 and May 31, 2019 there have been nine pedestrian fatalities in Washoe County.
- The Renown Trauma Center and Reno-Sparks Chamber of Commerce have joined the Vision Zero Task Force. Washoe County Sheriff is considering joining the Task Force.
- Vision Zero Task Force is planning on submitting an application to the national Vision Zero Program to become the 1<sup>st</sup> Vision Zero Community in Nevada by October 2019.
- [www.visionzerotruckeemeadows](http://www.visionzerotruckeemeadows) has been launched.

#### Sustainability Planning

RTC has created a Green Team of agency staff to advance initiatives outlined in the RTC Sustainability Plan. The RTC received a certificate of recognition for its commitment to Environmental Compliance and Corporate Social Responsibility through the American Consumer Council's Green C Self-Certification Program. The Sustainable Purchasing Policy has been implemented and staff are actively purchasing more sustainable items. In addition, RTC is currently tracking paper usage in an effort to achieve a ten percent reduction. RTC is also participating in the City of Reno Sustainability & Climate Advisory Committee and continues to be an active member in the regional SPINN Committee.

RTC Affordable Housing Study

RTC held a Technical Advisory Committee meeting to start this study and also sought preliminary input from the HOME Consortium. The project team is currently developing an inventory of potential candidate sites for affordable housing near transit routes and conducting additional stakeholder meetings.

Development Review

RTC staff routinely review development proposals from the local jurisdictions of Washoe County and the Cities of Reno and Sparks. Staff from Planning, Engineering, and Public Transportation have reviewed and commented on the following number of development proposals from each of the jurisdictions since the March Board meeting:

- Washoe County – 0
- City of Reno – 2
- City of Sparks – 1

This does not include proposals that were reviewed on which staff did not have any comments.

**COMMUNITY AND MEDIA OUTREACH ACTIVITIES**

RTC staff conducted the following outreach activities from May 16 – June 28:

May 16	RTC Update to EDAWN Board of Directors
May 16	Historic Resources Commission Historic Preservation Awards - 4th Street/Prater Way and Virginia Street Midtown History Project
May 20	Oddie/Wells Engineering Lesson at High Desert Montessori School
May 23	Virginia Street Project Bi-weekly Community Meeting
May 23-24	Stuff A Bus for Seniors Drive-By Donation Event
May 28	Reno Access Advisory Committee - Bus Stop Improvement and Connectivity Program Update
May 29	Optum Rise and Shine Senior Wellness Fair - Vision Zero Information
May 29	Fall service change outreach event
May 30	Fall service change outreach event
June 4	North Valleys Developers' Summit Reno Councilwoman Weber / Virginia Street Project Update
June 4	Vision Zero Truckee Meadows Task Force Meeting
June 4	UNR/Dementia Friendly America-Nevada Walk with Me event participation
June 5	RTC Technical Advisory Committee (TAC) Meeting
June 5	RTC Quarterly Update and ICA FY 2020 Presentations to Reno City Council
June 5	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting
June 7	U.S. Senator Jacky Rosen Latino Leaders Roundtable re transportation issues
June 13	Virginia Street Project Bi-weekly Community Meeting
June 13	Virginia Street Project Information Office Hours and Media Tour
June 17	Virginia Street Project Start of Construction Media Tour and Information Office Hours

June 17	WCSD Community-Based Career Exploration camp
June 18	Virginia Street Project Information Office Hours
June 19	Virginia Street Project Information Office Hours
June 20	Virginia Street Project Information Office Hours
June 20	Virginia Street Project Bi-weekly Community Meeting
June 24	Virginia Street Project Information Office Hours
June 25	Virginia Street Project Information Office Hours
June 26	Virginia Street Project Information Office Hours
June 27	Virginia Street Project Information Office Hours
June 27	University Area Transportation Study Public Meeting
June 28	Virginia Street Project Start of Construction Transformation Event

### Media Relations & Social Media

The RTC issued six news releases and participated in 16 media interviews on various topics, including the California/Keystone intersection improvement project, proposed transit service changes, Memorial Day office closure and transit schedule information, the Stuff A Bus for Seniors event, Reno and Sparks Consolidated 1901 Projects, and the Virginia Street Project. Don't Kill A Dream PSAs on local media.

Social media was used to promote weekly Virginia Street Project update videos, the California/Keystone intersection improvement project, RTC's Road Ahead segments, green bike lanes, Older Americans Month, proposed transit service changes, Memorial Day office closure and transit schedule information, Stuff A Bus for Seniors, Virginia Street Project meetings and the RTC Board meeting.

Social media metrics the month of April: 105,803 impressions on Facebook and Twitter.

### Informational Materials and Video Production

Four topics were broadcast on KOLO-TV for The Road Ahead with RTC. Segments included the Stuff A Bus for Seniors, green bike lanes, a Virginia Street Project update and the UNR Transportation Study public meeting.

## **COORDINATION WITH PARTNER AGENCIES**

### Truckee Meadows Regional Planning Agency (TMRPA)

The RTC continues to have coordination meetings with staff from the TMRPA as the agencies progress with the Shared Work Program. Areas for collaboration include population and employment forecasts, the Regional Plan update, affordable housing studies, and analysis of demographic and socioeconomic issues. RTC is a participant in the weekly Regional Plan Update meetings with the local jurisdictions and other stakeholder agencies.

### Nevada Department of Transportation (NDOT)

The RTC continues to have coordination meetings with staff from NDOT. Areas for collaboration include development of local public agency agreements between NDOT and RTC, the upgrade of the regional travel demand model, bicycle and pedestrian improvements, transportation alternatives projects, coordination regarding funding and the State Transportation Improvement Program, One Nevada statewide plan, the I-80 and US 395 widening and improvements to the Spaghetti Bowl, and other ongoing transportation studies.

Statewide Transportation Planning

RTC meets monthly with staff from NDOT, the Federal Highway Administration (FHWA), RTC of Southern Nevada, Tahoe Regional Planning Agency, Tahoe Transportation District and the Carson Area Metropolitan Planning Organization to discuss statewide transportation planning issues. Other topics addressed include statewide data for performance measures analysis, comments on proposed rulemaking, reauthorization of federal transportation legislation and preparation of the statewide plan.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.6**

**TO:** Regional Transportation Commission

**FROM:** Amy Cummings, AICP/LEED AP  
Director of Planning, Deputy  
Executive Director



Lee G. Gibson, AICP  
Executive Director

**SUBJECT:** **Appointments to the Citizens Multimodal Advisory Committee**

**RECOMMENDATION**

Approve the RTC staff recommended appointments/reappointments to the Citizens Multimodal Advisory Committee (CMAC) with terms through June 2022:

- Paul Malikowski (reappointment)
- Dora Uchel (reappointment)
- Vince Harris
- Scot A. Munns
- Rudy Leon

**SUMMARY**

This action will appoint/reappoint five regular members to the CMAC. Two members (Paul Malikowski and Dora Uchel) would be reappointed for their second three-year terms. The remaining three appointments are for full terms. Appointments will be effective July 2019.

**FISCAL IMPACT**

There is no fiscal impact associated with this agenda item.





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.7**

**TO:** Regional Transportation Commission

**FROM:** Amy Cummings, AICP/LEED AP  
Director of Planning, Deputy  
Executive Director

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project Selection Guidance**

**RECOMMENDATION**

Approve of the Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project Selection Guidance.

**SUMMARY**

In an effort to provide more transparency, RTC staff has drafted guidance on the CMAQ project selection process to better explain how CMAQ funds are prioritized and programmed. This document identifies eligible uses of CMAQ funds, references past RTC projects that have utilized these funds, describes the projects selection process for all RTC projects, and outlines reporting guidelines for the programming of projects utilizing CMAQ funds. Staff is seeking approval of the CMAQ Project Selection document.

**FISCAL IMPACT**

There is no fiscal impact associated with this agenda item.

Attachment

THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY

# CMAQ Project Selection

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Guidance on Project Selection for Use of CMAQ  
Funds in Washoe County

June 2019

This document describes the process and criteria used for prioritizing projects and allocating CMAQ funding within Washoe County.

## Introduction

With passage of the Clean Air Act Amendments of 1990, Congress made great strides in America's efforts to attain National Ambient Air Quality Standards (NAAQS). The 1990 amendments required further reduction in the amount of allowable vehicle tailpipe emissions, initiated more stringent control measures in areas that failed to meet the NAAQS (known as nonattainment areas), and provided for a stronger link between transportation and air quality planning. The Congestion Mitigation and Air Quality Improvement (CMAQ) Program was created in 1991 by transportation legislation known as the Intermodal Surface Transportation Efficiency Act (ISTEA). The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief. The program has been reauthorized with each successive transportation bill up to and including the current Fixing America's Surface Transportation (FAST) Act.

State departments of transportation (DOTs) are recipients of CMAQ funds, which are sub-allocated to metropolitan planning organizations (MPOs). MPOs are responsible for the distribution of CMAQ funds to approved projects within their respective planning areas. The Regional Transportation Commission of Washoe County (RTC) is the MPO for the Reno-Sparks Urban Area, and is responsible for selecting projects to receive CMAQ funding in Washoe County.

## Eligible Activities

Funds may be used for a transportation project or program that is included in the current Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP), and is likely to contribute to the attainment or maintenance of a national ambient air quality standard (NAAQS), with a high level of effectiveness in reducing air pollution.

## Relevant Project Types

Acceptable types of projects fall under three general categories:

1. Capital Projects
2. Operating Assistance
3. Planning and Project Development

Funds have to be applied directly to a project or program. Operating assistance can only be used for a *new* project for five years, ideally tapering downward in contribution over the five years. The use of CMAQ funds for operating expenses is designed to ease the implementation of projects that may take some time to mature and support themselves at acceptable levels. This type of assistance is most commonly used with new transit services. CMAQ funds may also be used for the planning/project development of a specific project that meets the criteria for their use. CMAQ funds, however, cannot be used for general planning efforts such as major investment studies, commuter preference surveys, transit master plans, etc. Public private partnerships (PPP) projects are permitted to use CMAQ funds as long as the project demonstrates clear benefits to the public in terms of emission reductions.

In addition, projects must contribute to air quality benefits related to criterion pollutants causing nonattainment or maintenance status for the area. Washoe County currently is designated as a maintenance area for carbon monoxide (CO) and particulate matter less than 10 microns in diameter (PM<sub>10</sub>). Thus, projects utilizing CMAQ funds should demonstrate a clear relationship between reduction/avoidance of these criterion air pollutants. Figure 1 shows the portion of Washoe County that is currently in maintenance for CO and PM<sub>10</sub>.

RTC is a regional partner with the Washoe County Health District – Air Quality Management Division (WCHD – AQMD) participating in EPA’s Ozone Advance program, which includes voluntary initiatives to improve ozone levels. The initiatives focus on three categories of strategies — technology, behavior, and the built environment. Resolutions supporting the Ozone Advance program have been adopted by the District Board of Health, Board of County Commissioners, City of Reno, City of Sparks, Regional Planning Governing Board, and RTC. This program supports additional transportation options to reduce motor vehicle trips and VMT (vehicle miles traveled) and a clean and efficient motor vehicle fleet mix in Washoe County.

All CMAQ projects must demonstrate the three primary elements of eligibility: transportation identity, emissions reduction, and location in or benefitting a nonattainment or maintenance area. Some examples of eligible activities under CMAQ include:

1. Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity
2. Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling facilities
3. Travel demand management strategies and shared ride services
4. Pedestrian and bicycle facilities and promotional activities that encourage bicycle commuting
5. Projects that improve traffic flow, such as intersection improvements/ITS infrastructure

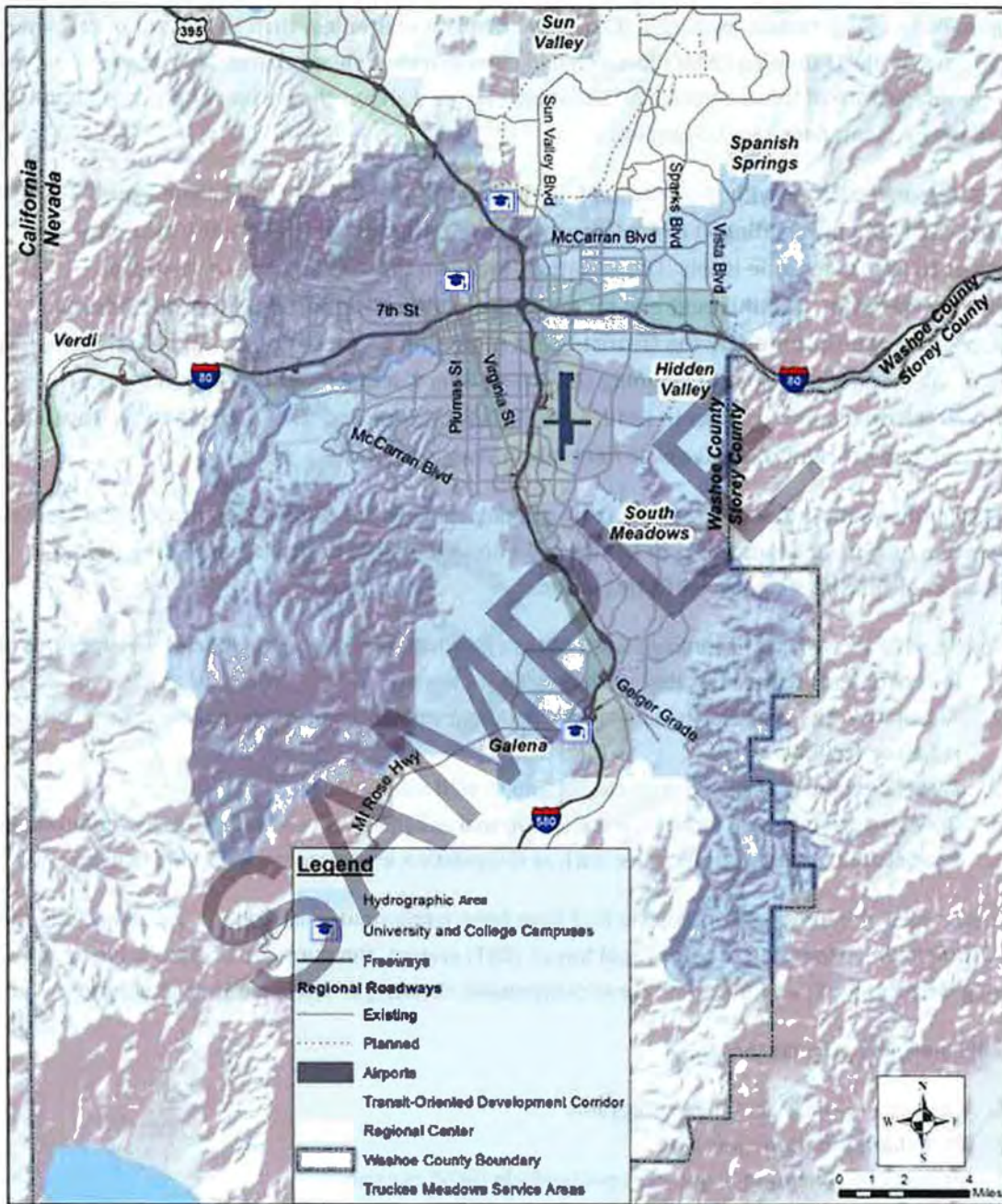
Some examples of these types of projects that have been implemented in Washoe County include the establishment and expansion of a bus rapid transit (BRT) system, the purchase of electric buses and charging infrastructure, and the purchase of compressed natural gas (CNG) paratransit vehicles.

Explicitly ineligible projects include:

1. Light-duty vehicle scrappage programs
2. Bike share program operations
3. Projects that increase single-occupant-vehicle (SOV) capacity
4. Routine maintenance and rehabilitation projects
5. Stand-alone projects to purchase fuel
6. Purchase of transportation models or air quality monitoring equipment
7. Litigation costs of Federal-aid (including CMAQ) projects

For additional information, definitive guidance, and program stipulations, please refer to the following link: [Congestion Mitigation and Air Quality Improvement \(CMAQ\) Program](#)

Figure 1: Washoe County CO and PM<sub>10</sub> Maintenance Area



## Previous Uses of CMAQ Funds in Washoe County

There are several types of projects that are eligible for the use of CMAQ funding. Funds can be used for programs through either the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). Flexing funds to the FTA is a common practice nationwide, and an efficient use of the funds in Nevada. When flexed to the FTA, CMAQ funds can free up and leverage other limited FTA funding to provide for larger-scale and more meaningful projects that otherwise might not be feasible. While local sales tax can be used for transit projects, state legislation (Nevada Revised Statutes) prevents the use of local fuel tax revenues from funding transit costs.

CMAQ has funded many critical transportation improvements in Washoe County. Successful local examples include the following projects:

### RTC Electric Bus Program

The RTC is a leader in the adoption of electric bus technology. The four electric buses purchased through a TIGGER grant put into service in 2014 have eliminated over 53,000 gallons of diesel fuel use. This improves air quality in the Truckee Meadows providing health benefits to the urban area. RTC purchased 17 all-electric buses in 2017 using CMAQ funds, resulting in about 30% of the fixed route fleet being fully electric. The Villanova Maintenance Facility was expanded and upgraded to better accommodate electric buses. RTC has a goal to transition the entire fixed route fleet to electric vehicles by 2030. CMAQ funds have also been used to construct bus stations to accommodate the electric buses and to purchase CNG vans.

### Virginia Street RAPID

This transit project improved frequency of service, reliability, and on-time performance for the most heavily trafficked transit route in Washoe County. With improvements like level boarding stations, low emission hybrid diesel/electric vehicles, and signal priority, passenger travel time and experience has significantly improved. High quality service like this is capable of attracting new riders including those that formerly drove. This results in both air quality and congestion reduction benefits. In addition to these CMAQ qualifying benefits, the project also improves public transportation service, an identified goal of the 2040 Regional Transportation Plan (RTP). The project additionally benefits the community by improving transportation options and mobility options for residents of Washoe County, especially those with limited personal transportation options. CMAQ funds were used to help pay for the first years of operating expense for the Virginia Street RAPID.



Figure 2: RAPID Bus at Station

## Pyramid/McCarran Intersection Improvement

The intersection of McCarran Boulevard and Pyramid Highway is a major bottleneck for commuters from outlying communities such as Sun Valley and Spanish Springs and a high crash location. During peak commuting hours the intersection had poor levels of service that resulted in motorists idling at the light for long periods. In addition to negatively impacting air quality, this congestion degrades quality of life and causes driver frustration. The Pyramid/McCarran intersection project provided right hand turning pockets, additional left turn lanes, and provided operational improvements on Pyramid Highway. A paved multi-use path was added as part of the project to improve alternative mode accessibility. CMAQ funds were used to pay for capital improvement costs.

## Smart Trips Program

The Smart Trips program is an on-going travel demand management (TDM) program that helps parties interested in ride-sharing find carpooling, cycling, walking, or transit partners to share their commute with. Users input their origin and destination addresses, and the program searches the existing database of users for possible matches. The Smart Trips program also includes vanpooling services that benefit commuters with long distance commutes. TDM strategies such as Smart Trips program are cost-effective ways to reduce congestion and confer air quality benefits. By encouraging roadway users to travel in high occupancy vehicles, existing capacity can be used more efficiently. This reduces the cost of roadway maintenance, need for expansion, and the local/community impacts associated with roadway expansion. CMAQ funds are used to pay for ongoing operating expenses of the Smart Trips program.

## 4<sup>th</sup> Street/Prater Way Bus RAPID Transit Project

4<sup>th</sup> St/Prater Way is an innovative and truly multi-modal transportation project that has received acclaim and multiple types of federal funding including Small Starts, TIGER VI, and CMAQ. The project reconstructed the crumbling roadway and sidewalk on 4<sup>th</sup> Street/Prater Way from the 4TH STREET STATION in downtown Reno to CENTENNIAL PLAZA in downtown Sparks. The project included utility undergrounding and relocation,



Figure 3: 4th St/Prater Way Visualization

new pavement, traffic calming, expanded/improved sidewalks, dedicated bike lanes, and high-quality RAPID bus service. The RAPID service on 4<sup>th</sup> Street/Prater Way used fully electric, Proterra buses (made in the U.S.A.), with level-boarding stations. This project responds to the existing high-level of alternative mode share on the corridor by renovating the substandard infrastructure to make use of alternative modes safer and more convenient. This roadway is the most significant surface street connection between the city of Sparks and Reno. By improving multi-modal facilities, more travelers will use non-automobile transportation modes on this corridor resulting in air quality improvements. CMAQ funds were used on this project for capital costs.

## Project Selection Process

### Regional Transportation Plan

The RTC updates the Regional Transportation Plan (RTP) every four years using a performance-based process founded on community input.

The RTP process incorporates several project selection criteria, including safety, land use compatibility, level of multimodal connectivity and operational improvement, travel demand, and community input.

Projects are identified for consideration in the RTP through a variety of ways:

- Previous RTP developed
- Corridor plans and studies such as the North Valleys Multimodal Transportation Study, Reno-Sparks Freeway Study, Short Range Transit Plan, Complete Streets Master Plan, Bicycle-Pedestrian Master Plan, and other corridor plans
- Road Safety Assessments and Safety Management Plans
- Community workshops and other public comments
- Issue-based forums
- Online surveys
- Input from the following throughout development: RTP Agency Working Group, the RTC Citizens Multimodal Advisory Committee (CMAC), RTC Technical Advisory Committee (TAC), and RTC Regional Road Impact Fee Technical Advisory Committee (RRIF TAC).

The manner in which CMAQ funds are programmed addresses all of the Guiding Principles identified in the adopted RTP. Specifically, the electrification of the fixed route transit fleet directly addresses the Guiding Principles in the following way:

- **Safe and Healthy Communities** – A reduction in harmful pollutants improves the air quality for all residents in the Truckee Meadows, and particularly benefits those at higher risk for respiratory conditions.
- **Economic Development and Diversification** – Reliable transit service helps connect residents with employment in the region and can support nearby local business.
- **Sustainability** – Transit, in general, offers a more sustainable transportation alternative to single-occupancy vehicles. In addition, the electric fleet reduces reliance on unsustainable fossil fuels and utilizes a more affordable energy source to transport riders.
- **Increased Travel Choices** – When combined with safe bicycle and pedestrian infrastructure, transit enhances connectivity within the transportation network, especially for those that are transit-dependent for a variety of reasons.

Once the RTP draft has been completed, a 21-day public comment period is initiated per the RTC Public Participation Plan. During the public comment period, the document is brought before the RTC advisory committees (TAC and CMAC) for final review and to receive a recommendation for adoption by the RTC Board. The public comment period culminates in a public hearing for the document, and it is presented to the Board for adoption. After Board adoption a formal transmittal is sent to NDOT, FHWA, FTA, and EPA for a conformity determination.



## Congestion Management Process

An overview of the Congestion Management Process (CMP) evaluation criteria is provided below. These factors are integrated into the RTP project selection process.

**1. Safety:** Safety is a guiding principle and goal of the RTP and projects that address safety issues at high crash locations or deficiencies identified through Road Safety Assessments (RSAs) or Safety Management Plans (SMPs) are identified. All RTC projects are designed to appropriate safety design standards. For programmatic investments that include multiple projects, such as traffic signal upgrades and pavement preservation, some of these projects are located in high crash locations while others are not.

**2. Land Use Compatibility:** The next level of screening is for land use compatibility. The Regional Plan and land use plans of Reno and Sparks identify Transit Oriented Development Districts (TODs) and Regional Centers as locations where the streetscape should be walkable and focus on pedestrian amenities rather than accommodating high speed auto traffic. Locations with school crossings or other areas of high transit and pedestrian activity are noted as being less suitable for roadway widenings.

**3. Multimodal Connectivity (Pedestrian & Bicycle):** Improving travel choices through multimodal connectivity is another guiding principle of the RTP, and projects are scored on the level of non-motorized capacity they are expected to provide. The evaluation process identifies which projects include bicycle or pedestrian components.

**4. Multimodal Connectivity (Transit):** Projects are also scored on the level of transit capacity and amenities they are expected to provide. The evaluation process identifies which projects include transit components.

**5. ITS/Operational Improvement:** Operational improvements, such as traffic signal or fiberoptic communication systems upgrades, are also important investments to improve traffic flow while minimizing the need for new vehicle capacity. The evaluation process identifies which projects include an ITS or operational improvement component.

**6. Community Input:** The RTP process provides an opportunity for local residents to identify their top transportation priorities. The RTC utilizes several tools such as surveys and public outreach events to allow participants to select the projects that reflect their top priorities. The responses from public outreach are tabulated and included in the project selection process.

**7. Traffic Congestion:** Results of the regional travel demand model are used to identify which projects address areas of high traffic congestion. The evaluation process identifies which projects are located in areas with existing or forecast traffic congestion, defined as either Level of Service (LOS) E or F in the travel demand model. Following the project screening, RTC staff develops a draft fiscally constrained project listing for review by the RTC Agency Working Group and the RTC advisory committees. After incorporating feedback from these groups, the draft project listing is presented to the RTC Board for approval.

## **Air Quality Interagency Consultation Working Group**

Air quality and transportation agencies regularly consult with each other because joint planning assists both conformity assessments and air pollution reduction efforts. This planning and consultation process is open stakeholders and members of the public.

Consultation is required when the RTC programs transportation improvements through the development of the RTP and RTIP. The RTC consults with all interested agencies, such as the WCHD – AQMD, Nevada Department of Transportation (NDOT), Nevada Division of Environmental Protection (NDEP), U.S. Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Truckee Meadows Regional Planning Agency (TMRPA) prior to making adopting or amending the RTP or RTIP.

Specific tasks of the of the Air Quality Interagency Consultation Working Group include the evaluation and selection of planning models, methodologies, and assumptions utilized in the analysis of emissions estimates associated with proposed transportation improvements. The Working Group also reviews analysis results to determine that the anticipated emissions resulting from collective transportation improvements do not exceed Motor Vehicle Emissions Budgets (MVEBs) for any of the criteria air pollutants for any given timeframe. This group makes a recommendation regarding conformity of the RTP and RTIP with the NAAQS.

## **Regional Transportation Improvement Program**

Once the draft RTP has been developed, and has been determined to meet air quality conformity by the Interagency Consultation Working Group, the RTIP is updated with the project listing for the first five years of the RTP. It is at this time that the proposed projects are programmed utilizing various funding sources, including CMAQ funds.

As previously stated, the RTIP identifies project and program expenditures and the funds used to implement them. For a project to be considered for the use of CMAQ funds it must meet the following conditions:

1. It must be a CMAQ-eligible project based upon the criteria outlined in the Introduction section of this document
2. It must be identified in the RTP or further the goals and objectives outlined in the plan
3. It must be adopted into the RTIP

Projects should include quantitative estimates of air quality benefits including the gross impact on air quality over the lifetime of the project/program. The method of determining the air quality benefits should be logical and repeatable. Demonstrated methods of calculating air quality impacts for common types of projects are included in Appendix A. The RTC may consult WCHD - AQMD to validate the estimates of air quality impacts of proposed projects.

Based on the input from the public and partner agencies through the process described above, RTC staff makes recommendations on which eligible projects to fund with CMAQ during development of the RTIP. Depending on available funding, project needs, and the prioritization informed by the RTP, the RTC

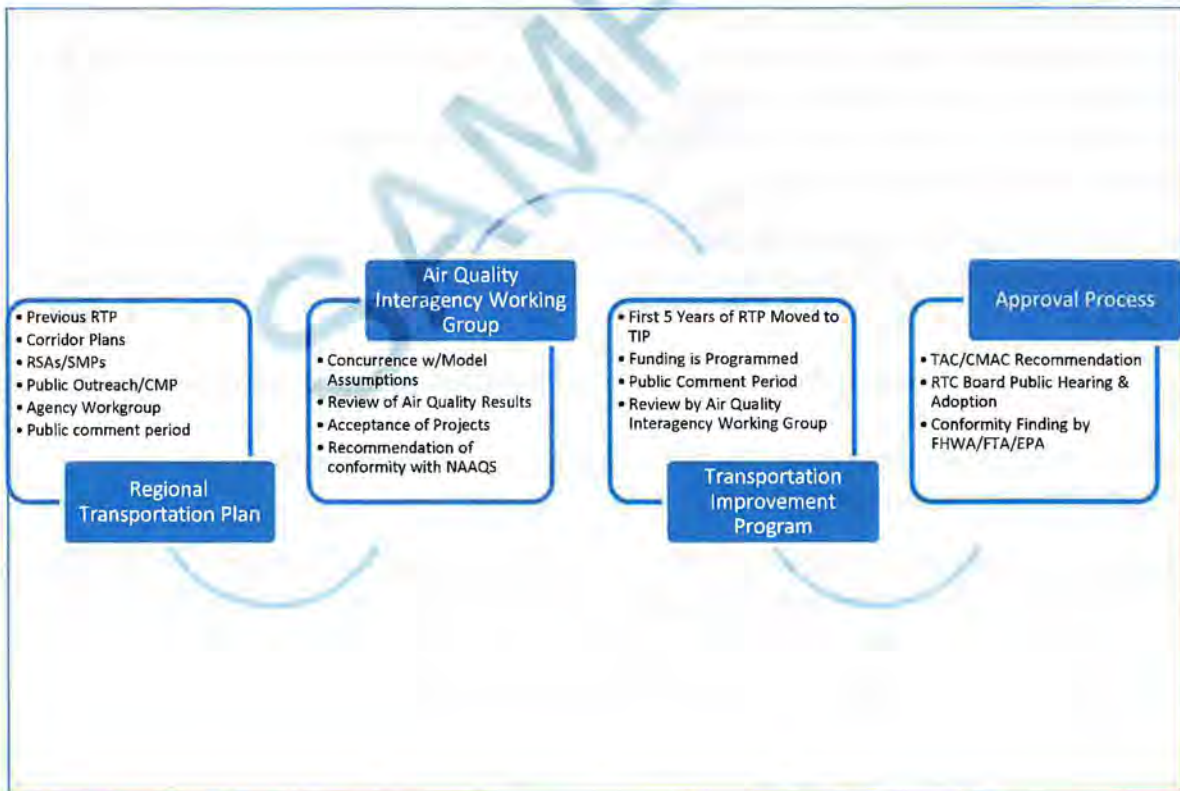
evaluates the best use of CMAQ funds in relation to performance management and support of the Guiding Principles and Goals of the agency.

RTC staff will evaluate candidate projects based on their cost-effectiveness, support of regional transportation objectives/goals, and additional benefits peripheral to air quality and congestion mitigation, and program them through proposed updates to the RTIP.

Once the RTIP has been updated, a 21-day public comment period is initiated per the RTC Public Participation Plan. During the public comment period, the document is brought before the RTC advisory committees (TAC and CMAC) for final review and receives a recommendation for adoption by the RTC Board. The public comment period culminates in a public hearing for the document, and it is presented to the Board for adoption. After Board adoption a formal transmittal is sent to NDOT, FHWA, FTA, and EPA for a conformity determination.

Figure 2 depicts the process outlined above. It should be noted that either an update or an amendment to the RTP will result in a similar action to the RTIP. However, there are circumstances where an update or an amendment could occur to the RTIP without necessitating an amendment to the RTP. In general, this occurs when projects are added to the RTIP that are exempt from an air quality analysis.

Figure 2: RTC Washoe Project Selection Process



During Federal Fiscal Year (FFY) 2018, the RTC experienced a permanent reduction in the amount of its annual CMAQ funding allocation. As a result of a policy decision regarding the distribution of CMAQ funds within the state, RTC received over a 45% cut in funds.

The FAST Act continues the legislation authorized under MAP-21, which created a data-driven, performance-based multimodal program to address the many challenges facing the U.S. transportation system. Performance management will lead to more efficient investment of transportation funds by focusing on national transportation goals, increasing accountability and transparency, and improving decision making. The CMAQ project selection process is a component of the RTC performance management program.

One of the noteworthy performance management targets identified in the RTP that the RTC has committed to is to operate a fully-electric, zero-emission, fixed-route transit fleet by 2030. That target is well on its way to being achieved, due in no small part to the flexing of CMAQ funds for electric bus purchases. As of the date of this document, RTC currently has 21 electric buses in service. In addition, the buses have been placed on routes that experience the highest ridership such as the Bus RAPID Transit (BRT) routes that have the most frequent headways. This maximizes their use and realizes the most emissions benefits.

Appendix A provides information regarding established methods of calculating air quality improvements for common types of CMAQ projects. Local emission factors produced by the WCHD - AQMD are included in Appendix B to ensure local relevance. These emission factors should be used in all calculations.

Project benefits should be stated in terms of kilograms per day of emission reduction for all applicable criteria pollutants.

## Appendix A - Air Quality Analysis Methodologies

### Reporting Guidelines

- Emission benefits should be reported in terms of kilogram/day of pollutants removed
- AADT may be used if time specific data is unavailable
- Submit working calculations for review
- Use the Washoe County specific emission factors for estimates

### Common CMAQ Projects

The FHWA Office of Natural Environment has developed a series of tools to provide technical support and resources for the implementation of the CMAQ Program. CMAQ project justification as well as annual reporting require the development of reliable air quality benefit estimates. Realizing that every project sponsor may not have the capacity for developing independent air quality benefit estimates, the FHWA has begun to develop a series of spreadsheet based tools to facilitate the calculation of representative air quality benefit data. The CMAQ Emissions Calculator Toolkit is offered as an additional resource to assist DOTs, MPOs and project sponsors in the project justification process. The RTC may use a preferred methodology to generate air quality benefit information for various project types. The tool kit is being released in modules by project type and the main website can be found at: [https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/toolkit/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/).

## Appendix B - Washoe County Emissions Factors

### Air Quality Analysis Support Documentation

**Table B-1**  
**Emission Factor (lbs./VMT) for Paved Road Fugitives PM<sub>10</sub>**

Facility Type	2015	2020	2025	2030	2035	2040
Local	0.00081	0.00080	0.00080	0.00080	0.00080	0.00080
Collector	0.00081	0.00080	0.00080	0.00080	0.00080	0.00080
Minor	0.00033	0.00033	0.00033	0.00033	0.00033	0.00033
Major	0.00012	0.00012	0.00012	0.00012	0.00012	0.00012
Freeway	0.00012	0.00012	0.00012	0.00012	0.00012	0.00012
Ramps	0.00012	0.00012	0.00012	0.00012	0.00012	0.00012

**NOTES:**

- Emission factors for Paved Roads PM<sub>10</sub> are calculated from an equation in EPA's AP42, Section 13.2.1, 1/11. The 2015 emission factors are calculated based on actual 2015 climatic data for Reno, whereas the 2020 to 2040 emission factors are calculated based on the 30-year Normal Climate data for Reno from 1981 to 2010.
- Emission factors for On-Road CO and PM<sub>10</sub> are not available, they are calculated in MOVES 2014a and the output is generated as total emissions.

**Table B-2**  
**VMT by Facility Type by Analysis Year (Hydrographic Area #87)**

Facility Type	2015	2020	2025	2030	2035	2040
Local	638,992	682,012	716,763	757,082	786,302	815,778
Collector	210,322	223,128	232,348	236,342	243,186	248,072
Minor	698,575	747,067	788,370	833,160	859,981	891,318
Major	1,317,781	1,484,768	1,563,816	1,582,074	1,652,137	1,716,468
Freeway	2,308,412	2,395,702	2,517,715	2,737,759	2,847,243	2,964,986
Ramps	449,826	469,855	489,370	516,828	531,565	543,216
Total	5,623,909	6,002,532	6,308,382	6,663,244	6,920,414	7,179,839

**Table B-3  
Emissions (lbs./day)**

Analysis Year	CO	On-Road Vehicles PM <sub>10</sub>	Diesel Idling PM <sub>10</sub>	Paved Road Fugitive PM <sub>10</sub>	Unpaved Road Fugitives PM <sub>10</sub>	Road Construction PM <sub>10</sub>	Total PM <sub>10</sub> Emissions
2015	<b>73,274</b>	1,111	26	1,320	1,423	191	<b>4,071</b>
2020	<b>54,331</b>	945	19	1,493	1,733	206	<b>4,395</b>
2025	<b>42,308</b>	839	14	1,608	2,019	215	<b>4,695</b>
2030	<b>33,721</b>	789	11	1,622	2,310	223	<b>4,955</b>
2035	<b>29,587</b>	791	10	1,712	2,597	229	<b>5,339</b>
2040	<b>28,354</b>	819	10	1,731	2,886	235	<b>5,681</b>

SAMPLE



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.8**

**TO:** Regional Transportation Commission

**FROM:** Stephanie Haddock, CGFM  
Director of Finance/CFO

  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Procurement Activity Report**

**RECOMMENDATION**

Acknowledge receipt of the monthly Procurement Activity Report.

**PROJECTS CURRENTLY ADVERTISED**

**Invitations for Bids (IFB)**

<b>Project</b>	<b>Due Date</b>
Traffic Engineering Spot 8 – Package 2	June 5, 2019
Sparks Consolidated 19-01	June 12, 2019
Reno Consolidated 19-03	June 27, 2019

**Request for Proposals (RFP)**

<b>Project</b>	<b>Due Date</b>
Lemmon Drive Capacity Improvement Project	June 14, 2019

**REPORT ON BID AWARDS**

*Per NRS 332, NRS 338 and RTC's Management Policy P-13 "Purchasing," the Executive Director has authority to negotiate and execute a contract with the lowest responsive and responsible bidder on an Invitation for Bid (IFB) without Commission approval.*

<b>Project</b>	<b>Contractor</b>	<b>Award Date</b>	<b>Contract Amount</b>
RTC 19-20 Provision of Janitorial/Porter Services	Qual-Econ, USA Inc.	May 30, 2019	\$932,318
North Valleys Improvements – Package 3	Sierra Nevada Construction	May 22, 2019	\$747,007
Keystone & California Intersection	Sierra Nevada Construction	May 20, 2019	\$2,784,007



**CHANGE ORDERS AND AMENDMENTS WITHIN EXECUTIVE DIRECTOR'S AUTHORITY**

<b>Project</b>	<b>Contractor</b>	<b>Approval Date</b>	<b>Change Order/ Amend. No.</b>	<b>Change Order Amount</b>	<b>Revised Total Contract Amount</b>
North Valleys Package 3B	Headway Transportation	May 10, 2019	Amendment 2	\$38,080	\$806,080



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June 20, 2019

**AGENDA ITEM 3.9**

**TO:** Regional Transportation Commission

**FROM:** Stephanie Haddock, CGFM  
Director of Finance/CFO



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Property & Liability Insurance Program**

**RECOMMENDATION**

Authorize the Executive Director to bind annual insurance coverage effective July 1, 2019, for automobile liability, general liability, public officials' errors and omissions (E&O), property, earthquake/flood, crime, cyber, pollution liability, social engineering, fiduciary liability, employment practices liability and workers' compensation; and approve the RTC's continued membership in the Nevada Public Agency Insurance Pool and Public Agency Compensation Trust.

**SUMMARY**

Approval of this item will allow staff to bind the necessary property and liability insurance coverage for the Regional Transportation Commission of Washoe County (RTC). Staff is recommending that coverage be placed with the Nevada Public Agency Insurance Pool (NPAIP) for Property, Earthquake, Flood, General Liability, Automobile Liability, Errors/Omissions and Employment Practices Liability for the upcoming year.

The Nevada Public Agency Insurance Pool was formed in 1987 by Nevada public entities to provide a stable and consistent alternative to the commercial insurance markets. The pool provides property & casualty coverage as well as risk management, human resources and loss control services to its members. Membership in the pool includes counties, cities, school districts, special districts and towns. The pool is governed by a Board of Directors represented by members. NPAIP provides property/casualty coverage to a diverse group of more than 100 Nevada public entities.

NPAIP provides broad, manuscript property coverage with a maximum limit per loss of \$300,000,000. NPAIP also provides \$150,000,000 shared aggregate limits separately for Earthquake and Flood losses, subject to a \$25,000,000 aggregate sub-limit for flood losses in flood zone A. Property coverage will be subject to a deductible of \$25,000 per event, including for earthquake and flood losses. Coverage is also included for boiler & machinery (equipment breakdown) with a policy limit of \$100,000,000 per loss. Physical damage coverage is also included for scheduled vehicles both on and off-premises (does not include the Buses & Coaches).

NPAIP provides liability limits of \$10,000,000 each event/each member subject to a member annual aggregate liability limit of \$10,000,000 for Auto Liability, General Liability, Personal Injury Liability, Employment Practices Liability, Law Enforcement Liability and Wrongful Acts (Errors & Omissions) Liability. Coverage will be subject to a \$25,000 deductible per event/wrongful act.

NPAIP provides Cyber Security Event coverage for \$3,000,000 per event and in the aggregate for each member. Privacy Response Expense Coverage, previously sub-limited at \$500,000, will be provided up to the \$3,000,000 limit at renewal. Coverage also includes \$500,000 for Security Threat Expenses.

NPAIP also provides Environmental Liability with coverage for Third Party Claims for Bodily Injury, Property Damage or Remediation Expense, First Party Remediation Expense and Emergency Response Expense with each incident limit of \$2,000,000, subject to an annual aggregate limit of \$10,000,000 and \$25,000 deductible. Coverage is also included for Business Interruption with a limit of \$2,000,000 up to 365 days.

The total NPAIP renewal premium is increasing from \$250,347 to \$277,336, or approximately 11%. The increase is driven mainly by rate increases in the global property markets, which are due to significant catastrophes losses incurred by insurers in 2017 and 2018. The NPAIP negotiated directly with the underwriters to mitigate this year's rate increase as much as possible.

The RTC RIDE contractor, Keolis Transit Services LLC, is responsible for automobile and general liability losses for the RTC RIDE system. The RTC ACCESS contractor, Ride Right LLC, is responsible for automobile and general liability losses for RTC ACCESS. RTC still has responsibility for automobile/general liability for RTC support vehicles, RTC road programs, and RTC facilities.

Staff is recommending renewal of Crime Insurance with limits of \$5,000,000 for employee theft, forgery, computer fraud, funds transfer fraud, money orders and counterfeit currency fraud and Fiduciary Liability with a limit of \$4,000,000. The deductible for employee theft is \$500,000 to provide coverage excess of the limit provided by the NPAIP and \$25,000 for the other listed coverage. Coverage will continue to include social engineering fraud with a limit of \$1,000,000 and \$50,000 deductible. The premium for the Crime and Fiduciary Liability coverage is \$20,762.

Staff is not recommending renewing a separate Cyber policy based on expanded data/security cybersecurity coverage provided by the NPAIP. Non-renewal of this policy will save the RTC \$9,870.

RTC's Workers Compensation and Employer's Liability coverage is provided through the Public Agency Compensation Trust (PACT), which is a Nevada based insurance pool that was formed under Nevada's Interlocal Cooperation Act in 1996. PACT provides workers compensation, claims and risk management services to its Nevada government entity members.

The estimated proposed total cost of the insurance coverage is \$348,703. The total estimated cost represents an increase of \$14,416 or 4.3% when compared to the prior year's final renewal costs.

## **FISCAL IMPACT**

Funding for the insurance coverage is included in the proposed RTC FY 2020 Budget.

## **PREVIOUS ACTIONS BY BOARD**

June 15, 2018 – Authorized Executive Director to bind insurance coverage effective July 1, 2018.

## **ADDITIONAL BACKGROUND**

The RTC has maintained an agreement with the Reno office of USI Insurance Services LLC (previously known as Wells Fargo Insurance Services) for the purpose of brokering insurance coverage as required for the effective operation of the RTC. In December 2017, USI Insurance Services acquired Wells Fargo Insurance Service. USI has maintained its local Reno office and local RTC service team. As in previous years, Brandon Lewis (Broker) and Tracey Espinosa (Account Representative) along with other local staff have negotiated our insurance renewals as directed by RTC staff in order to maintain coverage at cost-effective pricing.

### Other

In concurrence with USI Insurance Services., staff recommends that the coverage be bound effective July 1, 2019.

The broker's compensation for these renewals is a combination of negotiated commissions and fees and is included as part of the overall insurance cost. Last year, the broker's total compensation at renewal was \$44,435. This year, the broker's total estimated annual compensation at renewal will be \$42,482, a reduction of 4.4%. The broker provides insurance services, risk management services and contract review services throughout the year as a component of the broker compensation.

Staff has always looked to protect the agency at the best possible price against catastrophic losses that have the potential to inhibit the agency's ability to continue providing the necessary transportation services for our community.

Staff believes this program accomplishes that goal.

## **ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

**REGIONAL TRANSPORTATION COMMISSION  
 INSURANCE RENEWAL COST RECAP**

Coverage	Limits of Insurance	Deductible	Insurer	2018/19 Premium	2019/20 Premium	\$ Variance	% Var.
Property Earthquake Flood Flood A/V Cyber Security Employee Theft Pollution Liability	\$300,000,000 per loss \$150,000,000* \$150,000,000* \$25,000,000*	\$25,000 \$25,000 \$25,000 \$25,000	Nevada Public Agency Insurance Pool (POOL)	\$163,912	\$181,705	\$17,793	10.9%
General Liability, Auto Liability, Employment Practices & Wrongful Acts Liability	\$10,000,000 per event \$10,000,000 aggregate	\$25,000	Nevada Public Agency Insurance Pool (POOL)	\$86,435	\$95,631	\$9,196	10.6%
Workers Comp. Employer's Liability	Statutory Coverage \$2,000,000	N/A (Nil)	Public Agency Compensation Trust (PACT)	\$34,798^	\$32,705^	(\$2,693)	(7.7%)
Crime	Employee Theft: \$5M Other Coverage: \$5M Social Engineering: \$1M	\$500,000 \$25,000 \$50,000	Federal Ins. Co. (Chubb)	\$11,991	\$12,534	\$543	4.5%
Fiduciary Liability	\$4,000,000	N/A (Nil)	Federal Ins. Co. (Chubb)	\$7,464	\$8,228	\$764	10.2%
Network Security & Privacy Liability	2017/18: \$2,000,000 2018/19: \$1,000,000	\$50,000	Beazley (Lloyds of London)	\$9,870.50	Included above	(9,870.50)	(100%)
USI Broker Fee (Risk Management, Loss Control & Contract Review)				\$19,817	\$18,500	(\$1,317)	(6.6%)
<b>Total Annual Insurance Cost</b>				<b>\$334,287</b>	<b>\$348,703</b>	<b>\$14,416</b>	<b>4.3%</b>

\* Shared, Annual Aggregate Limits

^ Estimated & Auditable



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.10**

**TO:** Regional Transportation Commission

**FROM:** Stephanie Haddock, CGFM  
Director of Finance/CFO

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT:** RTC Petty Cash Funds

**RECOMMENDATION**

Approve a resolution establishing RTC petty cash accounts.

**SUMMARY**

NRS 354.609 requires that governing bodies authorize by resolution the establishment and administration of petty cash accounts. RTC has established certain accounts in the past by various resolutions. This resolution establishes a comprehensive list of all RTC petty cash accounts and reflects the requirements of NRS 354.609.

**FISCAL IMPACT**

There is no fiscal impact in connection with this item.

**PREVIOUS ACTIONS BY BOARD**

December 21, 2001            Approved amended resolution to add an RTC Petty Cash Fund for the Finance Department.

**ADDITIONAL BACKGROUND**

RTC previously established petty cash accounts for the Engineering, Planning, Executive, and Finance departments. The Finance department no longer needs a petty cash account and has closed the account. Fiscal controls include a maximum expenditure amount of \$50 and requirements for Director approval and appropriate accounting and receipts.

Attachment

**RESOLUTION 19-01**

**A RESOLUTION ESTABLISHING PETTY CASH ACCOUNTS FOR THE  
REGIONAL TRANSPORTATION COMMISSION (RTC)  
OF WASHOE COUNTY**

**WHEREAS**, NRS 354.609 authorizes the governing body of a local government to establish one or more petty cash accounts; and

**WHEREAS**, the RTC has established such accounts for the purpose of facilitating minimal expenditures by certain RTC departments; and

**WHEREAS**, the source of money for the expenditures will be RTC fuel tax or sales tax; and

**WHEREAS**, approval for the expenditures will be by the Director of the RTC department in which the account was established; and

**WHEREAS**, expenditures will be accounted for within the chart of accounts for the RTC and shall be reimbursed at least monthly; and

**WHEREAS**, the maximum dollar amount of any single expenditure is \$50.00 dollars.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY:**

1. That there be a separate petty cash account established for each of the following RTC departments:
  - a. Executive
  - b. Engineering
  - c. Planning
2. That these are the only petty cash accounts established by resolution of the RTC Board.
3. That all previous resolutions establishing petty cash accounts be repealed.

**CERTIFICATE**

The undersigned, duly qualified Chairperson of the Regional Transportation Commission of Washoe County, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on June 20, 2019.

---

**BOB LUCEY, CHAIRMAN**  
Regional Transportation Commission  
of Washoe County

**ATTEST BY:**

---

**CLERK OF THE BOARD**





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.11**

**TO:** Regional Transportation Commission

**FROM:** Angela Reich, SPHR  
Director of Administrative  
Services

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Personnel Rules**

**RECOMMENDATION**

Approve the addition of new language to the RTC Personnel Rules to include: 1) Equal Employment Opportunity Statement and Designated Officer; 2) Diversity and Inclusion Statement; 3) American with Disabilities Act; 4) Pregnancy, Childbirth and Related Medical Conditions; 5) Genetic Information Nondiscrimination Act; 6) Reasonable Accommodation for Victims of Domestic Violence; 7) Prohibition Against Retaliation and 8) Bilingual Pay.

**SUMMARY**

The recommended new language to the RTC Personnel Rules for Equal Employment Opportunity Statement and Designated Officer; American with Disabilities Act; Pregnancy, Childbirth and Related Medical Conditions; Genetic Information Nondiscrimination Act; Reasonable Accommodation for Victims of Domestic Violence and Prohibition Against Retaliation is to reflect current laws and regulations in one location. The recommended new language to the RTC Personnel Rules for the Diversity and Inclusion Statement provides clarification and expectations following up to agency-wide diversity and inclusion training. The recommended new language to the RTC Personnel Rules for bilingual pay allows the RTC to recognize staff who have bilingual status for designated positions with bilingual preference.

**FISCAL IMPACT**

Minimal fiscal impact included in the RTC Board approved FY 2020 budget.

**ADDITIONAL BACKGROUND**

The foregoing recommendation continues the process of reviewing and updating the Personnel Rules and Management Policies of the RTC to improve clarity, reduce redundancy and to align them with current laws and management practices.

**PREVIOUS ACTIONS BY BOARD**

The Board approved changes to RTC Personnel Rules in September 2017.

Attachment

## **1) Equal Employment Opportunity Statement**

The RTC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, registered domestic partnership status, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that is or becomes protected by federal and/or state law. Refer to Equal Employment Opportunity Policy.

### **Equal Employment Opportunity Officer Designated**

The primary responsibilities for ensuring fair employment practices for the RTC are promoted and adhered to are assigned to the RTC's designated Equal Employment Opportunity (EEO) Officer. The employer's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating the employer's compliance with federal and state disability laws. The designated EEO Officer for employer is the Director of Administrative Services.

## **2) Diversity and Inclusion**

The Regional Transportation Commission (RTC) is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The RTC will focus on the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces: 1) Respectful communication and cooperation between all employees 2) Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

All employees of the RTC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. All employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the agency's diversity initiatives should seek assistance from your supervisor, your department director, or the Director of Administrative Services.

### **3) Americans with Disabilities Act**

The RTC will comply proactively with the applicable employment provisions of disability laws, including the Americans with Disabilities Act (ADA), as amended and Nevada Law (NRS 613.310, NRS 281.370, and NRS 233.010). The RTC does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or perceived disability of an individual holding or seeking employment with the employer. Refer to Reasonable Accommodation Policy

### **4) Pregnancy, Childbirth and Related Medical Conditions**

The RTC will comply proactively with the Federal Pregnancy Discrimination Act (PDA) and Nevada Pregnant Workers' Fairness Act under NRS 613. The RTC is committed to provide reasonable accommodation whenever a female employee/applicant requests an accommodation for a condition of the employee relating to pregnancy, childbirth, or a related medical condition, provided that the individual is otherwise qualified to perform the essential functions of the assigned job, absent undue hardship. Refer to Reasonable Accommodation Policy

### **5) Genetic Information Nondiscrimination Act (GINA)**

Employers with 15 or more employees must comply with the federal regulations associated with the Genetic Information Nondiscrimination Act (GINA), NRS 613.345, NRS 281.370, and NRS 233.010. When requiring employees or applicants to see a health care provider for work-related medical exams, ADA accommodations, fitness-for-duty exams, or similar work-related medical exams, the RTC must state to the applicant, employee, AND the health care provider that no genetic information is sought by or to be relayed to the employer under Title II provisions of GINA.

### **6) Reasonable Accommodation for Victims of Domestic Violence**

The RTC will comply proactively with the applicable employment provisions of discrimination laws, including NRS 613, which set forth requirements for employers, absent creating an undue hardship, to provide reasonable accommodation for employees who are victims of domestic violence or whose family or household members are victims of domestic violence. Refer to Reasonable Accommodation Policy

### **7) Prohibition Against Retaliation**

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. The RTC will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights.

### **8) Bilingual Pay**

Bilingual status shall only be for designated positions. Bilingual pay will be at the rate of forty dollars (\$40.00) per pay period in addition to base pay.



**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation • Streets and Highways • Planning*

June 20, 2019

**AGENDA ITEM 3.12**

**TO:** Regional Transportation Commission

**FROM:** Lee G. Gibson, AICP  
Executive Director



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Amend Contract with Cardinal Infrastructure, LLC**

**RECOMMENDATION**

Authorize the Executive Director to amend the contract for federal advisory services with Cardinal Infrastructure, LLC, in order to extend the term of the contract for one year at a cost of \$84,000; authorize the RTC Executive Director to execute the amendment.

**SUMMARY**

Staff seeks to retain Cardinal Infrastructure to assist in providing coordination and policy research support between the RTC, the Nevada Congressional delegation (including House and Senate Committees) and federal executive branch agencies such as the Federal Transit Administration, Federal Highway Administration, and U.S. DOT Secretary's office on the federal priorities of the RTC as well as advocating for RTC's position on matters of funding, policy and regulation.

The contract is attached. The original term began on September 1, 2017 and is set to expire on June 30, 2019. This amendment will extend the term of the contract until June 30, 2020. All other provisions of the contract will remain in full force and effect including the current compensation levels. The cost of the one year extension is \$84,000 payable in twelve (12) equal monthly installments. Under the terms of the contract, the RTC Executive Director can also authorize up to an additional \$50,000 of work on special task orders.

**FISCAL IMPACT**

Funding for this item is included in the RTC Board approved FY 2020 budget.

**PREVIOUS ACTIONS BY BOARD**

October 19, 2017: Board approved the contract with Cardinal Infrastructure, LLC, in an amount not to exceed \$154,000 with an additional \$50,000 contingency fund for special task orders approved by the RTC Executive Director.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachment

## AGREEMENT FOR PROFESSIONAL SERVICES

### FEDERAL ADVISORY SERVICES

This Agreement entered into this 29<sup>th</sup> day of January, 2018, by and between the Regional Transportation Commission of Washoe County, Nevada, hereinafter referred to as "RTC," and Cardinal Infrastructure, LLC, a Washington, D.C. limited liability company, hereinafter referred to as "Consultant."

#### WITNESSETH:

WHEREAS, RTC desires to retain Consultant to perform federal advisory services, hereinafter referred to as the "PROJECT"; and

WHEREAS, Consultant wishes to represent RTC's interests, and represents it has the technical expertise and experience to perform such a service for RTC; and

WHEREAS, RTC desires to hire Consultant to complete said PROJECT and Consultant desires to undertake said PROJECT for RTC.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

#### A. SCOPE OF SERVICES

Consultant shall perform and accomplish in a professional and cooperative manner those tasks described as follows:

1. Working collaboratively with RTC and its representatives, assist in coordinating meetings with House and Senate Committees on the federal priorities of the RTC including but not limited to appropriations bills, authorization legislation and other matters including special studies.
2. Systematically share information such as schedules and work products (draft legislation, policy position papers, and draft testimony) with RTC and its representatives including the Porter Group and Thompson-Coburn (RTC's special counsel on Federal matters).
3. Recognize that materials shared with and obtained from Thompson-Coburn are considered materials subject to the attorney client privilege. Breach of the RTC's attorney client privilege is a basis for the RTC to immediately terminate this contract.
4. Assist with the development, documentation and submission of appropriations requests of the RTC. This includes testimony that may need to be prepared for meetings, hearings, and other events.

5. Working collaboratively with other RTC representatives, assist in helping the RTC secure federal grants as may be assigned by RTC.
6. Attend meetings in Washoe County as approved by the RTC Executive Director or his designee.
7. Work with FTA, FHWA, and other Federal agencies during the development and administration of grants, loans or other assistance the RTC receives.
8. Assist RTC with Federal rulemaking activities and track the development of federal statutes and regulations that may affect the RTC, advice on positions the RTC may take, and help communicate these positions to the Congress and Administration.
9. Working collaboratively with other RTC representatives, assist in providing liaison between the RTC and the Nevada Congressional delegation.
10. Represent the RTC before transportation industry organizations such as the Transportation Research Board, American Association of State and Highway Transportation Officials, American Road Builders Association and the American Public Transportation Association; assist with RTC's involvement and participation in formulating industry position on policy matters.
11. Assist RTC staff in Program Management and Project Management Activities as may be directed through task orders issued under this contract. During the term of this contract, \$50,000 for each fiscal year of this contract is available on special task order approved by the Executive Director to fund activities in this section.
12. Prepare a monthly report on federal issues affecting the RTC as well as submit to the Executive Director a monthly report on meetings held in Washington D.C. on behalf of the RTC.
13. Prepare policy studies under separate task order for the RTC. Such studies for Fiscal Year 2018 may include: affordable housing and transportation, cost benefit analysis as needed to meet federal requirements for discretionary grants, public private partnership opportunities, new federal infrastructure policies and principles, and any other studies necessary to advance RTC federal priorities.

B. TIME OF PERFORMANCE

The term of this contract shall be from September 1, 2017 to June 30, 2019.

C. PAYMENTS TO CONSULTANT

1. Compensation—RTC shall pay the Consultant One Hundred Fifty Four Thousand and No/100 Dollars (\$154,000.00). Payment shall be in (22) monthly installments of Seven Thousand and No/100 Dollars (\$7,000.00) for the duration of the contract. This compensation is for the provision of services only and no expenses shall be paid or separately invoiced by the Consultant.
2. Direct Expenses- Direct expenses including air fare and hotel shall be paid directly by the RTC unless pre-approved authority of the direct expense is authorized by the Executive Director or his designee. Pre-approval requires the Consultant to submit an estimate to the RTC of expected expenses.
3. Compensation for Additional Services— If RTC makes a written request for additional services at any time during the PROJECT, compensation for said services must be approved by the RTC Executive Director in advance of any costs being incurred. As noted in Section 11, \$50,000 is made available for each fiscal year for any special task orders approved by the Executive Director.
4. Method and Time of Payment—Payment shall be made in the following manner:
  - a) Consultant shall submit monthly invoices to RTC detailing the services provided during the month. Invoices shall be submitted electronically to [accountspayable@rtcwashoe.com](mailto:accountspayable@rtcwashoe.com).
  - b) Subject to RTC review and approval of the invoice, RTC shall pay Consultant within thirty (30) calendar days after the date of the invoice.
  - c) Consultant shall maintain complete records supporting every request for payment that may become due. RTC shall have the right to receive and copy said records.
5. Compensation After Termination—If this Agreement is terminated, Consultant shall be paid for services provided after the period covered by the last invoice through the date of receipt of written notice of termination.

D. OTHER PROVISIONS

1. Time is of the Essence—It is understood and agreed that all times stated and referred to herein are of the essence. The times stated and referred to may be extended by the RTC Executive Director for such additional periods as the RTC Executive Director may approve. No extension of time shall be valid unless reduced to writing and signed by the Executive Director.
2. Non-Transferability—This Agreement is for Consultant's professional services, and Consultant's rights and obligations hereunder may not be subcontracted or assigned without the prior written consent of RTC.



3. Termination
- a. RTC shall have the right to cancel this Agreement at its sole discretion upon thirty (30) days prior written notice given pursuant to Paragraph 6 of this Section. In the event of such cancellation by RTC, Consultant shall be paid pursuant to Section C-1 for work completed through the effective date of termination.
  - b. If Consultant provides notice that it is unwilling or unable to complete the PROJECT contracted for herein, Consultant shall be deemed to be in default. In such event, RTC shall have the option of declaring the contract terminated or hiring another Consultant for the remainder of the existing term. Consultant shall be liable to RTC for any reasonable additional Consultant fees incurred to obtain replacement services.
4. Hold Harmless—Consultant shall defend, indemnify, and hold RTC, its officials, employees and agents harmless from any and all claims, demands, or actions for personal injury or property damage to the extent they arise from Consultant's acts or omissions, or the negligent performance of services under the Agreement. Should RTC be joined or named as a party in any claim, suit, action or other legal proceedings arising out of the work performed by Consultant under this Agreement, Consultant shall defend and hold RTC, its officials and employees harmless from same, and shall pay all costs and expenses, including attorneys' fees and defense costs, incurred in connection therewith. This paragraph shall not apply to a situation where liability arises solely from the gross negligence or intentional acts, of any officer, employee or another agent of RTC.
5. Relationship of Parties—Consultant is an independent contractor to RTC under this Agreement. Consultant shall be free to contract to provide similar services for others while it is under contract to RTC, so long as said services and advocacy are not in direct conflict, as determined by RTC, with services being provided by Consultant to the RTC. Consultant is not entitled to participate in any retirement, deferred compensation, health insurance plans or other benefits RTC provides to its employees.
6. Notices—Any notice or communication required or permitted to be served on a party hereto may be served by personal delivery to the office of the person or persons identified below. Service may also be affected by registered or certified mail, by placing the notice or communication in an envelope addressed as indicated below and depositing said envelope in the U.S. or Canadian Mail.

TO RTC:                                      Lee G. Gibson, AICP, Executive Director  
Regional Transportation Commission  
of Washoe County  
Post Office Box 30002  
Reno, NV 89520  
775.348.0400

TO CONSULTANT:                            Anja Graves, Partner and Member  
Cardinal Infrastructure, LLC  
601 Pennsylvania Ave NW, South Building, Suite 900  
Washington, D.C. 20004  
202.434.8266

The person to be served at the address shown above may be changed at any time by notice to the other party. Service shall be completed upon personal delivery or three (3) days following the time the notice is sent by U.S. mail, registered or certified, with postage prepaid.

7. Nevada Law Applies—The provisions of this Agreement shall be governed and construed in accordance with the laws of the State of Nevada. The exclusive venue and court for all lawsuits concerning this Agreement shall be the Second Judicial District Court of the State of Nevada, County of Washoe and the parties hereto submit to the jurisdiction of that District Court.
8. Exclusive Agreement—There are no verbal agreements, representations or understandings affecting this Agreement, and all negotiations, representations and undertakings are set forth herein with the understanding that this Agreement constitutes the entire understanding by and between the parties.
9. Amendments—No alteration, amendment or modification of this Agreement shall be effective unless it is in writing and signed by both parties.
10. Attorneys' Fees—In the event any party files suit to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs of suit.
11. Regulatory Compliance—Consultant shall comply with all applicable federal, state and local government laws, regulations and ordinances.
12. Any waiver or breach of a provision in this Agreement shall not be deemed a waiver of any other provision in this Agreement and no waiver is valid unless in writing and executed by the waiving party. An extension of the time for performance of any obligation or act shall not be deemed an extension of time for the performance of any other obligation or act. This Agreement inures to the benefit of, and is binding upon the parties to this Agreement and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date

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first above written.

APPROVED AS TO LEGALITY AND FORM

Dale E. Ferguson  
DALE E. FERGUSON (ESQ., RTC GENERAL COUNSEL

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

Lee G. Gibson  
LEE G. GIBSON, AICP, EXECUTIVE DIRECTOR

State of Nevada )  
County of Washoe )

This instrument was acknowledged before me on this 27th day of January, 2018 by Lee G. Gibson, AICP as Executive Director of the Regional Transportation Commission of Washoe County.

Denise Thompson  
Notary Public



CARDINAL INFRASTRUCTURE, LLC

Anja Graves  
ANJA GRAVES, PARTNER AND MEMBER

District of Columbia )  
District of Columbia )

This instrument was acknowledged before me on this 9th day of January, 2018 by Anja Graves as Partner and Member of Cardinal Infrastructure, LLC.

Tuwana Frierson-Salter  
Notary Public



TUWANA FRIERSON-SALTER  
NOTARY PUBLIC DISTRICT OF COLUMBIA  
My Commission Expires August 14, 2021

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under penalty of perjury:

1. That I am the Bidder (if the Bidder is an individual, a partner in the Bid (if the Bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the attached Bid or Bids has been arrived at by the Bidder independently and have been submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or service described in the Invitation for Bid, designed to limit independent Bids or competition;
3. That the contents of the Bid or Bids has not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids and will not be communicated to any such person prior to the official opening of the Bid or Bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Firm Name: Cardinal Infrastructure

Signed: *Anje Snow*

STATE OF District of Columbia

COUNTY OF         

SUBSCRIBED AND SWORN TO before me

on the 9<sup>th</sup> day of January, 2018.

by Tuwana Frierson-Salter

*Tuwana Frierson-Salter*

Notary Officer



TUWANA FRIERSON-SALTER  
NOTARY PUBLIC DISTRICT OF COLUMBIA  
My Commission Expires August 14, 2021



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

I, ANJA GRAVES certify to the best of my knowledge and belief, that the contractor/primary participant and principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not, within a three-year period preceding this Bid, been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public function (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not, within a three-year period preceding this bid, had one or more public transactions (federal, state, or local) terminated for cause or default.

[Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation to this Bid.]

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.**

Anja Graves

STATE OF District of Columbia  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me

on the 9<sup>th</sup> day of January, 2018.

by Tuwana Frierson-Salter

Tuwana Frierson-Salter  
Notarial Officer



TUWANA FRIERSON-SALTER  
NOTARY PUBLIC DISTRICT OF COLUMBIA  
My Commission Expires August 14, 2021





**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation • Streets and Highways • Planning*

June 20, 2019

**AGENDA ITEM 3.13**

**TO:** Regional Transportation Commission

**FROM:** Lee G. Gibson, AICP  
Executive Director



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Amend Contract with Porter Group, LLC**

**RECOMMENDATION**

Authorize the Executive Director to amend the contract for federal advisory services with Porter Group, LLC, in order to extend the term of the contract for one year at a cost of \$78,000; authorize the RTC Executive Director to execute the amendment.

**SUMMARY**

Staff seeks to retain Porter Group, LLC to assist in providing liaison and coordination between the RTC and the Nevada Congressional delegation, including House and Senate Committees on the federal priorities of the RTC as well as advocating for RTC's position on matters of funding, policy and regulation.

The contract, as previously amended, is attached. The original term of the contract began on September 1, 2017, and is set to expire on June 30, 2019. This amendment will extend the term of the contract until June 30, 2020. All other provisions of the contract, as previously amended, will remain in full force and effect including the current compensation levels. The cost of the one year extension is \$78,000 payable in twelve (12) equal monthly installments. Under the terms of the contract, the RTC Executive Director can also authorize up to an additional \$50,000 of work on special task orders.

**FISCAL IMPACT**

Funding for this item is included in the RTC Board approved FY 2020 budget.

**PREVIOUS ACTIONS BY BOARD**

September 15, 2017: Board approved the contract with Porter Group, LLC, in an amount not to exceed \$140,500 with an additional \$50,000 contingency fund for special task orders approved by the RTC Executive Director.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachments

AMENDMENT NO. 1  
AGREEMENT FOR PROFESSIONAL SERVICES

FEDERAL ADVISORY SERVICES

The Regional Transportation Commission of Washoe County, hereinafter "RTC," and Honorable Jon C. Porter of Porter Group LLC, hereinafter "Consultant," entered into an Agreement on October 30, 2017 for Consultant to perform federal advisory services (the "Agreement"). This Amendment No. 1 is made and entered into on November 27, 2017.

WITNESSETH:

WHEREAS, the parties have determined that there is a need to amend the Agreement to clarify the Direct Expenses paragraph under Section C. PAYMENTS TO CONSULTANT.

NOW, THEREFORE, in consideration of the mutual promises of the parties and other good and valuable consideration, the parties do agree as follows:

1. Section C.2. shall be replaced in its entirety with the following:

Direct Expenses - Direct expenses, including airfare and hotel, shall not be paid by the RTC unless the direct expense is pre-approved in writing by the Executive Director or his designee. Pre-approval requires the Consultant to submit an estimate to the RTC of expected expenses, and secure written notice of pre-approval prior to incurring the direct expense.

2. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this amendment

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on the day and year first above written.

APPROVED AS TO LEGALITY AND FORM:

Dale E. Ferguson  
Dale E. Ferguson, Esq., RTC General Counsel

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By [Signature]  
Lee G. Gibson, AICP, Executive Director

State of Nevada  
County of Washoe

This instrument was acknowledged before me on November 27, 2017 by Lee G. Gibson, AICP, Executive Director of the Regional Transportation Commission of Washoe County.

[Signature]  
Notarial Officer



PORTER GROUP LLC

By [Signature]  
Honorable Jon C. Porter

State of DISTRICT OF  
County of COLUMBIA

This instrument was acknowledged before me on DECEMBER 11, 2017 by Jon Porter, of Porter Group LLC.

[Signature]  
Notarial Officer

Jacqueline M. Greco  
Notary Public, District of Columbia  
My Commission Expires 6/30/2020



**AGREEMENT FOR PROFESSIONAL SERVICES**

**FEDERAL ADVISORY SERVICES**

This Agreement entered into this 30 day of OCTOBER, 2017, by and between the Regional Transportation Commission of Washoe County, Nevada, hereinafter referred to as "RTC," and Honorable Jon C. Porter of Porter Group LLC, having offices at 11 D Street S.W., Washington, D.C. 20003, a corporation organized and existing under the laws of Washington, D.C., and PO Box 60246, Boulder City, NV, 89006, hereinafter referred to as "Consultant."

WITNESSETH:

WHEREAS, RTC desires to retain Consultant to perform federal advisory services, hereinafter referred to as the "PROJECT"; and

WHEREAS, Consultant wishes to represent RTC's interests, and represents it has the technical expertise and experience to perform such a service for RTC; and

WHEREAS, RTC desires to hire Consultant to complete said PROJECT and Consultant desires to undertake said PROJECT for RTC.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

A. SCOPE OF SERVICES

Consultant shall perform and accomplish in a professional and cooperative manner those tasks described as follows:

1. Working collaboratively with RTC and its representatives, assist in coordinating meetings with House and Senate Committees on the federal priorities of the RTC as well as advocating for RTC's positions on matters of funding, policy and regulation.
2. Systematically share information such as schedules and work products (draft legislation, policy position papers, and draft testimony) with RTC and its representatives including Cardinal Infrastructure and Thompson-Coburn (RTC's special counsel on Federal matters.)
3. Recognize that materials shared with and obtained from Thompson-Coburn are considered materials subject to the attorney client privilege. Breach of the RTC's attorney client privilege is a basis for the RTC to immediately terminate this contract.
4. Assist the RTC in developing communications strategies, managing forums through which RTC's policies and priorities are communicated. Examples include the Shared Federal Framework, the I-11 Caucus, and other Nevada based regional initiatives that organize and communicate RTC Washoe County needs to federal officials and stakeholders.

## ATTACHMENT B

5. Attend meetings in Washoe County as approved by the RTC Executive Director or his designee.
6. Working collaboratively with other RTC representatives, assist in providing liaison between the RTC and the Nevada Congressional delegation.
7. Assist RTC in planning, producing, and distributing public information about RTC's plans, programs, and projects as well as federal priorities. The distribution of public information shall be through traditional media, social media, and stakeholder forums. During the term of this contract, \$50,000 is available for this activity on special task order to be approved by the Executive Director.
8. Develop and submit a monthly report to the Executive Director and include a summary of meetings attended with federal officials and agencies on matters related to RTC.
9. Assist in the preparation of a monthly federal report to RTC that documents the latest federal legislative policy changes, administration activities, and other matters that affect RTC's interests as a metropolitan planning organization, transit operator and street and highway construction agency.

### B. TIME OF PERFORMANCE

The term of this contract shall be from September 1, 2017 to June 30, 2019.

### C. PAYMENTS TO CONSULTANT

1. Compensation—RTC shall pay the Consultant One hundred forty thousand five hundred and No/100 Dollars (\$140,500). Payment shall be in ten (10) monthly installments of Six Thousand Two Hundred Fifty and No/100 Dollars (\$6,250.00) from September 1, 2017 to June 30, 2018. From July 1, 2018 to June 30, 2019, the consultant shall be paid six thousand five hundred and No/100 (\$6,500.00) dollars in twelve (12) monthly installments. This compensation is for the provision of services only and no expenses shall be paid or separately invoiced by the Consultant.
2. Direct Expenses- Direct expenses including air fare and hotel shall be paid directly by the RTC unless pre-approved authority of the direct expense is authorized by the Executive Director or his designee. Pre-approval requires the consultant to submit an estimate to the RTC of expected expenses.
3. Compensation for Additional Services—If RTC makes a written request for additional services at any time during the PROJECT, compensation for said services must be approved in advance by the RTC Executive Director prior to any costs being incurred.
4. Method and Time of Payment—Payment shall be made in the following manner:
  - a) Consultant shall submit monthly invoices to RTC detailing the services provided during the month. Invoices shall be submitted electronically to [accountspayable@rtcwashoe.com](mailto:accountspayable@rtcwashoe.com).
  - b) Subject to RTC review and approval of the invoice, RTC shall pay Consultant within

thirty (30) calendar days after the date of the invoice.

- c) Consultant shall maintain complete records supporting every request for payment that may become due. RTC shall have the right to receive and copy said records.

- 5. Compensation After Termination—If this Agreement is terminated, Consultant shall be paid for services provided after the period covered by the last invoice through the date of receipt of written notice of termination.

**D. OTHER PROVISIONS**

- 1. Time is of the Essence—It is understood and agreed that all times stated and referred to herein are of the essence. The times stated and referred to may be extended by the RTC Executive Director for such additional periods as the RTC Executive Director may approve. No extension of time shall be valid unless reduced to writing and signed by the Executive Director.
- 2. Non-Transferability—This Agreement is for Consultant's professional services, and Consultant's rights and obligations hereunder may not be subcontracted or assigned without the prior written consent of RTC.
- 3. Termination
  - a. RTC shall have the right to cancel this Agreement at its sole discretion upon thirty (30) days prior written notice given pursuant to Paragraph 6 of this Section. In the event of such cancellation by RTC, Consultant shall be paid pursuant to Section C-1 for work completed through the effective date of termination.
  - b. If Consultant provides notice that it is unwilling or unable to complete the PROJECT contracted for herein, Consultant shall be deemed to be in default. In such event, RTC shall have the option of declaring the contract terminated or hiring another consultant for the remainder of the existing term. Consultant shall be liable to RTC for any reasonable additional Consultant fees incurred to obtain replacement services.
- 4. Hold Harmless—Consultant shall defend, indemnify, and hold RTC, its officials, employees and agents harmless from any and all claims, demands, or actions for personal injury or property damage to the extent they arise from Consultant's acts or omissions, or the negligent performance of services under the Agreement. Should RTC be joined or named as a party in any claim, suit, and action or other legal proceedings arising out of the work performed by Consultant under this Agreement, Consultant shall defend and hold RTC, its officials and employees harmless from same, and shall pay all costs and expenses, including attorneys' fees and defense costs, incurred in connection therewith. This paragraph shall not apply to a situation where liability arises solely from the gross negligence or intentional acts, of any officer, employee or another agent of RTC.
- 5. Relationship of Parties—Consultant is an independent contractor to RTC under this Agreement. Consultant shall be free to contract to provide similar services for others while it is under contract to RTC, so long as said services and advocacy are not in direct conflict, as determined by RTC, with services being provided by Consultant to the RTC. Consultant is not entitled to participate in any retirement, deferred compensation, health

## ATTACHMENT B

insurance plans or other benefits RTC provides to its employees.

6. Notices—Any notice or communication required or permitted to be served on a party hereto may be served by personal delivery to the office of the person or persons identified below. Service may also be affected by registered or certified mail, by placing the notice or communication in an envelope addressed as indicated below and depositing said envelope in the U.S. or Canadian Mail.

TO RTC: Lee G. Gibson, AICP, Executive Director  
Regional Transportation Commission  
of Washoe County  
Post Office Box 30002  
Reno, Nevada 89520-3002  
775.348.0400

TO CONSULTANT: Honorable Jon C. Porter  
Porter Group LLC  
11 D Street S.W.  
Washington, D.C. 20003  
202.733.4960

Honorable Jon C. Porter  
Porter Group LLC  
PO Box 60246  
Boulder City, Nevada 89006

The person to be served and the address shown above may be changed at any time by notice to the other party. Service shall be completed upon personal delivery or three (3) days following the time the notice is sent by U.S. mail, registered or certified, with postage prepaid.

7. Nevada Law Applies—The provisions of this Agreement shall be governed and construed in accordance with the laws of the State of Nevada. The exclusive venue and court for all lawsuits concerning this Agreement shall be the Second Judicial District Court of the State of Nevada, County of Washoe and the parties hereto submit to the jurisdiction of that District Court.
8. Exclusive Agreement—There are no verbal agreements, representations or understandings affecting this Agreement, and all negotiations, representations and undertakings are set forth herein with the understanding that this Agreement constitutes the entire understanding by and between the parties.
9. Amendments—No alteration, amendment or modification of this Agreement shall be effective unless it is in writing and signed by both parties.
10. Attorneys' Fees—In the event any party files suit to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs of suit.
11. Regulatory Compliance—Consultant shall comply with all applicable federal, state and

- local government laws, regulations and ordinances.
12. Any waiver or breach of a provision in this Agreement shall not be deemed a waiver of any other provision in this Agreement and no waiver is valid unless in writing and executed by the waiving party. An extension of the time for performance of any obligation or act shall not be deemed an extension of time for the performance of any other obligation or act. This Agreement inures to the benefit of, and is binding upon the parties to this Agreement and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date first above written.

APPROVED AS TO LEGALITY AND FORM

*Dale E. Ferguson*  
 \_\_\_\_\_  
 DALE E. FERGUSON, ESQ., RFC GENERAL COUNSEL

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY



*[Signature]*  
 \_\_\_\_\_  
 LEE G. GIBSON, AICP, EXECUTIVE DIRECTOR

State of Nevada        )  
                                   )  
 County of Washoe        )

This instrument was acknowledged before me on this 14th day of November, 2017 by Lee G. Gibson, AICP, as Executive Director of the Regional Transportation Commission of Washoe County.

*[Signature]*  
 Notary Public

PORTER GROUP LLC  
*[Signature]*  
 \_\_\_\_\_  
 HONORABLE JON C. PORTER



District of Columbia    )  
                                   )  
 District of Columbia    )

This instrument was acknowledged before me on this 30 day of OCTOBER, 2017 by Honorable Jon C. Porter, as CEO of Porter Group LLC.

*[Signature]*  
 \_\_\_\_\_

Jacqueline M. Greco  
 Notary Public, District of Columbia  
 My Commission Expires 6/30/2020

Notary Public

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under penalty of perjury:

1. That I am the Bidder (if the Bidder is an individual, a partner in the Bid (if the Bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the attached Bid or Bids has been arrived at by the Bidder independently and have been submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or service described in the Invitation for Bid, designed to limit independent Bids or competition;
3. That the contents of the Bid or Bids has not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids and will not be communicated to any such person prior to the official opening of the Bid or Bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Firm Name: \_\_\_\_\_

Signed: \_\_\_\_\_

STATE OF DISTRICT OF

COUNTY OF COLUMBIA

SUBSCRIBED AND SWORN TO before me

on the 30 day of OCTOBER, 2017.

by Jon Porter

Jacqueline M. Greco  
Notarial Officer

Jacqueline M. Greco  
Notary Public, District of Columbia  
My Commission Expires 6/30/2020



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

I, Jon Porter certify to the best of my knowledge and belief, that the contractor/primary participant and principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not, within a three-year period preceding this Bid, been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public function (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not, within a three-year period preceding this bid, had one or more public transactions (federal, state, or local) terminated for cause or default.

[Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation to this Bid.]

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.**

*Jon Porter*

STATE OF DISTRICT OF  
COUNTY OF COLUMBIA

SUBSCRIBED AND SWORN TO before me

on the 30 day of OCTOBER, 2017.

by Jon Porter

*Jacqueline M. Greco*  
Notarial Officer







**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation • Streets and Highways • Planning*

June 20, 2019

**AGENDA ITEM 3.14**

**TO:** Regional Transportation Commission

**FROM:** Lee G. Gibson, AICP  
Executive Director

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Amend Legal Services Contract with Zev E. Kaplan, Ltd.**

**RECOMMENDATION**

Authorize the Executive Director to amend the contract for specialized legal services with the law corporation of Zev E. Kaplan, Ltd., in order to extend the term of the contract for up to one year.

**SUMMARY**

The RTC and Zev E. Kaplan, Ltd. negotiated and executed a contract for specialized legal services dated January 1, 2017. Zev E. Kaplan provides specialized legal services to the RTC at a rate of \$400 per hour on an as-needed basis as directed by the Executive Director. The term of the contract, as previously amended, is set to expire on June 30, 2019.

The Executive Director seeks authorization from the Commission to amend the contract with Zev E. Kaplan, prior to the expiration of the current contract, to extend the term of the contract for one year. The amendment will allow RTC to maintain consistency and continuity of legal services as it enters its new fiscal year beginning July 1, 2019.

**FISCAL IMPACT**

The fiscal impact for legal services to the RTC is difficult to estimate and varies from year to year depending on the amount and types of legal work that may be required during any given year.

**PREVIOUS ACTIONS BY BOARD**

- June 15, 2018: Board approved Amendment 3 to the PSA to increase the not-to-exceed amount and to extend the term of the PSA to June 30, 2019.
- February 13, 2018: Executive Director authorized Amendment 2 to the PSA to retroactively extend the term of the PSA to June 30, 2018.
- November 17, 2017: Approved Amendment 1 to the PSA to increase the not-to-exceed amount by \$25,000 for a new, not-to-exceed amount of \$70,000.
- March 14, 2017: RTC Executive Director executed a Professional Services (PSA) with Zev E. Kaplan, Ltd. in an amount not to exceed \$45,000



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.15**

**TO:** Regional Transportation Commission

**FROM:** David Carr, Facilities and Fleet  
Manager



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Purchase of 10 Paratransit Vehicles**

**RECOMMENDATION**

Approve the purchase of ten (10) paratransit vehicles utilizing the State of Nevada Fleet Vehicles procurement contract number 8475 in the amount of \$467,520.

**SUMMARY**

In FY 2020, RTC has budgeted the purchase of up to twenty five (25) Paratransit vehicles. Fifteen (15) vehicles in the current fleet are at the end of their useful life and scheduled to be replaced. This initial procurement of vehicles will consist of ten (10) accessible low floor Dodge Minivans. These vans will serve as a demonstration of a smaller vehicle that is nimble, easier to driver, more comfortable for passengers and has a manual fold out lift that is quicker and easier to deploy which should save time and enhance the customer experience. The purchase of these minivans is expected to result in lower operations and maintenance costs. It is anticipated that an additional ten (10) to fifteen (15) vehicles are needed in order to expand the fleet to meet increasing demand, to ensure an appropriate number of spares, and to support micro transit. The second procurement, scheduled for later this year, will be for larger CNG powered vehicles.

**FISCAL IMPACT**

Funding for this agreement is included in the FY 2020 Board approved budget.

**PREVIOUS BOARD ACTIONS:**

There has been no previous action on this item.



**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation · Streets and Highways · Planning*

June 20, 2019

**AGENDA ITEM 3.16**

**TO:** Regional Transportation Commission

**FROM:** David Carr  
Facilities and Fleet Manager  
Public Transportation and  
Operations



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Request for Quote for installation of Angi (CNG) compressor**

**RECOMMENDATION**

Approve the draft Request for Quote (RFQ) for the installation of the new Angi Compressed Natural Gas (CNG) Compressor.

**SUMMARY**

If approved by the Commission, a Request for Quote (RFQ) will be issued in June. In FY 2019, a new Angi CNG Compressor system with controls was purchased at a cost of \$256,345 as a sole source procurement. This solicitation is for the removal and disposal of the old CNG compressor that is at the end of its useful life and the control system is no longer supported by the manufacturer. This solicitation is also for the installation of the new CNG compressor which includes the updated control systems compatible with our existing RTC ACCESS paratransit CNG fueling station at 600 Sutro Street.

A recommendation for award will be brought to the Commission for approval in July.

**FISCAL IMPACT**

Funding for the installation of the new CNG compressor is included in the FY 2020 RTC Board approved budget

Attachment



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

# REQUEST FOR QUOTATION

## #RTC 19-19

## PWP-WA-2019-201

### Installation of ANGI Compressor

# FOR THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY

Date Issued: June 26, 2019

Date Due: July 18, 2019

**REGIONAL TRANSPORTATION COMMISSION**

1105 Terminal Way, Suite 300

Reno, NV 89502

Tel: 775-332-2174

Fax: 775-348-3228

**REQUEST FOR QUOTATION  
#RTC 19-19**

The Regional Transportation Commission of Washoe County (hereinafter designated "RTC") is issuing a Request for Quotation (RFQ) for services from qualified and experienced firms to install a Replacement ARIEL CNG Compressor.

**GENERAL SCOPE OF WORK**

Major work items include:

- 1) Removal of old Ariel Compressor
  - a. All equipment, materials and labor required to remove/dispose of old compressor with the enclosure.
  - b. Haul off and properly dispose of old compressor and enclosure providing the RTC first choice at removing any needed parts from old compressor, building or electrical items prior to disposal for spare parts.
- 2) Installation of new Ariel JGP/2 Compressor job #50726.
  - a. If necessary prepare site for installation of new unit.
  - b. Install, mount new compressor and enclosure to include all materials and equipment necessary to do the job.
  - c. Make all necessary connections/changes between the current soft start and the compressor per plans.
  - d. Make all connections to the current natural gas supply per the compressor plans.
  - e. Make all electrical connections as per ANGI and latest NEC specifications.
  - f. Make new network connections and run conduit to the cp400 unit for monitoring compressor.
  - g. Follow all changes that are in the submittal # 1 document included in this scope of work as exhibit AA
  - h. Ensure the compressor, controls and fast fill are all integrated and 100% operational prior to completion of project.
- 3) Additional contractor responsibilities.
  - a. To adhere to all OSHA rules and regulations while on the property. Specifically - All lock out – tag out and PPE's requirements shall be followed.
  - b. To adhere to all Federal, State and local rules and regulations.

- c. To adhere to all manufacturer related specifications and all industry accepted standards and practices related to compressed natural gas installations and Operations. Communicate daily with RTC FM staff, Ride Right Operations and maintenance staff to minimize any disruptions to service or any work, vehicles, material laydown and/or construction related impacts within the work area.
- d. Vehicle parking shall be restricted to minimize impact on traffic within the Sutro area yard. Any vehicles not specifically need to perform work on site shall be parked outside of the Sutro yard and in the front parking area only unless approved by RTC Maintenance staff or Ride Right Maintenance Manager.
- e. To operate on the job site in a safe and non-discriminating manor.
- f. To keep all shut downs to the minimum as we are an agency who is critical to the public's wellbeing. Any and all shut downs will be scheduled through Mark Schlador or Heinz Schöner with 24 hours advance notice required. Any shut downs required by an emergency shall be communicated to RTC FM and Ride Right staff immediately.
- g. Upon award, Contractor will then have 90-days to start construction and 30-days to complete construction.
- h. ANGI will be on site for three days to commission the compressor once installation is completed. Contractor will be responsible for any time over the three-day allotment.

**\*\*Please note:**

- 1.) All pressures on system will be at 0 psi and all electricity will be disconnected while work is being accomplished.
- 2.) This will fall under Davis Bacon wage rules. RTC must be named as additional insured for \$2 million dollars.
- 3.) For procurement and bid related questions, please contact Evan Speight, Procurement & Contract Analyst at [espeight@rtcwashoe.com](mailto:espeight@rtcwashoe.com)

**SUBMITTAL REQUIREMENTS**

**Quotes must be emailed to Evan Speight, Purchasing & Contracts Analyst at [mailto: espeight@rtcwashoe.com](mailto:espeight@rtcwashoe.com) on or before 3:00 p.m. PDT., July 18, 2019.**

**LATE SUBMISSIONS WILL NOT BE CONSIDERED.  
*Only submit the following documents***

- Quote Form
- Price Sheet
- List of Subcontractors (if applicable)

If you have any questions, please contact Evan Speight at 775-335-1844 or email [espeight@rtcwashoe.com](mailto:espeight@rtcwashoe.com)

# QUOTE FORM

*[Faint, illegible text, likely bleed-through from the reverse side of the page]*

SAMPLE



**REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY**

**Quote**

Quote of \_\_\_\_\_ to furnish and deliver all materials and to do and perform all work necessary to provide snow and ice removal services, in accordance with the RFQ Requirements and attachments, including any amendments or addenda to all these aforementioned documents, all of which are hereinafter referred to as the "Solicitation Documents".

To the Regional Transportation Commission, Washoe County, Nevada (RTC):

The undersigned, as Contractor declares that this quote is made without collusion with any other person, firm or corporation, that the Contractor has carefully examined the Solicitation Documents referred to and made a part hereof, and the Contractor proposes and agrees, if this Quote is accepted, that the Contractor will contract with the RTC, to furnish all materials and labor specified in the Solicitation Documents, in the manner and time prescribed and according to the requirements herein set forth, and the Contractor will accept in full payment therefore per the following price:

\$ \_\_\_\_\_

This quote is for a not-to-exceed contract.

RTC reserves the right to make changes to the information listed above at any time during the agreement term.

If the Contractor is notified of the acceptance of this Quote, the Contractor agrees to execute this document for the above work for the above stated compensation in the form of the Quote document attached hereto. The undersigned agrees, if awarded the Contract, the work to be performed shall commence after the Contract Documents have been submitted. In submitting a Quote, the Contractor affirms that the Contractor is sufficiently informed in all matters affecting the Contract scope, and that the Contractor has checked the Quote for errors and omissions; and that the prices stated in the Quote are correct and are a complete and correct statement of the Contractor's prices for materials and labor for the snow and ice removal required by the Contract documents and specifications. By execution below, Contractor hereby offers to acceptably complete the Quote as indicated herein. Upon Acceptance by the Procuring Agency, the contract is complete with all provisions stated in the solicitation documents and all attachments herein.

Bidder:

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Authorized Representative/Title)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(fax number)

SAMPLE

# PRICE SHEET

SAMPLE

RTC Invitation for Bids Number: RTC 19-19 Installation of CNG Compressor

Bid Opening Date:

Name of Company Below in Yellow:

Item Number	Item and Description	Name of Company Below in Yellow:		
		Unit Cost	Quantity	Total
1	Paving			\$ -
2	Excavation (if Needed)			\$ -
3	Plumbing/Gas Lines			\$ -
4	Electrical Work			\$ -
5	Installation			\$ -
6	Other Services (Please Describe Below)			\$ -
Base Bid Total				\$ -
<b>Project Bid Total</b>				

Other Services Description:

# LIST OF SUBCONTRACTORS

SAMPLE

*LIST OF SUBCONTRACTORS*

	Name of Subcontractor	Nevada Contractors License Number	Type of Work/Equipment	DBE Yes/No
1.				
2.				
3.				
4.				
5.				



**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation • Streets and Highways • Planning*

June 20, 2019

**AGENDA ITEM 3.17**

**TO:** Regional Transportation Commission

**FROM:** Tina Wu, AICP  
Senior Technical Transit Planner  
Public Transportation and Operations

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Request for Proposal (RFP) for the Purchase of Transit Shelters**

**RECOMMENDATION**

Approve the Request for Proposal (RFP) for the purchase of transit shelters for RTC RIDE.

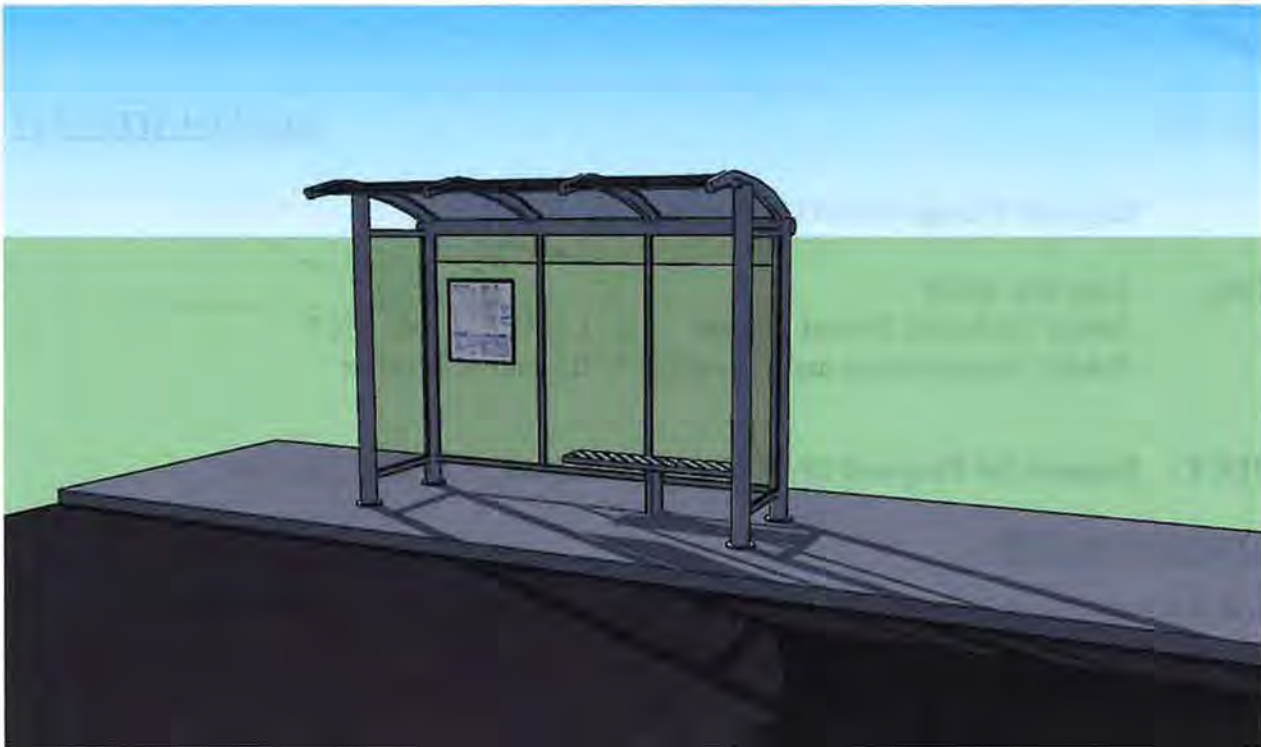
**SUMMARY**

The RTC has approximately 120 shelters throughout the community in 2019. In 2007, RTC replaced 80 shelters that had reached the end of their useful life as part of the system-wide replacement project. Throughout the years, some of these shelters have been damaged by accidents and vandalism. Furthermore, responding to requests from the public and the RTC Board for improved passenger amenities is a high priority as we strive to increase ridership on our system. It is anticipated that about half of the 50 shelters that will be acquired will be used to expand the overall number of shelters at our bus stops over the next five years.

**Shelter Design Considerations**

There are many factors to consider in selecting a shelter design. For example, to ensure maintenance is cost effective the shelter design will have interchangeable parts so that inventory is minimized. In addition, addressing vandalism is an ongoing concern for the RTC as shelters are often tagged with unsightly and emotionally disturbing graffiti. RTC's policy is to remove graffiti within 24 hours of notification. However, the paint used by the vandals often seeps into the glass windows and leaves the shelter with a fogged, dirty appearance. More disturbing is the fact that shelter repair may sometimes last less than twenty-four hours before the shelter is vandalized again. For these reasons, ease of maintenance is a major consideration for the design and specifications of the new shelters.

Other factors influencing the design of the shelters include adequate protection from the weather for passengers, space for schedules and other way-finding information, lighting to provide visibility and safety, and windows on the approaching wall so passengers and coach operators can see one another. Finally, the RTC is looking for a shelter that presents a more positive image for the transit system and fully complies with ADA regulations. The result of these considerations are the shelter specifications included in Attachment A and illustrated on the next page.



If approved by the Commission, a Request for Proposal (RFP) will be issued later this month for a total of fifty (50) passenger shelters, with the purchase of ten (10) shelters per year for five (5) years. A pre-proposal meeting will be held on July 8, 2019. The RFP submission deadline will be July 26, 2019.

A five person proposal evaluation team consisting of RTC employees will review and rank the proposals. The proposals are to be evaluated based on the criteria set forth in the RFP:

- 30 points for design/quality
- 30 points for reference and experience with similar project
- 20 points for reasonableness and cost effectiveness of price proposal
- 10 points for reasonableness of schedule
- 10 points for manuals, drawings and warranties

A recommendation for award will be brought to the Commission for approval in August.

### **FISCAL IMPACT**

The FY 2020 Board approved budget contains \$174,532 for the initial purchase of ten (10) transit shelters.

### **PREVIOUS ACTIONS BY BOARD**

There has been no previous Board action on this item.

Attachment



**ATTACHMENT A**  
**REQUEST FOR PROPOSAL (RFP) FOR THE PURCHASE OF TRANSIT SHELTERS**  
**SCOPE OF WORK/SPECIFICATIONS**

**I. GENERAL**

**A. REFERENCES**

1. The Aluminum Association – Aluminum Design Manual 2010
2. American Welding Society – AWS Standard D1. 1-102 & D1 2-08
3. ASCE 7 2010 Minimum Design Loads for Buildings and Other Structures
4. ASTM B 209 Specification for Aluminum and Aluminum Alloy - Sheet and Plate
5. ASTM B221 Specification for Aluminum and Aluminum Alloy – Extruded Bars, Rods, Wire, Profiles, and Tubes
6. Americans with Disabilities Act of 1990 (ADA)
7. Buy America 49 USC 5323(j)(1) and 49 CFR Part 661
8. NASA Atmospheric Science Data Center - Monthly Averaged Insolation (sun-hours) Incident on a Horizontal Surface 22-year Average, and Minimum and Maximum Difference from Monthly Averaged Insolation
9. OSHA Nationally Recognized Testing Laboratory Certification

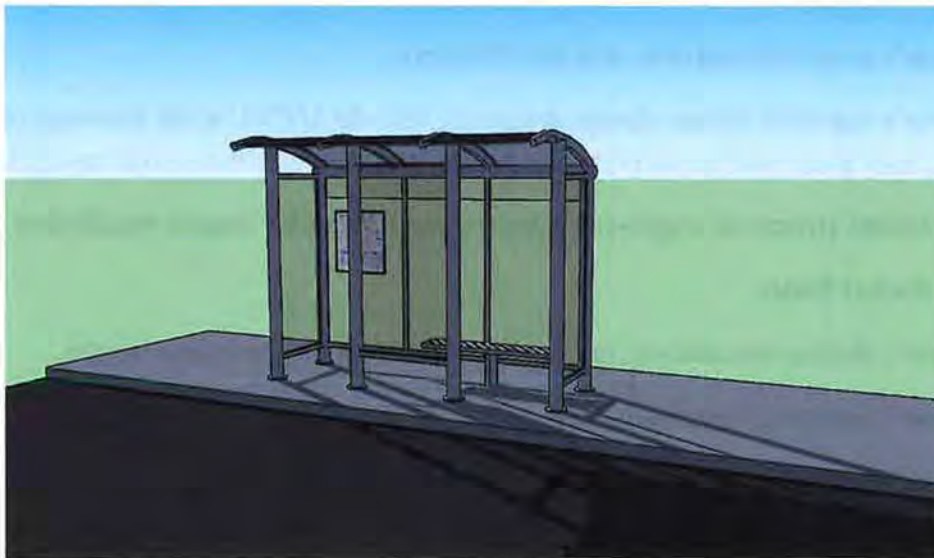
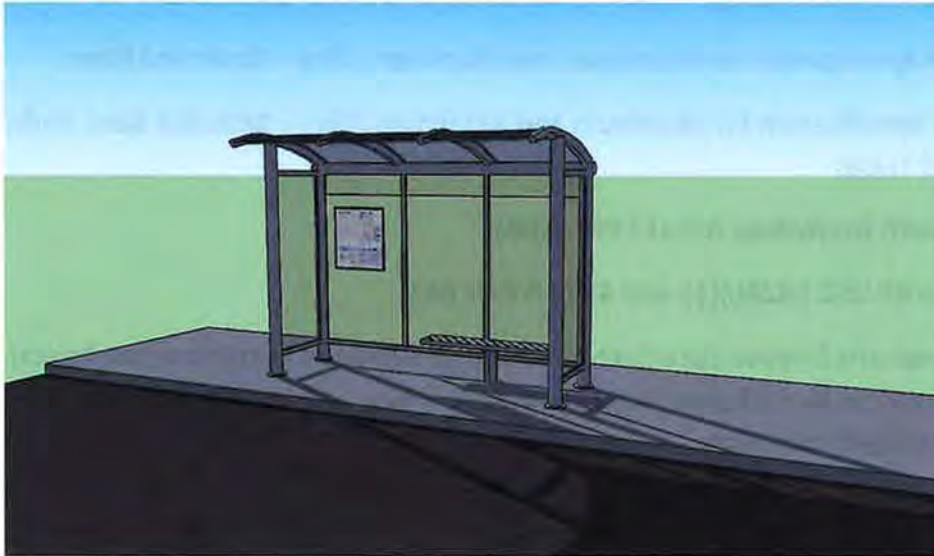
**B. SUBMITTALS**

1. Manufacturer's product brochures and specifications.
2. Manufacturer's top level shelter design drawings; include 1/2"=1' scale drawings of each shelter unit; roof plan; wall panel plan, front, side, and rear elevations and connection details.
3. Signed and sealed structural engineering design documents for shelter installation.
4. Samples of shelter finish.
5. Manufacturer's shelter installation instructions, including diagrams and wright.
6. Manufacturer's warranty documentation.
7. Buy America Certification
8. Quality Assurance Certificate of Compliance
9. Same submittal requirements for other amenities.

**The drawings and designs for award must be stamped by a licensed engineer prior to award, but the final drawings must be approved and stamped by a licensed Nevada Civil Engineer prior to initiating the order.**

**C. DESIGN**

1. Shelters shall be engineered to meet or exceed all applicable wind, snow and seismic loads.
2. Shelters shall be designed and manufactured in full compliance with local building codes.
3. Design shall be modular to ensure consistent fit and reduced kit of parts.
4. Design shall include opportunity for agency branding through choice of color, logo placement or other means.
5. Sample shelters.



**D. QUALITY ASSURANCE**

1. Manufacturer shall have a minimum of 5 years' experience in design and fabrication of transit shelters.

2. Manufacturer shall be certified by a third party agency to meet or exceed International Accreditation Service (IAS), International Building Code, and American Institute of Steel Construction (AISC) quality fabrication standards.

**E. WARRANTY**

1. Limited Lifetime Structural Warranty on shelter and components.
2. Material finish warranted against defects for a period of one year.
3. Manufacturer shall maintain inventory of replacement parts for ten years after delivery of shelter.

**F. BUY AMERICA**

1. As applied to manufactured products, shelters shall be 100% Buy America compliant and certified by manufacturer to meet 49 USC 5323(j)(1) and 49 CFR Part 661 for manufactured components.

**G. AMERICANS WITH DISABILITIES ACT (ADA)**

1. As designed, shelters shall be 100% complaint with ADA provisions and related Federal guidelines, and shall remain compliant if installed per manufacturer instructions.

**II. PRODUCT**

**A. MATERIALS**

1. All structural aluminum components shall be minimum 6063-T5 alloy, unless otherwise noted.
2. All aluminum extrusions shall be custom designs.
3. Components shall be sized to comply with the load requirement for the project and shall not be less than the dimensions shown on specific plans.
4. Manufacturer provides all necessary installation hardware.

**B. FABRICATION**

1. All holes shall be drilled or punched.
2. Aluminum welding shall conform to AWS Standard D1. 2-08. Electrodes shall conform to AWS/SFA 5.10 Class ER4043.
3. All welding shall be done at manufacturing facility. No on-site welding is performed.
4. All welding must be performed by AWS Certified welders.

**C. SIZES**

1. Roof Depth: minimum 5'.
2. Standard Lengths: minimum 8'; maximum 12'.

3. Nominal dimensions based on roof perimeter size (drip line)

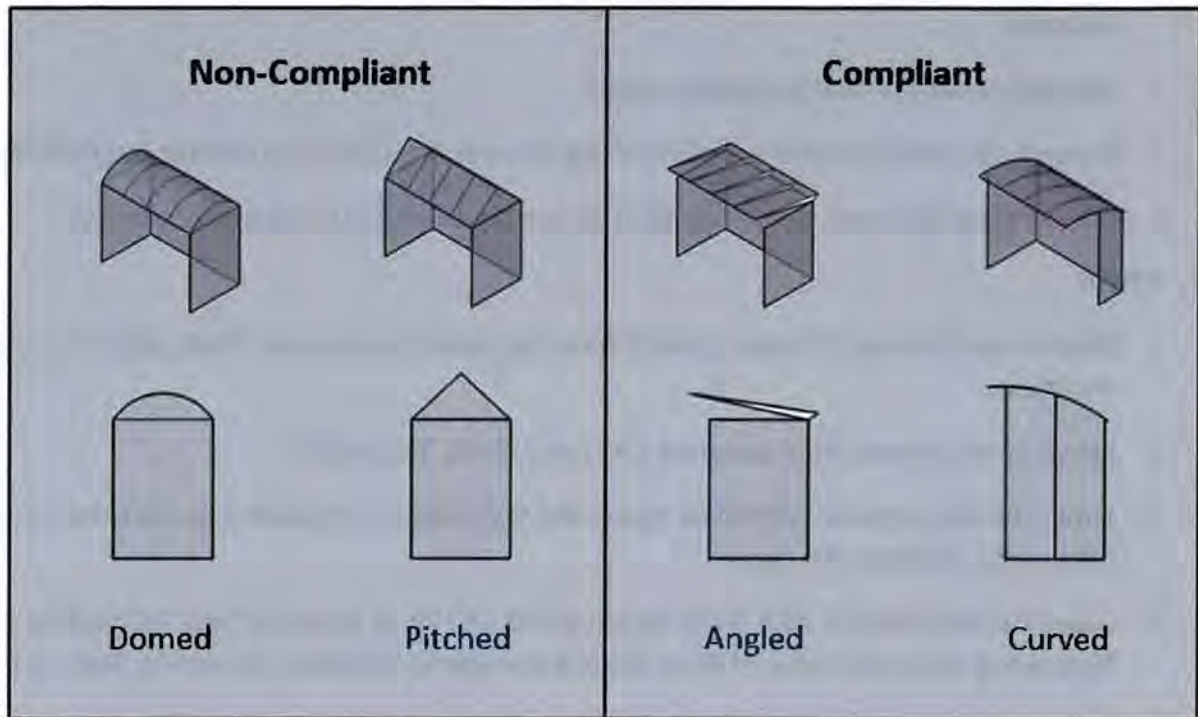
#### D. COLUMNS/POSTS

1. Posts shall be fabricated of all extruded aluminum material.
  - a) Aluminum shall be 6063-T6 with minimum thickness of 1/8".
2. Four (4) posts shall support the roof assembly and configured to provide full and half wall width footprint.
3. Posts shall be multi-channel aluminum extrusion design.
  - a) Channels shall utilize gasketing to seat and capture wall glazing.
  - b) Unused channels shall be concealed by matching extruded snap-in material.
4. For surface mounting, posts utilize adjustable shoes internally telescoped into posts.
  - a) Shoes shall be 5/8" aluminum plate and minimum 9" in diameter. Shoes shall include four (4) anchor holes to support installation of stainless steel expansion anchors.
  - b) Shoes shall be fabricated using aluminum tube to provide a minimum of 12" height adjustment for anchoring and leveling the shelter on a suitable concrete pad.

#### E. ROOF ASSEMBLY

1. Roof assembly shall include a single rear roof beam fabricated from aluminum extrusion design with an integrated channel to receive roof panels and an integrated rain gutter, with end caps applied during installation.
  - a) Rain Gutter features optional perforated aluminum diverter set in an integral channel to eliminate debris in the gutter system
  - b) Aluminum shall be 6063-T6 with minimum thickness of 1/8".
2. Rafters shall be fabricated from 1/2" aluminum plate and conform to roof radius design.
  - b) Rafters are fabricated with self-clinching studs on top surface for securing roof panels.
  - c) Rafters shall be slotted to roof beam channel and welded to rear beam.
  - d) A single aluminum tube shall be welded to the lower front surface of rafters in order to form a single, unwelded roof structure utilizing no mechanical fasteners.
3. Roof structure shall provide 8' minimum interior clear height.
4. Roof beams and rafters are pre-drilled during fabrication for field installation. No drilling shall be performed in the field.
5. Roof panels materials shall be shall be of 1/8" aluminum sheet panel to meet aesthetic or other design criteria.

6. Roof panels are secured to the roof rafters with extruded and gasketed aluminum pressure ribs secured by flanged hex nut above a flat washer with a neoprene seal. No silicone sealers shall be used.
7. The roof shall be fabricated in a manner to accept full or half span end walls
8. Roof styles



## F. WALLS

1. Wall panels include back walls, both full and half span end wall options.
2. Panel materials shall be multiple options (glass and perforated metal) to meet aesthetic or other design criteria:
  - a) 0.090 perforated aluminum panel, with 60% blockage using 1/4" perforation on 3/8" staggered center pattern.
  - b) The rear perforated aluminum panels shall be fabricated to allow for a 6" long vinyl decal on the front of the screen and 6.75" on the rear of the screen, the decals shall be printed on vandal resistant material that is UV protected.
3. Walls shall be fabricated as sectional components for ease of installation and individual panel replacement.
4. Wall panels are set in extruded glass rail mullions.
  - a) Glass rail mullions are secured to posts using welded tabs, with concealed fasteners.

- b) Wall panels are supported with full length rubber gasketing and secured by two part glass rail assembly using tamperproof fasteners.

**G. FASTENERS**

1. All Fasteners shall be stainless steel.
2. All fasteners in roof assembly, posts and walls shall be concealed by extruded snap-in material.
3. Exposed fasteners shall be tamper-proof.
4. Ground attachment anchors shall be sized to meet wind load and seismic requirements.
5. No self-tapping screws in tension shall be used in assembly of shelter components.

**H. FINISH**

1. Shelters are finished in Super Durable baked powder coat enamel finish, with 4-5 mil final thickness.
2. Finish color selected from standard RAL color chart, TBD by RTC.
3. Super Durable powder coat finish meets ASTM D3359-02 Standard Test Method for Measuring Adhesion by Tape.
4. Super Durable powder coat finish meets ASTM D4752-10 Standard Test Method for Measuring MEK Resistance of Ethyl Silicate (Inorganic) Zinc-Rich Primers by Solvent Rub

**I. OTHER AMENITIES – RAL color TBD by RTC**

1. Bench – All benches shall be designed to enhance the adjacent surroundings and shall be capable of supporting a minimum of 400 lbs. per seat. Bench shall be able to withstand: 1) Superimposed uniformed vertical load of 100 pounds per square foot; 2) Impact load of 200 pounds dropped on area of one square foot from a height of three feet without sustaining damage to seating material or bench structural members; 3) Lateral load of 50 pounds per linear foot along length of bench. Bench shall be manufactured of aluminum tubing of 1-½" diameter with a wall thickness of 1/8". Benches shall attach directly to the concrete ground and be manufactured with adjustable mounting feet for uneven installations. Feet shall be a minimum of 8" tall. Benches are to be mounted directly to the concrete with ground anchors.
2. Map Case – 23"W X 34" H (nominal) aluminum framed rear wall map case with 3/16" clear tempered glass and a removable arm secured with tamper resistant screws to change the laminated copy.

- J. TRASH CAN** – Right rear shelter post designed to accommodate a 20 gallon ground mount trash receptacle.

**K. SHIPPING**

1. Shelters are packaged and crated for delivery in knockdown and unassembled condition.

**H. INSTALLATION**

1. Manufacturer must provide all necessary installation hardware.
2. Manufacturer must provide complete detailed installation instructions.

**III. OPTION TASK**

- A. Manufacturer should bid installation of 10 shelters per year for 5 years as an option task. Installation will include assemble the shelters at a RTC facility, transport the shelters to the designate location and bolt the shelters to concrete pads. Installer will be responsible to obtain permits from jurisdictions, provide traffic control plans when required and pay appropriate fees. Installation will be signed off by a designate RTC personnel.

**ATTACHMENT B  
REQUEST FOR PROPOSAL (RFP) FOR THE PURCHASE OF TRANSIT SHELTERS  
EVALUATION CRITERIA/SCHEDULE**

**EVALUATION CRITERIA**

- 30 points for design/quality. The design and quality of the proposed shelters will be evaluated against the typical weather in the Reno/Sparks region. Design and quality will include factors such as adherence to specified design criteria, suitability of materials, approach to incorporating the RTC brand and ease of installation and maintenance.
- 30 points for reference and experience with similar project. The supplier/vendor team’s experience with like projects and delivering the projects on budget and on time.
- 20 points for reasonableness and cost effectiveness of price proposal. Proposals will be evaluated based on total costs for all products requested by RTC, including cost per shelter and parts costs.
- 10 points for reasonableness of schedule. The ability of the successful supplier/vendor team to complete the project on schedule and meet all terms and conditions set forth in this RFP.
- 10 points for manuals, drawings and warranties. The ease of reading the manuals and drawings, and the ability to meet warranties requirement.

**SCHEDULE**

<b>Activity</b>	<b>Date</b>
Request for Proposal Issued	06/21/2019
Advertisement in Media	06/21/2019
Proposer Questions Submittal Due Date	07/08/2019, 12:00 PM, PDT
RTC’s Response to Bidder Questions	07/12/2019
Due	07/26/2019, 10:00 AM, PDT
Proposal Evaluation	07/29/2019 – 08/01/2019
Meet to Determine Most Responsive & Responsible Proposer	08/02/2019
Intent to Award Posted	08/02/2019
Board Approval	08/16/2019
Contract Award	08/19/2019
Notice to Proceed	08/26/2019





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.18**

**TO:** Regional Transportation Commission

**FROM:** Blaine Petersen, P.E.  
Engineer II

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Amendment No. 4 to the Professional Services Agreement (PSA) between the RTC and Kimley-Horn for Phase 2B of ITS Traffic Management 1 Project**

**RECOMMENDATION**

Approve Amendment No. 4 to the existing Professional Services Agreement (PSA) between the RTC and Kimley-Horn for Engineering During Construction (EDC) services related to Phase 2B of the ITS Traffic Management 1 Project in the amount of \$74,172; authorize the Executive Director to execute the Amendment.

**SUMMARY**

This amendment adds funds for EDC services for Phase 2B of this project.

This amendment adds \$74,172 to the current PSA design amount of \$809,238 for a new total not to exceed amount of \$883,410. The fee schedule and amended scope of services associated with this amendment are included as Attachment A.

**FISCAL IMPACT**

Project appropriations are included in the approved FY 2019 Budget.

**PREVIOUS ACTIONS BY BOARD**

January 16, 2016                      Approved the PSA with Kimley-Horn and authorized the Executive Director execute a PSA.

September 18, 2015                Approved the selection of Kimley-Horn for the provision of design and engineering during construction services.

**ADDITIONAL BACKGROUND**

These EDC services were not included with the original PSA since the scope of Phase 2B was not determined until the first two phases were constructed. This amendment will enable RTC's consultant to inspect construction activities and provide other support during construction of Phase 2B.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations regarding this agenda item.

Attachment

AMENDMENT NO. 4  
AGREEMENT  
BETWEEN  
REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY  
AND  
KIMLEY HORN AND ASSOCIATES, INC.

The Regional Transportation Commission of Washoe County (“RTC”) and Kimley Horn and Associates, Inc., (“CONSULTANT”), entered into an agreement on January 16, 2016, as previously amended by Amendment No. 1, Amendment No. 2, and Amendment No. 3 (the “Agreement”). This Amendment No. 4 is dated and effective as of June 24, 2019.

RECITALS

WHEREAS, the parties desire to increase the not-to-exceed amount of the Agreement by \$74,172 to provide sufficient funding for CONSULTANT to complete Engineering during Construction (“EDC”) support services for the ITS Phase 2B Project; and

NOW, THEREFORE, in consideration of the mutual promises of the parties and other good and valuable consideration, the parties do agree as follows:

1. The scope of services to complete EDC for the ITS Phase 2B Project is described in Exhibit A attached hereto.
2. The maximum amount payable to CONSULTANT to complete EDC in Exhibit A is equal to the not-to-exceed amounts identified therein. CONSULTANT can request in writing that RTC’s Project Manager reallocate not-to-exceed amounts between tasks. A request to reallocate no-to-exceed amounts must be accompanied with a revised fee schedule, and must be approved in writing by RTC’s Project Manager prior to performance of the work. In no case shall CONSULTANT be compensated in excess of the following not-to-exceed amount:

Existing PSA Tasks (2.1.A – 2.2.A-F)	\$809,238.00
<u>Phase 2B EDC Tasks (2.2.G-K)</u>	<u>\$74,172.00</u>
Total Services	\$883,410.00

3. The new total not-to-exceed amount of the Agreement, as amended, shall be \$883,410.
4. The Agreement shall terminate on June 30, 2020.
5. All other provisions of the Agreement, as previously amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this amendment.

APPROVED AS TO LEGALITY AND FORM:

\_\_\_\_\_  
Adam Spear, RTC Director of Legal Services

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By \_\_\_\_\_  
Lee G. Gibson, AICP, Executive Director

KIMLEY-HORN AND ASSOCIATES, INC.

By \_\_\_\_\_  
Mike Colety, PE, Principal

SAMPLE

**CONTRACT AMENDMENT #4**

Construction support services for the ITS Phase 2B Project were not included in the original professional service agreement between Regional Transportation Commission of Washoe County and Kimley-Horn and Associates, Inc. entered into on the 19<sup>th</sup> of January 2016. Kimley-Horn requests that these services be amended to our contract. The proposed amended scope of services to be performed is found below in Exhibit A.

The proposed additional fee amended to Kimley-Horn's agreement to perform these services is **\$74,172.00**

**Scope of Services Amendment #4 Exhibit A****2.2. SCOPE OF SERVICES****2.2.G. PHASE 2B PROJECT CONSTRUCTION SUPPORT SERVICES**

The following tasks summarize the major elements of Construction Support Services anticipated with this project. No construction survey is anticipated to be included in Construction Support Services.

**2.2.H. Contract Administration**

1. Provide contract administration services as follows:
  - a. Pre-Construction Conference. CONSULTANT will attend a Pre-Construction Conference prior to commencement of Work at the Site.
  - b. Visits to Site and Observation of Construction. CONSULTANT will provide on-site construction observation services during the construction phase. CONSULTANT will make visits at intervals as directed by RTC in order to observe the progress of the Work, generally expected to be 20 hours per week up to 16 weeks (80 working days). Such visits and observations by CONSULTANT are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on CONSULTANT's exercise of professional judgment. Based on information obtained during such visits and such observations, CONSULTANT will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and CONSULTANT will keep RTC informed of the general progress of the Work. CONSULTANT shall also provide recommendations to RTC for any

construction changes necessitated by field conditions.

The purpose of CONSULTANT's site visits will be to enable CONSULTANT to better carry out the duties and responsibilities specifically assigned in this Agreement to CONSULTANT, and to provide RTC a greater degree of confidence that the completed Work will conform in general to the Contract Documents. CONSULTANT shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

- c. Review and provide recommendations on contractor's traffic control plans CONSULTANT will review and provide feedback to the RTC on traffic control plans submitted to RTC for approval.
- d. Review and provide recommendations on contractor's construction schedule and work progress CONSULTANT will review and provide feedback to the RTC on the construction schedule and work progress submitted to the RTC for approval.
- e. Shop Drawings and Samples. CONSULTANT will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- f. Substitutes and "or-equal". Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.
- g. Recommendations with Respect to Defective Work. CONSULTANT will recommend to RTC that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, CONSULTANT

believes that such work will not produce a completed Project that conforms generally to Contract Documents.

- h. Clarifications and Interpretations. CONSULTANT will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to RTC as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by RTC.
- i. Disagreements between RTC and Contractor. CONSULTANT will, if requested by RTC, render written decision on all claims of RTC and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, CONSULTANT shall be fair and not show partiality to RTC or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.
- j. Applications for Payment. Based on its observations and on review of applications for payment and accompanying supporting documentation, CONSULTANT will determine the amounts that CONSULTANT recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute CONSULTANT's representation to RTC, based on such observations and review, that, to the best of CONSULTANT's knowledge, information and belief, Contractor's work has progressed to the point indicated and that such work-in-progress is generally in accordance with the Contract Documents subject to any qualifications stated in the recommendation. In the case of unit price work, CONSULTANT's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.

By recommending any payment, CONSULTANT shall not thereby be deemed to have represented that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to CONSULTANT in this Agreement. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to RTC free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between RTC and Contractor

that might affect the amount that should be paid.

- k. Substantial Completion. CONSULTANT will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with RTC and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of RTC, CONSULTANT considers the Work substantially complete, CONSULTANT will notify RTC and Contractor.
- l. Final Notice of Acceptability of the Work. CONSULTANT will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that CONSULTANT may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, CONSULTANT shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of CONSULTANT's knowledge, information, and belief based on the extent of its services and based upon information provided to CONSULTANT upon which it is entitled to rely.
- m. Inspections and Tests. CONSULTANT may require special inspections or tests of Contractor's work as CONSULTANT deems appropriate and as further defined in the scope of services below, and will receive and review certificates of inspections from Subconsultants within CONSULTANT's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. CONSULTANT's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. CONSULTANT shall be entitled to rely on the results of such tests and the facts being certified.
- n. Change Orders. CONSULTANT may recommend Change Orders to RTC, and will review and make recommendations related to reasonable and appropriate Change Orders submitted or proposed by the Contractor.
- o. Limitation of Responsibilities. CONSULTANT shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. CONSULTANT shall not have the authority or responsibility to stop the work of any Contractor.



### 2.2.J. Inspection

“Inspection services” means the observation of construction process for the purpose of determining that the Contractor is in substantial compliance with the plans and specifications, and reporting to the RTC any observed deficiencies. The following tasks summarize the major elements of Inspection anticipated with this project.

Construction of the project that requires inspection is anticipated at 60 working days. A full-time (8 hours per day) primary inspector will be on site during working days that include trenching, pouring concrete, and paving (14 working days anticipated). A part-time (3 hours per day) primary inspector will be on site during all other working days (46 working days anticipated). A full-time supplemental technician will be provided at 8 hours per day (4 working days anticipated) and will perform asphalt sampling and density testing during paving operations. The primary inspector will be responsible for the following items:

- a. Attend the preconstruction conference.
- b. Monitor the work performed by the Contractor to ascertain whether the work is in substantial accordance with the plans and specifications.
- c. Assist in problem resolution with the RTC, contractor personnel, utility agencies, the public and others.
- d. Prepare daily inspection reports, submitted weekly to RTC and copied to the appropriate government jurisdiction(s). The daily inspection will contain materials delivered to the site, excavation and earthwork, preparation of sub grades, placement of aggregate base material, asphaltic concrete, Portland cement concrete, the forming, placement or erection of structures, and review of contractor daily progress logs.
- e. Provide materials quantity reports and assist in reviewing and analyzing contractor’s monthly progress payments.
- f. Provide verification of the distribution of public relation notices required to be delivered by the Contractor.
- g. Assist in preparation of the Punch List.
- h. Maintain a field blueline set of drawings (bond copy) to incorporate contractor record drawing mark-ups.

### 2.2.K. Materials Testing

Upon receiving authorization from the RTC, the CONSULTANT will engage a Subconsultant to perform the Materials Testing services. The following tasks summarize the major elements of testing anticipated with this project.

Provide Material Testing for compliance with the specifications per the latest edition of the Standard Specifications for Public Works Construction (Orange Book) testing requirements. Materials to be tested will include plantmix bituminous pavement,

aggregate base, concrete cylinder samples, and trenching backfill material. Test reports, accompanied with CONSULTANT's recommendation regarding acceptance/mitigation of materials, shall be submitted promptly to the RTC and CC'd to appropriate governmental jurisdiction(s).

**2.2.L. As-Built Information**

Record Drawings. Provide as-built record drawings for the completed project. A single file PDF format (11" x 17" at 300 dpi), will be provided to RTC for its files and distribution. The PDF file shall include all plan sheets in one file with index/bookmark for easy access to different sheets or sections of the plan set.

The final record drawings must be identified, dated, and signed as the record drawings and must also contain the engineer's stamp and signature. The Consultant may either:

1. Provide the final revisions on the original engineer-stamped/signed reproducible drawings, which will then also be identified as the record drawings, or
2. Provide new engineer-stamped/signed reproducible drawings identified as the record drawings.

The Record Drawings shall include a scan of the original title sheet (including the appropriate signatures by RTC, local government, signed and stamped by the CONSULTANT) and identified as record drawings.





June 20, 2019

**AGENDA ITEM 3.19**

**TO:** Regional Transportation Commission

**FROM:** Scott Miklos  
Trip Reduction Analyst  
Public Transportation and  
Operations

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Amendment #2 for NDOT Agreement No. PR285-17-063 to Fund the RTC's Trip Reduction Program**

**RECOMMENDATION**

Approve contract Amendment #2 for the Nevada Department of Transportation Agreement No. PR285-17-063 to use Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) federal funds in the amount of \$950,000 for the RTC Trip Reduction Program; authorize the Executive Director to execute the agreement.

**SUMMARY**

Since 1996, the RTC has operated a program aimed at reducing the number of trips made by single occupancy vehicles. Major components of the trip reduction program, marketed under the name RTC SMART TRIPS, include web-based trip matching services, subsidized vanpool and bus pass programs, and bicycle and pedestrian promotion. On July 24, 2017, the parties entered into an Agreement to provide funding to the RTC for the implementation of a Comprehensive Trip Reduction/Regional Rideshare Program in Washoe County. Amendment #2 of this contract, extends the terms for an additional year. Further, it authorizes the state to utilize up to \$190,000 in CMAQ funds and \$760,000 in STP funds to reimburse the RTC for 95% of eligible trip reduction program expenses. The remaining 5% of the expenses is paid by the RTC as the required local match for the federal funds. The project is included in the current Regional Transportation Improvement Program (RTIP).

**FISCAL IMPACT**

Funding for the trip reduction program is included in the FY 2020 RTC Board approved budget.

**ADVISORY COMMITTEES RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachment

# ATTACHMENT

## Amendment No. #2 to Agreement No. PR285-17-063

This Amendment is made and entered into on \_\_\_\_\_, between the State of Nevada, acting by and through its Department of Transportation, hereinafter referred to as the "DEPARTMENT", and Regional Transportation Commission of Washoe County (RTC), 1105 Terminal Way, Suite 200, Reno NV 89502, hereinafter referred to as the "RTC."

### WITNESSETH:

WHEREAS, on July 24, 2017, the Parties entered into Agreement No. PR285-17-063 to provide funding to the RTC for the implementation of a Comprehensive Trip Reduction/Regional Rideshare Program in Washoe County, Nevada; and

WHEREAS, on June 27, 2018, the parties entered into Amendment No. 1 to Agreement No. PR285-17-063 to extend the termination date and increase funds; and

WHEREAS, the termination date must be amended due to the availability of increase funding for the Agreement; and

WHEREAS, the amount to be paid to RTC must be increased by One Million and No/100 Dollars (\$1,000,000.00) due to the continuation of the Trip Reduction/Regional Rideshare Program provided by the RTC; and

WHEREAS, the Parties hereto desire to make certain amendments to Agreement No. PR285-17-063.

NOW, THEREFORE, the Parties agree as follows:

1. The fifth WITNESSETH paragraph is amended by deleting it in its entirety and inserting in its place:

"WHEREAS, Fixing America's Surface Transportation Act (FAST Act), provides funding for all modes of transportation through its Congestion Mitigation and Air Quality (CMAQ) provisions and Surface Transportation Block Grant (STBG), under which this PROJECT is eligible for ninety-five percent (95%) provisions, federal funds and five-percent (5%) RTC funds;"

2. Article 1, Paragraph #4, is amended by replacing the "STP" reference to "STBG";
3. Article 2 Paragraph 1, is amended by deleting it in its entirety and inserting in its place:

"To fund Five Hundred Seventy Thousand and No/100 Dollars (\$570,000.00) of the PROJECT with CMAQ funds and Two Million Ninety Thousand and No/100 Dollars (\$2,090,000.00) with STBG funds, estimated to be and not to exceed Two Million Eight Hundred Thousand and No/100 Dollars (\$2,800,000.00). The estimated amount of local match to be paid by the RTC is One Hundred Forty Thousand and No/100 Dollars (\$140,000.00)"

4. Article 1, Paragraph 4, is amended by increasing the dollar amount from One Million Eight Hundred Thousand and No/100 Dollars (\$1,800,000.00) to Two Million Eight Hundred Thousand and No/100 Dollars (\$2,800,000.00).
5. The termination date referenced in Article 3, Paragraph 1, shall be changed from 30<sup>th</sup> day of September, 2019, to 30<sup>th</sup> day of September, 2020.

**ATTACHMENT**

- 6. All the other provisions of Agreement No. PR285-17-063 dated July 24, 2017, and Amendment No. 1 dated June 27, 2018, shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the above-named Parties have hereunto set their hands and executed this Amendment on the date first written above.

Regional Transportation Commission of  
Washoe County, Nevada

STATE OF NEVADA, acting by and through  
its DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
(Executive Director)

\_\_\_\_\_  
Director

\_\_\_\_\_  
Name and Title (Print)

Approved as to Legality and Form:

\_\_\_\_\_  
Deputy Attorney General

SAMPLE



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.20**

**TO:** Regional Transportation Commission

**FROM:** Brian Stewart, P.E.  
Director of Engineering

  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Fiscal Year (FY) 2020 Street and Highway Program ICA with the City of Reno**

**RECOMMENDATION**

Authorize the RTC Executive Director to execute the Interlocal Cooperative Agreement (ICA) between Washoe County, City of Reno and the RTC for the FY 2020 Program of Projects (POP).

**SUMMARY**

The FY 2020 Program of Projects (POP) was approved by the RTC Board on January 18, 2019. The ICA was approved by the Washoe County Commission on May 8, 2019. The ICA was approved by the City of Reno on June 5, 2019. This ICA has been developed and prioritized in accordance with priorities established as part of the Unified Planning Work Program, Regional Transportation Plan, Program of Projects and the regional road pavement preservation program.

In accordance with Chapter 373 of the Nevada Revised Statutes, this ICA (see Attachment A) enumerates the responsibilities for delivering the projects identified in the POP. Upon approval of this ICA by the RTC Commission, the RTC will begin work on the projects listed.

**FISCAL IMPACT**

The work described in the ICA is funded in the FY 2020 budget.

**PREVIOUS ACTIONS BY BOARD**

January 18, 2019                      Approved the proposed FY 2020 Program of Projects (POP).

**ADDITIONAL BACKGROUND**

As was discussed at the January 18, 2019 RTC Meeting, separate ICAs have been prepared for each jurisdiction based on where the projects reside. This provides clarity to the overall program of projects and simplifies the process so that the approval of each ICA can occur independently and therefore delays that may occur with one jurisdiction will not affect the ICA approval of another.

Attachment

**INTERLOCAL COOPERATIVE AGREEMENT**

This agreement is made and executed this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Board of Commissioners of Washoe County, Nevada (the "County"), the Regional Transportation Commission of Washoe County (the "RTC"), and the City Council of Reno, Nevada (the "City").

**WITNESETH:**

**WHEREAS** in 1979, the RTC was created by County ordinance through the consolidation of the Regional Street and Highway Commission, the Regional Transit Commission, and a previously existing metropolitan transit planning organization; and

**WHEREAS**, the RTC is responsible for the Regional Street & Highway Program, the Public Transportation Program, and Transportation Planning; and

**WHEREAS**, the RTC funds the Regional Street & Highway Program from a variety of local, state and federal funding sources, and expends money from a variety of funds including the Regional Street and Highway Fund (the "Fuel Tax Fund"), the Transportation Sales Tax Fund (the "Sales Tax Fund"), and the Regional Road Impact Fee Fund (the "RRIF Fund"); and

**WHEREAS**, pursuant to NRS 373.140(2), if a project is proposed to be financed in whole or in part from the Fuel Tax Fund, the RTC must evaluate the project based on the criteria set forth in NRS 373.140(2) before it approves the project; and

**WHEREAS**, pursuant to NRS 373.140(2), if the RTC approves a project that is proposed to be financed in whole or in part from the Fuel Tax Fund, the County must authorize the project; and

**WHEREAS**, pursuant to NRS 373.140(2), if the County approves a project that is proposed to be financed in whole or in part from the Fuel Tax Fund, the responsibilities for letting construction and other necessary contracts, contract administration, supervision and inspection of work and the performance of other duties related to the acquisition of the project must be specified in written agreement executed by the County and the governing bodies of the City of Reno and the City of Sparks, as appropriate; and



**WHEREAS**, on January 18, 2019, the RTC approved its FY 2020 Program of Projects for the Regional Street & Highway Program which includes certain projects proposed to be financed in whole or in part from the Fuel Tax Fund; and

**WHEREAS**, on April 9, 2019, the County approved the FY 2020 Program of Projects, which authorized the projects proposed to be financed in whole or in part from the Fuel Tax Fund; and

**WHEREAS**, the projects listed in Exhibit A are projects located within the jurisdiction of the City that are proposed to be financed in whole or in part from the Fuel Tax Fund and which require a written agreement pursuant to NRS 373.140(2).

**NOW, THEREFORE**, in compliance with statutory requirements, and in consideration of the mutual promises contained herein and for other good and valuable consideration, it is hereby agreed by and between the parties hereto as follows:

**I. PROJECT AUTHORIZATION**

A. The County and the City authorize the RTC to design, survey, engineer, acquire through purchase or eminent domain real property for, and construct, each of the Projects. This authority shall be for all continued work by or on behalf of the RTC as necessary to complete the Project and for any later fiscal year.

B. The RTC may expend money from one or more than one of the Fuel Tax Fund, the Sales Tax Fund, the RRIF Fund, or any other eligible fund. The total estimated cost to complete each Project is estimated by the RTC as shown on Exhibit A. These costs are only estimates and the RTC may expend additional money as necessary from any one or more of the Fuel Tax Fund, the Sales Tax Fund or the RRIF Fund, or any other eligible fund, as such additional expenditures are reviewed and approved by the RTC pursuant to the RTC's policies and procedures.

C. The County and the City authorize the RTC to adopt an appropriate resolution of condemnation and initiate and prosecute to judgment such eminent domain proceedings as may be necessary for the acquisition of such property within their respective jurisdictions as the RTC

deems necessary for the construction and/or maintenance of any Project and, if prudent, future expansions of each Project identified by the Regional Transportation Plan.

## **II. RTC RESPONSIBILITIES AND DUTIES**

RTC agrees to perform the followings tasks and the County and the City hereby authorize the RTC to do so:

A. Provide all required services, including but not limited to design, environmental assessments and studies, surveying, construction engineering, construction management and quality assurance inspection, utilizing RTC staff and/or qualified consultants;

B. Obtain appraisal reports for any property being considered as necessary for the implementation of any Project and, if prudent, future expansions of the Project identified within the Regional Transportation Plan, conduct preliminary negotiations with the owners in an effort to arrive at a mutually agreeable purchase price and negotiate, execute and close contracts to purchase the property;

C. Offer not less than the appraisal value for the property and property rights deemed necessary for a Project and, where the prospect of reaching a mutually agreeable purchase price appears unlikely following reasonable negotiations, cause the RTC Board of Commissioners to adopt a "Resolution of Condemnation" finding that particular properties are necessary to the success of a Project and authorize legal counsel to seek acquisition through eminent domain proceedings;

D. Coordinate all activities related to a Project including, but not limited to, advertising, receipt and review of construction bids, and execution of a contract with the contractor submitting the lowest responsive and responsible bid;

E. Maintain necessary files on each Project;

F. Pay all authorized Project costs from the Fuel Tax Fund, the Sales Tax Fund, the RRIF Fund, and any other eligible fund. Payments for construction or engineering services will be paid to the contractor or consultant upon receipt of a claim or claims which have been certified as a true and correct account of the expenses incurred as a result of or in conjunction with the provisions of a contract entered into as a result of this Agreement. All submitted claims

will have supporting documents attached which substantiate the basis of the claim. Such claim or claims shall be reviewed and approved in accordance with the policies and procedures of the RTC; and

G. Not permit the payment of non-reimbursable or non-payable items established by the policies and procedures of the RTC.

### **III. COUNTY AND CITY RESPONSIBILITIES AND DUTIES**

The County and the City shall do the following:

A. Cooperate with RTC and its consultants in all phases of each Project located within their respective jurisdictions;

B. Assist the RTC in communicating with the public regarding the Project(s) located within their respective jurisdictions;

C. Accept ownership of and maintain each Project located wholly or partially within their respective jurisdictions upon completion of construction;

D. Upon notification from the RTC, require utilities having franchise agreements that require relocation to relocate their facilities prior to award of the Project in accordance with the franchise agreement; for utilities that do not address the issue of relocation in the franchise agreement, require relocation of the subject facilities prior to the award of the Project if state law provides authority to do so; and

E. Coordinate development and administration of the Project with the RTC.

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This Agreement is effective from and after the date first above written.

**REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY**

BY: \_\_\_\_\_  
EXECUTIVE DIRECTOR

APPROVED AS TO LEGALITY AND FORM

BY: \_\_\_\_\_  
RTC CHIEF COUNSEL

**BOARD OF COMMISSIONERS, WASHOE COUNTY, NEVADA**

By: *Vugh Hancock*  
CHAIRMAN

ATTEST: *Angie L. Rant*  
BY: \_\_\_\_\_  
WASHOE COUNTY CLERK

APPROVED AS TO FORM AND CONTENT:  
BY: *D. W. H. [Signature]*  
ATTORNEY

**CITY COUNCIL OF RENO, NEVADA**

By: \_\_\_\_\_  
MAYOR

ATTEST:

APPROVED AS TO FORM AND CONTENT:

BY: \_\_\_\_\_  
RENO CITY CLERK

BY: \_\_\_\_\_  
DEPUTY CITY ATTORNEY

Exhibit A  
City of Reno  
New Projects

<b>Project Name</b>	<b>Description</b>	<b>RTIP Cost Estimate</b>
Forest Street Bike Facility	Construct bike facilities along Forest Street between California and Mount Rose	\$4.1 Million Design, Construction CY2021
Lemmon Drive	Widen Lemmon Drive 4 to 6 Lanes from US395 to Military and widen Lemmon Drive 2 to 4 lanes from Fleetwood to Chickadee	\$15.3 Million Design, Construction CY2023-2024
Sierra Street Improvements	Multi Modal Improvements between California and 9 <sup>th</sup> Street	\$4.4 Million Design, Construction CY2021
West 4 <sup>th</sup> Street	Multi Modal Improvements between Keystone and Evans with enhanced sidewalks, bus, and bike lanes and intersection improvements	\$8.0 Million Design, Construction CY2022
2020 Preventative Maintenance (2019/2020)*	Patching and slurry seals on regional roads	\$7.5 Million Design, Construction
2020 Roadway Reconstruction/Rehab (2019/2020)*	Reconstruction/rehabilitation of failing segments of regional roads	\$8.5 Million Design, Construction
TE Spot 9 Intersection Improvements*	Intersection improvements throughout the region	\$3.5 Million Design, Construction
Traffic Management Program/ITS/LiDAR*	Improvements to regional facilities using new technology to manage traffic	\$1.45 Million Design, Construction
ADA Access Transit/Pedestrian Connectivity*	Improve access to multimodal choices including transit following ADA guidance (sidewalks, ramps, pads)	\$2.0 Million Design, Construction

\*Region-wide programs with specific improvement locations in both the City of Reno and the City of Sparks.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.21**

**TO:** Regional Transportation Commission

**FROM:** Brian Stewart, P.E.  
Director of Engineering



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Fiscal Year (FY) 2020 Street and Highway Program ICA with the City of Sparks**

**RECOMMENDATION**

Authorize the RTC Executive Director to execute the Interlocal Cooperative Agreement (ICA) between Washoe County, City of Sparks and the RTC for the FY 2020 Program of Projects (POP).

**SUMMARY**

The FY 2020 Program of Projects (POP) was approved by the RTC Board on January 18, 2019. The ICA was approved by the Washoe County Commission on May 8, 2019. The ICA was approved by the City of Sparks on May 13, 2019. This ICA has been developed and prioritized in accordance with priorities established as part of the Unified Planning Work Program, Regional Transportation Plan, Program of Projects and the regional road pavement preservation program.

In accordance with Chapter 373 of the Nevada Revised Statutes, this ICA (see Attachment A) enumerates the responsibilities for delivering the projects identified in the POP. Upon approval of this ICA by the RTC Commission, the RTC will begin work on the projects listed.

**FISCAL IMPACT**

The work described in the ICA is funded in the FY2020 budget.

**PREVIOUS ACTIONS BY BOARD**

January 18, 2019                      Approved the proposed FY 2020 Program of Projects (POP).

**ADDITIONAL BACKGROUND**

As was discussed at the January 18, 2019 RTC Meeting, separate ICAs have been prepared for each jurisdiction based on where the projects reside. This provides clarity to the overall program of projects and simplifies the process so that the approval of each ICA can occur independently and therefore delays that may occur with one jurisdiction will not affect the ICA approval of another.

Attachment

**INTERLOCAL COOPERATIVE AGREEMENT**

This agreement is made and executed this 13 day of May, 2019, by and between the Board of Commissioners of Washoe County, Nevada (the "County"), the Regional Transportation Commission of Washoe County (the "RTC"), and the City Council of Sparks, Nevada ("City").

**WITNESETH:**

**WHEREAS** in 1979, the RTC was created by County ordinance through the consolidation of the Regional Street and Highway Commission, the Regional Transit Commission, and a previously existing metropolitan transit planning organization; and

**WHEREAS**, the RTC is responsible for the Regional Street & Highway Program, the Public Transportation Program, and Transportation Planning; and

**WHEREAS**, the RTC funds the Regional Street & Highway Program from a variety of local, state and federal funding sources, and expends money from a variety of funds including the Regional Street and Highway Fund (the "Fuel Tax Fund"), the Transportation Sales Tax Fund (the "Sales Tax Fund"), and the Regional Road Impact Fee Fund (the "RRIF Fund"); and

**WHEREAS**, pursuant to NRS 373.140(2), if a project is proposed to be financed in whole or in part from the Fuel Tax Fund, the RTC must evaluate the project based on the criteria set forth in NRS 373.140(2) before it approves the project; and

**WHEREAS**, pursuant to NRS 373.140(2), if the RTC approves a project that is proposed to be financed in whole or in part from the Fuel Tax Fund, the County must authorize the project; and

**WHEREAS**, pursuant to NRS 373.140(2), if the County approves a project that is proposed to be financed in whole or in part from the Fuel Tax Fund, the responsibilities for letting construction and other necessary contracts, contract administration, supervision and inspection of work and the performance of other duties related to the acquisition of the project must be specified in written agreement executed by the County and the governing bodies of the City of Reno and the City of Sparks, as appropriate; and

**WHEREAS**, on January 18, 2019, the RTC approved its FY 2020 Program of Projects for the Regional Street & Highway Program which includes certain projects proposed to be financed in whole or in part from the Fuel Tax Fund; and

**WHEREAS**, on April 9, 2019, the County approved the FY 2020 Program of Projects, which authorized the projects proposed to be financed in whole or in part from the Fuel Tax Fund; and

**WHEREAS**, the projects listed in Exhibit A are projects located within the jurisdiction of the City that are proposed to be financed in whole or in part from the Fuel Tax Fund and which require a written agreement pursuant to NRS 373.140(2).

**NOW, THEREFORE**, in compliance with statutory requirements, and in consideration of the mutual promises contained herein and for other good and valuable consideration, it is hereby agreed by and between the parties hereto as follows:

**I. PROJECT AUTHORIZATION**

A. The County and the City authorize the RTC to design, survey, engineer, acquire through purchase or eminent domain real property for, and construct, each of the Projects. This authority shall be for all continued work by or on behalf of the RTC as necessary to complete the Project and for any later fiscal year.

B. The RTC may expend money from one or more than one of the Fuel Tax Fund, the Sales Tax Fund, the RRIF Fund, or any other eligible fund. The total estimated cost to complete each Project is estimated by the RTC as shown on Exhibit A. These costs are only estimates and the RTC may expend additional money as necessary from any one or more of the Fuel Tax Fund, the Sales Tax Fund or the RRIF Fund, or any other eligible fund, as such additional expenditures are reviewed and approved by the RTC pursuant to the RTC's policies and procedures.

C. The County and the City authorize the RTC to adopt an appropriate resolution of condemnation and initiate and prosecute to judgment such eminent domain proceedings as may be necessary for the acquisition of such property within their respective jurisdictions as the RTC



deems necessary for the construction and/or maintenance of any Project and, if prudent, future expansions of each Project identified by the Regional Transportation Plan.

## **II. RTC RESPONSIBILITIES AND DUTIES**

RTC agrees to perform the followings tasks and the County and the City hereby authorize the RTC to do so:

A. Provide all required services, including but not limited to design, environmental assessments and studies, surveying, construction engineering, construction management and quality assurance inspection, utilizing RTC staff and/or qualified consultants;

B. Obtain appraisal reports for any property being considered as necessary for the implementation of any Project and, if prudent, future expansions of the Project identified within the Regional Transportation Plan, conduct preliminary negotiations with the owners in an effort to arrive at a mutually agreeable purchase price and negotiate, execute and close contracts to purchase the property;

C. Offer not less than the appraisal value for the property and property rights deemed necessary for a Project and, where the prospect of reaching a mutually agreeable purchase price appears unlikely following reasonable negotiations, cause the RTC Board of Commissioners to adopt a "Resolution of Condemnation" finding that particular properties are necessary to the success of a Project and authorize legal counsel to seek acquisition through eminent domain proceedings;

D. Coordinate all activities related to a Project including, but not limited to, advertising, receipt and review of construction bids, and execution of a contract with the contractor submitting the lowest responsive and responsible bid;

E. Maintain necessary files on each Project;

F. Pay all authorized Project costs from the Fuel Tax Fund, the Sales Tax Fund, the RRIF Fund, and any other eligible fund. Payments for construction or engineering services will be paid to the contractor or consultant upon receipt of a claim or claims which have been certified as a true and correct account of the expenses incurred as a result of or in conjunction with the provisions of a contract entered into as a result of this Agreement. All submitted claims

will have supporting documents attached which substantiate the basis of the claim. Such claim or claims shall be reviewed and approved in accordance with the policies and procedures of the RTC; and

G. Not permit the payment of non-reimbursable or non-payable items established by the policies and procedures of the RTC.

### **III. COUNTY AND CITY RESPONSIBILITIES AND DUTIES**

The County and the City shall do the following:

A. Cooperate with RTC and its consultants in all phases of each Project located within their respective jurisdictions;

B. Assist the RTC in communicating with the public regarding the Project(s) located within their respective jurisdictions;

C. Accept ownership of and maintain each Project located wholly or partially within their respective jurisdictions upon completion of construction;

D. Upon notification from the RTC, require utilities having franchise agreements that require relocation to relocate their facilities prior to award of the Project in accordance with the franchise agreement; for utilities that do not address the issue of relocation in the franchise agreement, require relocation of the subject facilities prior to the award of the Project if state law provides authority to do so; and

E. Coordinate development and administration of the Project with the RTC.

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This Agreement is effective from and after the date first above written.

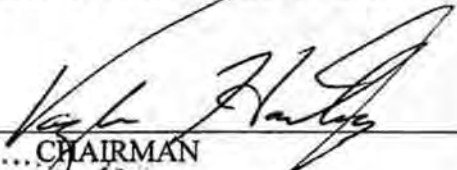
**REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY**

BY: \_\_\_\_\_  
EXECUTIVE DIRECTOR

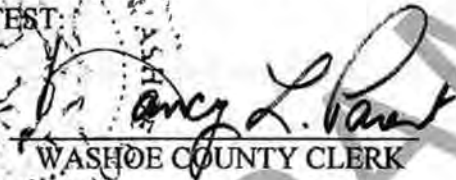
APPROVED AS TO LEGALITY AND FORM

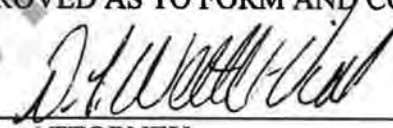
BY: \_\_\_\_\_  
RTC CHIEF COUNSEL

**BOARD OF COMMISSIONERS, WASHOE COUNTY, NEVADA**


By:  \_\_\_\_\_  
CHAIRMAN

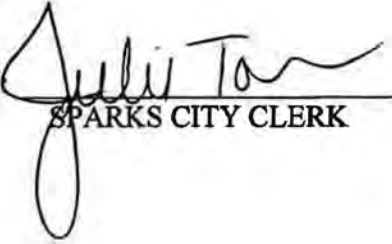


ATTEST:  
BY:  \_\_\_\_\_  
WASHOE COUNTY CLERK

APPROVED AS TO FORM AND CONTENT:  
BY:  \_\_\_\_\_  
ATTORNEY

**CITY COUNCIL OF SPARKS, NEVADA**

BY:  \_\_\_\_\_  
MAYOR

ATTEST:  
BY:  \_\_\_\_\_  
SPARKS CITY CLERK


APPROVED AS TO FORM AND CONTENT:  
BY:  \_\_\_\_\_  
DEPUTY CITY ATTORNEY

Exhibit A

City of Sparks  
New Projects

<b>Project Name</b>	<b>Description</b>	<b>RTIP Cost Estimate</b>
Sparks Blvd Capacity Improvements	Widen to 6 lanes from Greg to I80 and I80 to Springland	\$57.5 Million Design, ROW, Construction CY2023
2020 Preventative Maintenance (2019/2020)*	Patching and slurry seals on regional roads	\$7.5 Million Design, Construction
2020 Roadway Reconstruction/Rehab (2019/2020)*	Reconstruction/rehabilitation of failing segments of regional roads	\$8.5 Million Design, Construction
TE Spot 9 Intersection Improvements*	Intersection improvements throughout the region	\$3.5 Million Design, Construction
Traffic Management Program/ITS/LiDAR*	Improvements to regional facilities using new technology to manage traffic	\$1.45 Million Design, Construction
ADA Access Transit/Pedestrian Connectivity*	Improve access to multimodal choices including transit following ADA guidance (sidewalks, ramps, pads)	\$2.0 Million Design, Construction

\*Region-wide programs with specific improvement locations in both the City of Reno and the City of Sparks.



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 3.22**

**TO:** Regional Transportation Commission

**FROM:** Amy Cummings, AICP/LEED AP  
Director of Planning, Deputy  
Executive Director

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Shared Work Program with the Truckee Meadows Regional Planning Agency**

**RECOMMENDATION**

Approve the FY 2020 Shared Work Program with the Truckee Meadows Regional Planning Agency (TMRPA).

**SUMMARY**

The RTC/TMRPA Shared Work Program was included as a task in the FY 2020-2021 Unified Planning Work Program (UPWP) which was approved by the RTC Board at the May 20, 2019 meeting, and in the FY 2020 RTC budget, which was also approved at the same meeting. The budget includes \$60,000 for TMRPA services in FY 2020. The scope of the Work Program is provided in the Attachment.

**FISCAL IMPACT**

The budget for this item is included in the FY 2020-2021 UPWP.

**PREVIOUS ACTIONS BY BOARD**

May 20, 2019                      Approved the FY 2020-2021 UPWP  
May 20, 2019                      Approved the FY 2020 RTC Budget

**ADDITIONAL BACKGROUND**

The RTC and TMRPA have entered into this shared work program for the past seven years, which includes GIS analysis, data collection, online data access, development of the Consensus Forecast, and other items as identified in the Attachment.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachment

# TMRPA & RTC FYE 2020 Shared Work Program & Budget

## RTC and TMRPA Shared Work Program

The RTC has budgeted for the Shared Work Program in the Unified Planning Work Program (UPWP) for FYE 2020. Through this agreement, RTC pays TMRPA \$60,000 for the scope items described below. In addition, RTC will contribute in-kind staff services to support implementation of the 2019 Truckee Meadows Regional Plan and other regional planning efforts as appropriate, and provide IT and phone support to TMRPA in FYE 2020.

## GIS, Modeling and Analysis Services

TMRPA staff services for GIS data and modeling work may include:

- Updates and additional improvements of the TMRPA Population & Employment Model (PEM) Development and continuous improvement of GIS database framework to provide flexible GIS solutions for both TMRPA and RTC
  - Automation of GIS dataset updates, including database replication and integration
  - Develop online GIS data strategy and work towards creating an online GIS dataset repository and data viewer for transportation demand model results and other transportation related datasets
  - Support for data collection and processing
  - Support for development tracking
- Ongoing support for the RTC's TransCAD travel demand model
- Support GIS-based GISDK programming for TransCAD travel demand model applications and support maintenance of online viewer for TransCAD Regional Road Impact Fee Program
- Spatial analysis of residential and employment densities and changing demographics to support the evaluation of land use and transportation policy, including scenario analysis
- Additional GIS data and modeling projects identified during FYE 2020
- Services to support the development of the 2050 RTP

## Operating Support Services

RTC cash contributions for support of TMRPA operations may include:

- Data to support the PEM and Consensus Forecast including, but not limited to, ESRI Census data, income data and employment data
- Proportion of TMRPA ongoing services and supplies

## IT Support Services

RTC staff services for support of TMRPA operations will include:

- Information technology support
- Telephone support

## Budget & Work Program Implementation

1. Operational adjustments to the shared work program components and priorities may be made from time to time by mutual agreement of the RTC Executive Director and the Executive Director of Regional Planning.
2. TMRPA services outlined in the Shared Work Program are budgeted at \$60,000. TMRPA will invoice the RTC quarterly and payments will be made to the TMRPA at the end of each quarter during FYE 2020. TMRPA will provide a quarterly progress report including a description of the work completed with the invoices.



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 4.1**

**TO:** Regional Transportation Commission

**FROM:** Lee G. Gibson, AICP  
Executive Director

A handwritten signature in black ink, appearing to be "Lee G. Gibson", is written over the printed name and title in the "FROM:" field.

**SUBJECT:** Director's Report

Monthly verbal update/messages from RTC Executive Director Lee G. Gibson – *no action will be taken on this item.*



**REGIONAL TRANSPORTATION COMMISSION**


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Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 4.2**

**TO:** Regional Transportation Commission

**FROM:** Lee G. Gibson, AICP  
Executive Director 

**SUBJECT:** Federal Report

Monthly update/messages from RTC Executive Director Lee G. Gibson – *no action will be taken on this item.*





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 4.3**

**TO:** Regional Transportation Commission

**FROM:** Kristina Swallow, Director NDOT

**SUBJECT: Nevada Department of Transportation**

Monthly verbal update/messages from NDOT Director Kristina Swallow – *no action will be taken on this item.*



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 5.1**

**TO:** Regional Transportation Commission

**FROM:** Jeff Wilbrecht, P.E.  
Engineer II



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Virginia Street Bus Rapid Transit Extension Monthly Progress Update -  
Plumb to Liberty & Maple to 15th**

**RECOMMENDATION**

Acknowledge receipt of the Virginia Street Bus Rapid Transit (BRT) Extension monthly progress report.

**SUMMARY**

Roadway Design:

The 100 percent design plans for the project are complete.

Early Work Utility Project:

Construction activities associated with the utility relocations within the South Virginia-Midtown segment of the project are complete.

The project team is in the process of closing out this stage of the project.

Roadway Reconstruction and BRT Project:

The RTC and Construction Manager at Risk (CMAR) executed an agreement for the construction work following approval at the May Board Meeting.

With the receipt of a Letter of No Prejudice from the FTA, roadway reconstruction in the South Virginia-Midtown segment of the project is on schedule to start June 17, 2019. Work in the North Virginia-UNR segment of the project is anticipated to begin mid-2020. With these anticipated start dates, the roadway construction and BRT improvements of both segments are scheduled to be complete by the end of 2020.

Outreach Activities:

The project team has continued its communications efforts as part of our strategic approach to keep stakeholders informed of construction activity, project updates, and listen to and address concerns and questions they may have.

In May, RTC and SNC canvased the Midtown area schedule for the first part of roadway reconstruction. The canvassing included door-to-door outreach with businesses to check-in and inform them of planned construction, the various sources to find information about the project, and outreach activities planned.

Also during this reporting period, the project team continued bi-weekly Virginia Street Project meetings on Thursdays at 9 a.m. at The Saint in Midtown Reno to provide a discussion forum for stakeholders. By partnering with the City of Reno, Sierra Nevada Construction Inc. (SNC), local business owners, and community members, these meetings have been an opportunity to discuss how the project is progressing and listen to our stakeholders. Based on feedback from our stakeholders, the meetings will be moving to a biweekly schedule.

The RTC has also continued the weekly project-update videos that started in March to provide the public with visual information in a new format. The videos are posted on social media sites, YouTube, the project website and in our weekly stakeholder updates.

The RTC has continued community outreach and is working with City of Reno staff, and its newly formed Design Review Committee, to proceed with the final design finishes, including seating and bike racks. The Design Review Committee meets on the second Thursday of each month at The Saint, immediately following RTC's outreach meetings.

The community is encouraged to continue to share their positive Midtown experiences on social media using the hashtag #VirginiaStreetProject for an opportunity to receive a gift card to a participating Midtown business.

The project team continues to meet with stakeholders throughout the Midtown corridor, including one-on-one meetings with individual business owners and small groups to provide information about the project, scheduled utility outages, and traffic control.

As part of the Virginia Street project outreach plan, the project team is partnering with participating Midtown businesses who enroll in the Business Patronage Program to help promote, advertise, and market to customers during construction. This includes special events specifically created to encourage the public to visit Midtown. All Midtown businesses are encouraged to enroll. To date, there are 238 businesses enrolled in the program.

Supporting the project team's goal of strong and extensive outreach and community awareness, there have been a number of media stories published and broadcast about the project that illustrate the accessibility to Midtown and progress of construction. Much of the coverage has been positive

underscoring construction is not as bad as was expected by many of the businesses, and in some cases business has increased or remained steady. Additionally, the Lyft 50 percent discount up to \$10 has helped transport visitors to Midtown.

Project information continues to be communicated weekly through the Project Stakeholder Update, which is electronically distributed to subscribers.

### **FISCAL IMPACT**

Funding for work tasks associated with the utility phase of the project have been approved with the FY 2019 Program of Projects and is included in the current approved RTC budget. There is no additional cost in connection with this agenda item.

### **PREVIOUS ACTIONS BY BOARD**

- |                |   |
|----------------|---|
| May 20, 2019   | Approved the Construction Agreement between RTC and SNC (CMAR) for Phase 2 of the Virginia Street Bus RAPID Transit Extension Project   |
| May 20, 2019   | Approved the Professional Services Agreement between RTC and Atkins North America (Atkins) for Construction Support Services on Phase 2 of the Virginia Street Bus RAPID Transit Extension Project.   |
| March 15, 2019 | Approved Interlocal Corporative Agreement between RTC and City of Reno to transfer funds to the City of Reno for the selection, procurement, and installation of benches and bike racks in Midtown.   |
| July 20, 2018  | Approved a Professional Services Agreement with Atkins for the Construction Management Services for the utility construction phase. Approved an Agreement with SNC for the construction of the early work utility construction phase. Authorized the finalization and execution of five utility relocation and reimbursement agreements into the agreement for early construction work. |
| June 15, 2018  | Approved an Amendment to the CMAR Pre-Construction Agreement between the RTC and SNC for the Virginia Street Bus RAPID Extension Project  |
| May 21, 2018   | Approved a Request for Proposals (RFP) for Construction Services for the Virginia Street Bus RAPID Transit Extension Project.   |
| June 17, 2016  | Approved the Final Rankings of the Proposers and Selection of a Contractor for Construction Manager at Risk (CMAR) for Pre-   |

Construction Services and authorized the Executive Director to execute a Pre-Construction Services Agreement with SNC for the Virginia Street RAPID Extension Project.

- March 18, 2016      Approved the RFP for the CMAR method of project delivery for the Virginia Street Bus RAPID Transit Extension Project.
- March 18, 2016      Approved Amendment No. 1 to the Professional Services Agreement with NCE for Final Design for the Virginia Street Bus RAPID Transit Extension Project.
- October 16, 2015      Acknowledged receipt of an update on the Virginia Street Bus RAPID Transit Extension Project and approve the local preferred alternative.
- August 21, 2015      Acknowledged receipt of an update and provided direction on the alternative selection for the Virginia Street Bus RAPID Transit Extension Project.
- July 17, 2015      Acknowledged receipt of a report on the Virginia Street Bus RAPID Transit Extension Project.
- April 17, 2015      Acknowledged receipt of a report on the development of the Virginia Street Bus RAPID Transit Extension Project.
- October 17, 2014      Approved the selection of NCE for Preliminary Engineering and Environmental services for the Virginia Street Bus RAPID Transit Extension Project.
- July 25, 2014      Approved the RFP for Preliminary Engineering and Environmental services for the Virginia Street Bus RAPID Transit Extension Project.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 6.1**

**TO:** Regional Transportation Commission

**FROM:**

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Executive Director's Annual Evaluation**

**RECOMMENDATION**

Review Executive Director Lee Gibson's performance as it pertains to the proper duties of the position and accomplishments of Fiscal Year (FY) 2019 Goals and adjust compensation accordingly.

**SUMMARY**

In accordance with the Executive Director's employment agreement, the Commission shall review and rate his performance near the end of the RTC's fiscal year. The Commission may discuss performance, award an annual salary increase and a performance bonus of 0 to 5.0 percent of the Executive Director's current base salary. The effective date of said salary increase and/or bonus is July 1, 2019.

**FISCAL IMPACT**

Funding has been included in the RTC FY 2020 Board approved budget.

**PREVIOUS ACTIONS BY BOARD**

There have been no previous Board actions taken on this item.

**ADDITIONAL BACKGROUND**

May 20, 2019: Rated agency accomplishments for the 2019 fiscal year with a performance rating of 1.5 (out of a .6 to 1.5 rating).

Attachments



# MEMO

**DATE:** June 07, 2019  
**TO:** RTC Board of Commissioners  
**FROM:** Angela Reich, Administrative Services Director  
**RE:** Lee Gibson, Executive Director Fiscal Year 2019 Performance Feedback

---

Greetings Commissioners,

Lee Gibson's annual performance evaluation is scheduled for the June 20, 2019 RTC Board meeting.

In order to assist you in the preparation of Mr. Gibson's annual evaluation, please find the following attached item:

- 1.) RTC Executive Director Performance Feedback Form
- 2.) Status of FY19 Goals
- 3.) Summary of outreach events and presentations
- 4.) Summary of Mr. Gibson's Compensation History

Please let me know if I can provide any additional information or answer any questions you may have.

Thank you for your time and consideration. If you have any questions, please contact me at 775-332-1056 or via e-mail [areich@rtcwashoe.com](mailto:areich@rtcwashoe.com).

cc: Denise Thompson, Executive Office Administrator

Enclosures



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

**RTC Executive Director Fiscal Year 2019 Performance Review Feedback**

Please provide comments on the following broad based issues related to the RTC and Lee Gibson in the following areas:

1. **Leadership:**

2. **Commitment and collaboration to partnerships:**

3. **Communication**





**4. Suggestions for FY20 Executive Director Goals**

**5. Additional comments**

Executive Director FY 2019 Goals		Status to Date
<b>I</b>	<b>Agency Goals</b>	
	Continue Virginia Street RAPID Extension Project implementation, including community engagement, final design, utility relocation, and CIG grant.	Final design is complete, a construction contract has been executed, construction started on June 17th. FTA issued a funding allocation for \$40.4 million and a letter of no prejudice authorizing RTC to begin Midtown construction.
	Close out SEC; open 4 <sup>th</sup> Prater Way BRT Lincoln Line. Develop inter local coordination for the Lemmon Drive extension.	Lemmon drive RFP for design and design build services has been issued. 4th Prater Way BRT Lincoln line opened in December, SEC opened July 2018.
	Fixed route procurement process- complete the procurement process and enhance wage and benefit structure for operators; look to new innovative transit operating solutions such as micro transit; establish foundation for new technology. Create a contract structure that offers better risk management related to economic conditions, technology implementation, and service adjustments.	Fixed route procurement process is completed-Keolis was selected and awarded a contract to include enhanced wage and benefit structures; microtransit legislation passed by the Nevada Legislature; Keolis contract contains provisions to promote technology, service changes, and a better integrated planning process between RTC and its fixed route provider. RTC partnering with UNR on autonomous bus research.
	Enhance public and entity engagement in the program of projects; update Inter Local Cooperative Agreement.	ICA's updated to address the projects in each entity separately. FY 20 ICAs approved by Reno, Sparks, & Washoe County.
	Develop an internal strategic plan to deal with management succession, continuity of policy development, process improvement, and customer messaging.	Involved leadership and director team in strategic goal setting for the agency. Management succession addressed through the annual RTC Director Retreat and series of leadership meetings. Consultant services procurement for customer messaging is underway. Continuous process improvement implemented through the PIT Crew process.
<b>II</b>	<b>Community Partnership Goals and Objectives</b>	
	Affordable housing and joint development- work with the Nevada Legislature to enable RTC to use its property for public uses. Explore joint development opportunities that may arise from the Affordable Housing Study.	AB 270 passed by the Nevada legislature that makes disposal of RTC property for other public purposes (such as housing) allowable. RTC Affordable Housing Study is underway.
	Continue research partnership with University of Nevada Reno on autonomous vehicles- look at new opportunities for applied demonstrations with Center for Advanced Mobility.	RTC and UNR jointly submitted a Autonomous Demonstration Grant application;
	Collaborate with NDOT in the development of a funding plan for Spaghetti Bowl project and other NDOT initiatives in Washoe County. Amend RTP to incorporate Spaghetti Bowl improvements.	RTC executed a funding agreement with the NDOT for the Spaghetti Bowl project Phase 1 in an amount of \$30 million. RTP and RTIP amended to include Spaghetti Bowl project and funding.
	Reno Business improvement district- participate and help start up. Define RTC's role as a funding and implementing partner for the BID.	RTC executed its funding agreement with the Reno BID; close coordination occurs between BID staff and RTC 4SS staff on a variety of human service issues.
<b>III</b>	<b>RTC Board Assigned Goals</b>	
	Take direction and adjust goals as needed throughout the year.	The need for micro transit legislation was discovered late in the session and this was accomplished.

## RTC July 1 2018 - June 30 2019 FY Outreach Report

YEAR TOTAL: 213

Month	Total	Day	Organization or Event	Topic		
JULY	17	2	Stakeholder Update Meeting	4th Street/Prater Way BRT Project		
		2	Rotary Club - Midtown	Virginia Street BRT Extension Project		
		4	Star Spangled Sparks Fireworks Show	Free Transit Event Shuttle		
		6	SouthEast Connector Grand Opening Event	SouthEast Connector		
		9	Nevada State Transportation Board	RTC Projects Update Presentation		
		12	Midtown Merchants Association Board of Director's Meeting	Virginia Street BRT Extension Project		
		12	NAIOP Leadership Meeting	Virginia Street BRT Extension Project		
		13	Rededication of Jerry L. Hall Transit Maintenance Facility	Ceremony event		
		16-19	Congressional Meetings in Washington, D.C.	I-11 and Virginia Street BRT Extension Project		
		17	FTA Quarterly Meeting	Virginia Street BRT Extension Project and 4th/Prater Project		
		23	Sparks City Council Meeting	Program of Projects Presentation		
		25	Reno City Council Meeting	Program of Projects Presentation		
		25	Talk with the Transit Planner	Transit planning		
		26	Newcomers and Neighbors Club of Northern Nevada Meeting	RTC overview presentation		
		26	NAIOP Transportation Coalition	RTC Update Presentation		
		26	City of Sparks Leadership Team	RTC Update Presentation		
		30	Stakeholders/Business-owners meeting	Virginia Street BRT Extension Project		
		AUGUST	16	1	RTC Technical Advisory Committee (TAC) Meeting	
				1	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
				2	Community Outreach - The X First Thursdays Event	Virginia Street Project Outreach
9	Vision Zero Task Force Meeting					
10	UNR Construction and Engineering Presentation			Career Information, Project Updates, RTC Internship Opportunity		
15	Midtown business owner meeting with Michael & Sons Jeweler, M			Virginia Street Project Outreach		
15	Meeting with South Virginia Plaza Retail Center Merchants			Virginia Street Project Outreach		
20	Midtown business owner meeting with Michael & Sons Jeweler			Virginia Street Project Outreach		
20	Community Meeting at Reno City Hall			Public Outreach for Center/Sierra Bicycle Alternatives		
21	Nevada Economic Development Conference			The Long and Winding Road to Transportation Funding, Lee Gibson panelist		
22	Reno City Council Meeting			Center/Sierra Bicycle Alternatives Analysis, Interlocal Cooperative Agreement		
23	Talk with the Transit Planner ride along on RTC RIDE			Transit planning		
23	City of Reno Urban Forestry Commission			Virginia Street Project Update - Landscaping Plan		
23	Transforming Virginia Street Construction Kick-Off Block Party			Virginia Street Project Outreach		
24	Meeting with Continental Association			Virginia Street Project Outreach		
26	Newcomers and Neighbors Club			RTC Update		
SEPTEMBER	32	1-3	Shuttle for Best in the West Nugget Rib Cook-Off	Community Transit		
		4	Virginia Street Start of Construction Media Day	Virginia Street Project Outreach		
		4	Senior Fest at Reno Town Mall	RTC Transit Outreach		
		4	Door-to-door outreach to announce new temp. parking spots	Virginia Street Project Outreach		
		4	City of Reno NAB 3 Meeting	Vassar Street improvements		
		5	RTC Technical Advisory Committee (TAC) Meeting			
		5	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting			
		5	Michael & Sons Jewelry/Morgans Lobster Shack/City of Reno Ele	Virginia Street Project Outreach		
		5	City of Reno NAB 1 Meeting	Plumb Lane improvements outreach, Virginia Street Project		
		6	Carriage Stone Apartments Residents Meeting	Virginia Street Project Outreach		
		7	RSCVA Meeting	Virginia Street Project Outreach and Interbike Conference		
7	Junkee Barbecue Event to highlight access on Virginia Street	Virginia Street Project Outreach				
8	Ward 3 Community Meeting	RTC Update, SouthEast Connector, Virginia Street Project				
8-9	Great Reno Balloon Race	Event Park-and-ride Shuttle				
10	UNR Construction and Engineering Presentation	Career Information, Project Updates, RTC Internship Opportunity				
11	ADA Transition Plan Stakeholders Meeting	ADA Outreach				

# ATTACHMENT A3

	12	Rocky Mountain West Pavement Preservation Conference	RTC Pavement Preservation Presentation
	13	Construction Team Lunch at MariCHUY's in Midtown	Virginia Street Project outreach
	13	Midtown District Reno Merchants Association Board Meeting	Virginia Street Project outreach
	13	Midtown District Reno Merchants Association monthly mixer	Virginia Street Project outreach
	14	Nevada League of Cities & Municipalities 2018 Conference	RTC Overview presentation
	17	ADA Transition Plan Update Meeting with MV Transportation Drive	ADA Outreach
	19	Midtown business support program meeting at Polo Lounge	Virginia Street Project outreach
	19	ADA Transition Plan Community Open House	ADA Outreach
	22	18 Around Midtown Event	Virginia Street Project outreach
	22	SouthEast Connector Bike Path Dedication	Bicycle Community outreach
	23-26	APTA Annual Meeting	RTC Staff Presentations and Industry Peer Networking
	25	Reno Access Advisory Board Meeting	ADA Outreach
	26	Midtown Business Owners Safety/Security Meeting	Virginia Street Project outreach
	27	October event planning meeting with Midtown Business Owners	Virginia Street Project outreach
	28	Nevada Chapter APWA Fall Conference Presentation	
	28	Talk to the Transit Planner	Transit planning
<b>OCTOBER</b>	14	4 Door-to-Door Midtown Business Outreach	Virginia Street Project outreach
	5	American Planning Association Membership	4th Street/Prater Way Technical Tour
	10	Walk to School Day at Whitehead Elementary	School/Traffic Safety Outreach
	10	Reno Sparks Indian Colony Mock Press Conference	RTC participation
	11	Construction Team Lunch at Thai Chili in Midtown	Virginia Street Project outreach
	11	Midtown Business Grand Opening Event at Rue Bourbon	RTC participation to support Virginia Street Project
	15	Reno Rotary Club	RTC Update
	16	Nevada Safety Summit Conference	Northern Nevada Vision Zero Initiative Presentation
	18	Builders Association and Infrastructure and Planning Meeting	Virginia Street Project outreach
	23-25	DC Briefings with Congressional Members/Staff and FTA Officials	Federal Priorities and Projects
	24	Mentoring UNR Engineering Capstone Class	Oddie Pedestrian Bridge Group
	25	Tastes and Treats of Midtown at South Virginia Plaza	Virginia Street Project outreach
	30	Northern Nevada Small & Minority Business Opportunity Day	RTC participation
	31	Trunk or Treat Event	Public transit outreach
<b>NOVEMBER</b>	15	6 Election Day Free Transit	Community Free Transit Event
	7	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
	7	RTC Technical Advisory Committee (TAC) Meeting	
	7	Meeting with KOLO TV	Pedestrian Safety/Vision Zero outreach
	7	Meeting with Reed High School officials	Pedestrian Safety/Vision Zero outreach
	8	Midtown Merchants Board Meeting	Virginia Street Project outreach
	8	Midtown Merchants Association Mixer	Virginia Street Project outreach
	11	Veterans Day Free Transit	Community Free Transit Event
	15	Construction Team Lunch at El Adobe in Midtown	Virginia Street Project outreach
	26	Vision Zero Walking Surveys - Midtown	Vision Zero outreach/Pedestrian safety
	27	Vision Zero Walking Surveys - Downtown Sparks	Vision Zero outreach/Pedestrian safety
	28	Vision Zero Walking Surveys - West 4th Street	Vision Zero outreach/Pedestrian safety
	28	OPTUM Health Winter Wellness Fair for seniors	Booth to promote RTC RIDE, ACCESS and SMART TRIPS outreach
	29	Oddie Wells Design Project Meeting	Oddie Wells community outreach
	30	Vision Zero Walking Surveys - University District	Vision Zero outreach/Pedestrian safety
<b>DECEMBER</b>	9	5-6 Stuff A Bus Food Drive for Food Bank of Northern Nevada	Community Outreach
	5	Mentoring UNR Engineering Capstone Class	Oddie Pedestrian Bridge Group Education Outreach
	6	Virginia Street Project Community Meeting	Project update for business owners - Virginia Street Project
	6-21	12 Merry Days of Midtown Promotion	Virginia Street Project outreach
	11	12 Merry Days of Midtown Cookie Delivery Outreach to Professionals	Virginia Street Project outreach
	14	4th Street/Prater Way Project/Lincoln Line Grand Opening Event	Community Outreach
	21	Midtown Holiday Event	Virginia Street Project outreach

# ATTACHMENT A3

	31	New Year's Eve FREE Safe RIDE	Free community-wide public transportation
<b>JANUARY</b>	10		
	4	Construction Communications Outreach Webinar	Virginia Street Project Webinar Presentation
	22	Free coffee/donuts outreach event at Jelly Donut	Virginia Street Project Outreach
	23	The Chamber Alliance Economic Update	RTC Information booth, Virginia Street, Transit, upcoming projects
	24	City of Reno Midtown Art Outreach Event at Craft	Virginia Street Project Outreach
	24	RRIF TAC Meeting	Engineering/Traffic Outreach
	24	ISSA Slurry Systems Workshop in Las Vegas	Presentation about RTC Pavement Preservation Program
	25	Talk to the Transit Planner	Public Transportation Outreach
	26	Service Change/Microtransit Open House at Centennial Plaza	Public Transportation Outreach
	26	Mentoring UNR Engineering Capstone Class	Oddie Pedestrian Bridge Group Education Outreach
	29	Service Change/Microtransit Open House at 4th Street Station	Public Transportation Outreach
<b>FEBRUARY</b>	13		
	1	Transportation NV Electric Bus Forum	Public Transportation Outreach
	5	Information Booth at Reno State of the City Community Engagem	Vision Zero Outreach
	6	RTC Technical Advisory Committee (TAC) Meeting	
	6	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
	7	NAB 1 Meeting	Virginia Street Project Outreach
	11	Mentoring UNR Engineering Capstone Class	Highland Ranch Parkway Signal Group Education Outreach
	21	RTC Update Presentation	Nevada Legislature State Senate and Assembly Growth and Infrastructure Committees
	22	Talk to the Transit Planner	Public Transportation Outreach
	22	Midtown business owner outreach meeting	Virginia Street Project Outreach
	22	Seniors Day at Nevada Legislature	Electric bus display and outreach showcasing travel training program
	27	Presentation at Reno City Council Meeting	Virginia Street Project Outreach
	28	Infrastructure Technology Day at Nevada Legislature	RTC presentation about autonomous vehicle technology
	28	RRIF TAC	
<b>MARCH</b>	20		
	1	Nevada Transportation Disparity Study Public Meeting	Transportation Public Outreach
	2	Booth at Rue Bourbon Mardi Gras event	Virginia Street Project Outreach
	5	City of Reno NAB Meeting	Oddie Wells Project Outreach
	6	RTC Technical Advisory Committee (TAC) Meeting	
	6	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
	6	ACT/RTC Committee Meeting	Update of Program of Projects for 020
	13	Presentation at Reno City Council Meeting	Virginia Street Project Outreach
	14	ASCE Project of the Year awarded for 4th Prater Project	4th Street Prater Way Project Outreach
	16-20	APTA Legislative Conference and DC Briefings with Congression	Federal Priorities and Projects
	17	RTC St. Patrick's Day FREE Safe Ride	Free Transit Event
	20	Nevada Moves Week Walk to School Day	School safety, pedestrian safety, bicycle safety outreach
	21	Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach
	21	RTC Exec. Dir. Lee Gibson Presentation to ASCE	RTC Overview Presentation
	21	RTC Oddie Wells Meeting Flyer Distribution along Oddie Wells co	Oddie Wells Project outreach
	26	Envirovolution	Sustainability tour and pedestrian safety info presented to students
	26	South Meadows Multimodal Transportation Study Public Meeting	Public Outreach Meeting
	28	Oddie Wells Public Meeting	30% Design - Oddie Wells Project Outreach
	28	RRIF TAC	
	28	Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach
	29	Envirovolution	Sustainability tour and pedestrian safety info presented to students
<b>APRIL</b>	17		
	3	RTC Technical Advisory Committee (TAC) Meeting	
	3	RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
	4	Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach
	10	Reno Sparks Leadership Presentation	RTC Update, SMART TRIPS, Pavement Preservation, Vision Zero, 4th/Prater and Virginia Street Outreach
	11	Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach

# ATTACHMENT A3

	11	Transforming Local Government Conference Bus Tour	4th/Prater, Virginia Street Project, Electric bus Outreach
	17	Reno Sparks Chamber Business Roundtable w/ Sen. Rosen	RTC Projects Update
	17	Mentoring UNR Engineering Capstone Class	Oddie Pedestrian Bridge Group Education Outreach
	18	Senator Cortez Masto tours Midtown	Virginia Street Project Outreach
	22	Earth Day Free Transit Event	Sustainability
	23	Reno Access Advisory Board Meeting	Mill Street Complete Streets Improvement Presentation
	23	Reno Access Advisory Board Meeting	Oddie Wells Project Outreach
	24	Sun Valley Transportation Improvement Project Community Meeting	Sun Valley Project Outreach
	25	Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach
	27	Kids on Big Rigs Event	Electric bus display
	29	Mentoring UNR Engineering Capstone Class	Highland Ranch Parkway Signal Group Education Outreach
	30	DC Briefings with Congressional Members/Staff & FTA Officials	Federal Priorities and Projects *Briefings through May 3, 2019
<b>MAY</b>	<b>28</b>	1 Older Americans Month Opening Ceremonies	Informational Booth
		1 RTC Technical Advisory Committee (TAC) Meeting	
		1 RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
		1 NDOT Safety Management Plan Meeting	RTC participation
		2 UNR Study Pop-Up Meeting	Planning outreach
		2 UNR Study Walking Audit	Planning outreach
		2 Ward 1 NAB Meeting	California/Keystone Project Outreach
		3 UNR Study Walking Audit	Planning outreach
		7 Nevada Transportation Conference	Vision Zero Presentation
		8 Sparks Consolidated 19-01 Project Community Meeting	Engineering outreach
		8 Nevada Transportation Conference Presentation	4th/Prater and Virginia Street Projects Presentation
		9 Virginia Street Project Weekly Community Meeting	Virginia Street Project Outreach
		10 RE/MAX Professionals Meeting	RTC Overview Presentation
		13 RTC Bike Fix-It Station	Bike Week outreach
		14 Reno Consolidated 19-01 Project Community Meeting	Engineering outreach
		14 Virginia Street Meeting with Continental Association	Virginia Street Project Outreach
		14 Federal Transit Project Panel	Lee Gibson was a panelist on the Value Capture, Transit-Oriented Development and Public Transportation Projects panel in DC with keynote speaker K. Jane Williams
		15 Virginia Street Project Door-to-Door Outreach for businesses and	Virginia Street Project Outreach
		16 Historic Resources Commission Historic Preservation Awards	4th Street/Prater Way and Virginia Street Midtown Oral Histories Project
		16 EDAWN Board of Directors Meeting	RTC Update
		19-22 APTA Mobility Conference	RTC Staff Presentations and Industry Peer Networking
		20 Oddie Wells Lesson at High Desert Montessori School	Oddie Wells Project Outreach
		23 Virginia Street Project Bi-Weekly Community Meeting	Virginia Street Project Outreach
		23-24 Stuff A Bus for Seniors	Donation Event
		26 Reno Access Advisory Committee	Bus Stop Improvement and Connectivity Program Update
		29 Optum Rise and Shine Senior Wellness Fair	Vision Zero Information
		29 Fall service change outreach event	Public Transit Outreach
		30 Fall service change outreach event	Public Transit Outreach
<b>JUNE</b>	<b>22</b>	4 City of Reno NAB 3 Meeting	Vassar Street Improvements
		4 North Valleys Developer's Summit with Reno Councilwoman Web	Virginia Street Project Update
		4 UNR/Dementia Friendly America-Nevada Walk with Me	Event Participation
		5 RTC Technical Advisory Committee (TAC) Meeting	
		5 RTC Citizens Multimodal Advisory Committee (CMAC) Meeting	
		5 Reno City Council Meeting	RTC Quarterly Update and ICA FY 2020 Presentations to Reno City Council
		5 Door-to-door flyer distribution for California Keystone Project	California/Keystone Project Outreach
		5 Vision Zero Task Force Meeting	Pedestrian Safety
		7 US Senator Jacky Rosen Latino Leaders Roundtable	Transportation Issues
		13 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
		13 Virginia Street Project Bi-Weekly Community Meeting	Virginia Street Project Outreach
		17 Virginia Street Project Information Office Hours and Media Tour	Virginia Street Project Outreach
		17 WCSD Community-Based Career Exploration camp	Public Transportation Outreach

## ATTACHMENT A3

18 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
19 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
20 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
20 Virginia Street Project Bi-Weekly Community Meeting	Virginia Street Project Outreach
24 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
25 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
26 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
27 Virginia Street Project Information Office Hours	Virginia Street Project Outreach
27 University-Area Transportation Study Public Meeting	
28 Virginia Street Project Start of Construction Transformation Event	Virginia Street Project Outreach

**Summary of Lee Gibson's Compensation**

Effective Date	Increase Amount	Annual Salary	Bonus	Average staff increase	
9/28/2009	NEW HIRE	\$193,003.20	0%		0%
9/28/2010	0%	\$193,003.20	0%		0%
9/28/2011	0%	\$193,003.20	0%		0%
9/28/2012	0%	\$193,003.20	0%		0%
				<b>*BU</b>	<b>**NBU</b>
7/1/2013	3%	\$198,785.60	0%	1.12%	3.61%
7/1/2014	3%	\$204,755.20	0%	2.05%	3.49%
7/1/2015	2%	\$208,852.80	0%	2.61%	3.83%
7/1/2016	4%	\$217,206.91	0%		4.04%
7/1/2017	3%	\$223,723.12	0%		3.92%
7/1/2018	2.50%	\$229,316.26	3%		3.97%

\*Bargaining Unit(s)

\*\*Non-Bargaining Units

**Commissioners can award an annual salary increase and/or a performance bonus of 0 to 5.0 % of Executive Director's current base pay**

<b>Possible Bonus Amounts</b>	
1%	\$2,293.16
2%	\$4,586.33
3%	\$6,879.49
4%	\$9,172.65
5%	\$11,465.81



Sierra Plaza  
6100 Neil Road, Suite 500  
Reno, Nevada 89511-1149  
775.688.3000  
woodburnandwedge.com



May 23, 2019

*Via Electronic Mail [lgibson@rtcwashoe.com](mailto:lgibson@rtcwashoe.com)*

Lee Gibson  
Executive Director  
Regional Transportation Commission of Washoe County  
1105 Terminal Way  
Reno, NV 89502

**Re: Executive Director Evaluation**

Dear Mr. Gibson:

By signing below, please acknowledge personal receipt of this notice that the Regional Transportation Commission, at its Commissioners' Meeting scheduled for June 20, 2019 at 1:00 p.m., will undertake an annual evaluation of your performance as Executive Director, and in that process, the Commission may consider your professional competence and may take administrative action related to your compensation.

Sincerely,

A handwritten signature in blue ink that reads "Dale E. Ferguson".

Dale E. Ferguson

DEF/clk

**RECEIPT**

Lee Gibson acknowledges personal receipt of written notice of the foregoing as of 5/28/19, 2019.

A handwritten signature in blue ink, appearing to be "Lee Gibson", written over a horizontal line.  
Lee Gibson



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 6.2**

**TO:** Regional Transportation Commission

**FROM:**

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Set Agency Performance Goals for Fiscal Year 2020**

**RECOMMENDATION**

Review and set Agency goals for Fiscal Year (FY) 2020.

**SUMMARY**

In accordance with Regional Transportation Commission (RTC) Personnel Rule (3.7.2), the Commissioners will set agency performance goals prior to the beginning of each FY.

**FISCAL IMPACT**

Funding has been included in the RTC FY 2020 Board approved budget.

**PREVIOUS ACTIONS BY BOARD**

May 21, 2018 FY19 Agency performance goals were approved.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.

Attachment



## FY 2020 AGENCY GOALS

- 1) Improve ADA Accessibility
  - a) Complete ADA Transition Plan
  - b) Implement first phase of improvements to RTC facilities including 60 bus stop improvements
- 2) Continue Safety Emphasis
  - a) Continue Vision Zero/ driver & pedestrian education and Safe Routes to School programs
  - b) Update RTC Safety Plan
- 3) Apply for Discretionary Grants to Support RTC Priorities
  - a) INFRA/BUILD and FTA technical/research grants
- 4) Continue Project Construction
  - a) Virginia Street: Begin Midtown and University area construction
  - b) Implement Pavement Preservation & Rehabilitation Program
- 5) Improve Disadvantaged Business Enterprise (DBE) outreach and participation
- 6) Conduct Planning Studies
  - a) South Meadows Multimodal Transportation Plan
  - b) RTC Affordable Housing Study
  - c) Eagle Canyon Corridor Study
  - d) Start 2050 RTP Update
- 7) Implement RIDE Contract Award and Continue to Improve Service
  - a) Review & refine routes
  - b) Implement microtransit
  - c) Conduct targeted advertising campaign and on-board survey
  - d) Implement U-Pass
- 8) Continue B.I.D. Coordination and Operations
- 9) Continue Sustainability Planning and Monitoring
- 10) Advance Process Improvements
  - a) Procurement and contract management processes and Software utilization
  - b) Implement Board Agenda Software
- 11) Continue Cost Controls & Maintain Fiscal Solvency
- 12) Implement Facilities Projects
  - a) Conduct Meadowood Transfer Facility site selection study
  - b) Park Lane BRT station design
  - c) Implement bus shelter improvements
  - d) Begin RTC Terminal Way facility improvements
- 13) Improve NDOT Coordination
  - a) Streamline bus stop installation on NDOT roads
  - b) Coordinate with NDOT on implementation of a trip reduction program
  - c) Continue Spaghetti Bowl Project and other major project coordination



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 6.3**

**TO:** Regional Transportation Commission

**FROM:**

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Legal Counsel Report**

The monthly Regional Transportation Commission (RTC) agenda includes a standing item for staff and legal counsel to provide information on any legal issues facing the RTC. This allows the Board to discuss such issues and provide direction to staff or take action as necessary.

The RTC may, consistent with Chapter 241 of NRS, decide to interrupt the public meeting at any time to conduct a closed session to confer with legal counsel and possibly deliberate on legal issues. Any action on pending legal matters will be made when the public meeting is reconvened.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*


Metropolitan Planning Organization of Washoe County, Nevada

June 20, 2019

**AGENDA ITEM 7**

**TO:** Regional Transportation Commission

**FROM:**

  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Public Input**

This agenda item allows the public the opportunity to provide information on topics within the jurisdiction of the Regional Transportation Commission (RTC). Any person wishing to wait to provide public comment on a specific agenda item should indicate that item number on the “comment” card. The RTC Chair reserves the right to take all public comment during Public Input. Individuals addressing the Board during the Public Input portion of the meeting will be limited to three minutes total. However, an individual acting as a spokesperson for a group of individuals may request additional time. Individuals are expected to provide public input in a professional and constructive manner.

LGG/dt