



**LOCATION:**

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

**DATE** Nov. 15 , 2019  
**TIME** 9:00 a.m.

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

*A new Item 7.2 has been added to the agenda  
Prior Item 7.2 is now Item 7.3*

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 the RTC by the Nevada OSHA - Safety Consultation and Training Section (SCATS) for the Nevada Safe Partner Award

**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**

*Engineering*

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

*Public Transportation/Operations*

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

*Planning*

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

### *Administration*

- 3.4 Acknowledge receipt of the monthly Procurement Activity Report (*For Possible Action*)
- 3.5 Adopt a resolution requesting the Washoe County Board of Commissioners to issue revenue refunding bonds in the maximum aggregate principal amount of \$75 million and providing other matters properly related thereto (*For Possible Action*)

### *Procurement and Contracts*

- 3.6 Approve a contract with NextBus in an amount not to exceed \$93,555 to upgrade the RTC RIDE onboard Global Positioning Satellite (GPS) trackers from 3G to 4G; authorize the RTC Executive Director to execute the agreement (*For Possible Action*)
- 3.7 Approve Change Order (CO) No. 01, for the reimbursable “enhancement” scope identified in the Interlocal Cooperative Agreement between RTC and the City of Reno, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$222,600, for a new total contract amount of \$47,445,552; authorize the RTC Executive Director to execute CO No. 01 (*For Possible Action*)
- 3.8 Approve Change Order (CO) No. 02, for RTC directed changes to concrete sidewalk scope on side streets within the project corridor, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$4,718, for a new total contract amount of \$47,450,270; authorize the RTC Executive Director to execute CO No. 02 (*For Possible Action*)
- 3.9 Approve Change Order (CO) No. 03, for RTC directed changes to the traffic information and operation systems on the project, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$83,340, for a new total contract amount of \$47,533,610; authorize the RTC Executive Director to execute CO No. 03 (*For Possible Action*)
- 3.10 Approve Change Order (CO) No. 04 for TMWA requested water line improvements, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$342,109, for a new total contract amount of \$47,875,719; authorize the RTC Executive Director to execute CO No. 04 (*For Possible Action*)
- 3.11 Approve an Administrative Settlement of \$140,000 above the just compensation amount of \$1,820,000, representing a total settlement offer of \$1,960,000 for the full fee simple acquisition of the parcel known as APN 007-183-19 with HOTSHOTS Incorporated, necessary to construct the Virginia Street Bus Rapid Transit Extension Project. This Administrative Settlement shall be contingent upon the execution and delivery by HOTSHOTS Incorporated of all documents necessary to close escrow (*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)*
- 5.2 Acknowledge receipt of the Lemmon Drive monthly progress report *(For Possible Action)*
- 5.3 Receive a report on the speed limit on Veterans Parkway/Southeast Connector *(No Action Required)*

## 6. METROPOLITAN PLANNING ORGANIZATION (MPO)

- 6.1 Approve public and agency outreach process and schedule for development of the 2050 Regional Transportation Plan *(For Possible Action)*
- 6.2 Approve the RTC federal priorities and provide direction accordingly *(For Possible Action)*

## 7. GENERAL ADMINISTRATION

- 7.1 Discussion and possible action to appoint Amy Cummings as the Executive Director or Interim Executive Director; adjust compensation and provide direction on negotiation of contract terms and/or implementation of recruitment options *(For Possible Action)*
- 7.2 Discussion and possible action pertaining to any appointment and/or recruitment necessary to fill the vacated position of Executive Director *(For Possible Action)*
- 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. *(For Possible Action)*

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

## 9. MEMBER ITEMS

## 10. ADJOURNMENT *(For Possible Action)*



**REGIONAL TRANSPORTATION COMMISSION**

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

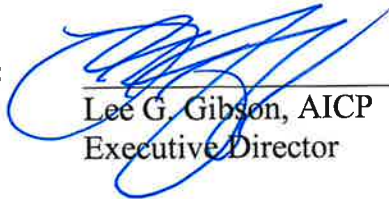
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 2.1**

**TO:** Regional Transportation Commission

**FROM:**

A handwritten signature in blue ink, appearing to read "Lee G. Gibson", is written over a horizontal line. Below the line, the name and title are printed.

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

November 15, 2019

**AGENDA ITEM 2.2**

**TO:** Regional Transportation Commission

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



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Lee G. Gibson, AICP  
Executive Director

Mark Maloney  
Director of Public Transportation

Brian Stewart, P.E.  
Engineering Director

**SUBJECT: November 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 November 6, 2019, and recommended approval of the 2050 Regional Transportation Plan (RTP) public agency outreach process and schedule. The CMAC also received a report on an update to the South Meadows Multimodal Transportation Study.

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

The TAC met on November 6, 2019, and recommended approval of the 2050 RTP public agency outreach process and schedule. The TAC also received a report on an update to the South Meadows Multimodal Transportation Study.

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

The RRIF TAC did not meet in October or November.



**REGIONAL TRANSPORTATION COMMISSION**

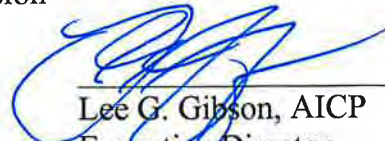
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Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.1**

**TO:** Regional Transportation Commission

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



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Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Engineering Activity Report**

**RECOMMENDATION**

Acknowledge receipt of the monthly Engineering Activity Report.

**BICYCLE AND PEDESTRIAN IMPROVEMENTS**

Bus Stop Improvement and Connectivity Program

The program is a multi-year effort to upgrade existing bus stops to comply with state and federal requirements, including the Americans with Disabilities Act (ADA). Design of the first phase is near completion with construction anticipated to begin early next year. The design consultant, CA Group, Inc. is currently designing the second phase of the project. This second phase is anticipated to be advertised for construction next year after construction of the first phase is underway.

Center Street Cycle Track Project

The PSA with Headway Transportation was approved at the September Board Meeting. The scope of services for additional Traffic Analysis of the proposed alternative, which includes a two-way cycle track along Center Street from Cheney to 9<sup>th</sup> Street, is underway. Results are expected by the end of December 2019.

Keystone Avenue at California Avenue

The project was completed and opened to traffic before the first day of school. Wood Rodgers designed the project. Sierra Nevada Construction Company performed the construction that began on June 10, 2019. Warranties are in place and project close out continues. We are waiting on signal poles that were delayed due to Midwest flooding to finalize the project.

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 Terminal Way 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. 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 have been addressed. Preliminary design is complete and 90% plan comments have been received from the agencies. The project will be split into three phases based on the estimated cost of construction. Phase 1 will be on the south side of Mill Street from Terminal to Rock Boulevard, Phase 2 will be on the south side of Mill Street from Rock to McCarran, and Phase 3 will include the north side of Mill Street from Terminal to McCarran. Right-of-way impacts have been identified and the right-of-way process for Phase 1 is beginning. It is anticipated the three phases will be constructed consecutively over a 5-year timeframe.

## **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 is complete. Phase 2B has been awarded to PAR Electrical Contractors, Inc., with construction scheduled for fall 2019.

### **Lemmon Drive Project**

The project includes widening Lemmon Drive from US 395 to Military Road from four lanes to six lanes and widening Lemmon Drive from Fleetwood Drive to Chickadee Drive from two lanes to four lanes. Professional engineering services are underway with Jacobs Engineering Group, Inc. The existing conditions investigation is ongoing and preliminary engineering begins in early 2020. The RTC is working closely with Washoe County and the City of Reno to coordinate nearby regional improvements.

### **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 awarded the contract. Underground work is complete with signal equipment scheduled to arrive mid-November 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 spring of 2020.

### **Sparks Boulevard Project**

The project seeks to increase safety, maintain roadway capacity, and improve bicycle and pedestrian facilities by widening Sparks Boulevard to six (6) lanes between Greg Street and Baring Boulevard. In October, the RTC Board authorized the procurement for the selection of engineering design services. An anticipated Professional Services Agreement with the top-ranked firm will be presented to the RTC Board for possible action in February 2020.



### 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 (256 signals as of October 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)
17. Damonte Ranch/Steamboat – (4 Signals)

18. South Meadows Pkwy (5 signals) – Virginia St to Double R – New Timing Implementation Mid-June
19. California/Keystone (3 signals) – California Ave – Keystone Ave to Booth St, including Booth St/Foster St.
20. E McCarran Blvd (12 Signals) – Probasco to Greg St

Progress as of Mid-October 2019

- Sutro St (9 Signals) – New Timing implementation/fine-tune Late October
- S. Virginia St (19 Signals) – New Timing under fine-tune & final observations through October.

Traffic Engineering (TE) Spot 8 – Package 1 Project

The project awarded to Titan Electrical Contracting. Construction will begin in fall 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. A pre-construction meeting was held on July 24, 2019. Due to issues obtaining NDOT permits, construction of this project is slated to take place in spring 2020

### Traffic Engineering (TE) Spot 9 – Package 1 Project

The project includes:

- Traffic signal at the intersection of Sharlands Avenue and Mae Anne Avenue;
- Battery backup systems for signalized intersections on Sun Valley Drive from Scottsdale Road to 7<sup>th</sup> Street;
- Minor striping improvements to improve traffic flow at Pyramid Way at York Way; and
- Traffic study with potential improvement to southbound right turn lane at the intersection of Vista Boulevard and Baring Boulevard.

Design is underway with Westwood Professional Services as the design consultant. Project advertisement scheduled for March 2020 with construction in spring/summer 2020.

### Traffic Engineering (TE) Spot 9 – Package 2 Project

The project includes various traffic updates throughout the Reno/Incline area:

- Traffic signal cabinet and camera upgrades at various intersections in the Reno area;
- New traffic signal at the intersection of Rock Boulevard/Edison Way; and a
- 4<sup>th</sup> Street/Mesa/Woodland intersection study for future improvements.

Kimley-Horn & Associates is the design consultants for this project. A kick-off meeting was held on October 14, 2019. Design will go through fall/winter 2019 with construction in the summer of 2020.

## **CORRIDOR IMPROVEMENT PROJECTS**

### Arlington Bridges at Truckee River

The crossing of the Truckee River at Arlington Avenue has served the community of Reno and provided access to Wingfield Park for nearly a century. The bridges are showing signs of wear resulting from the variety of modifications over the years, their age, and the repeated exposure to flood events.

A feasibility and alternatives analysis has been initiated to determine options for the rehabilitation or replacement of the two Arlington Avenue Bridges to ensure continued public safety, to meet the needs of the community, and to provide the necessary flood conveyance for the Truckee River. This feasibility study will analyze the pedestrian access to the park and river, identify design and environmental constraints including traffic and flooding, and develop specific bridge concepts and aesthetic themes. To assist with the development and review of alternatives and concepts, the RTC will be conducting agency, stakeholder and public outreach through one-on-one and at community public meetings.

Public outreach activities continue in preparation for our first Public Meeting, tentatively scheduled for December 2019. The RTC and its consultant, Jacobs are planning to present the process and approach to the City of Reno Council in November.

### Oddie Boulevard/Wells Avenue Improvement Project

Sixty percent (60%) design plan submission to the cities of Reno and Sparks was provided at the end of October. A Public Meeting will be scheduled in the upcoming months.

At the August 26, 2019, City of Reno Council Meeting, Reno Council supported staff recommendations regarding raised cycle track, the multi-use path, landscaping concepts, lighting, fencing and removal of the existing pedestrian bridge. The RTC is working with UNR (Agricultural Farms between I-80 and Sadlier) to obtain an easement to accommodate the proposed 10-foot wide multi-use path.

### Pyramid Highway and US 395 Connection

The RTC and NDOT have entered into an agreement for design of Phase 1 of the project that includes capacity and multimodal improvements on Pyramid from Queen Way to Golden View Drive. NDOT has begun preliminary design activities. Design is anticipated to be complete in 2022. Construction of Phase 1 could begin in 2023. The RTC, with support from NDOT, completed and submitted a BUILD Grant application to the Department of Transportation seeking up to \$25 million for construction of Phase 1. Design and construction of the overall 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.

### Sun Valley Boulevard Corridor Improvement Project

We are moving forward with 75% Design Plans for the Washoe County section between 7<sup>th</sup> Avenue and Highland Ranch Parkway. Submission is scheduled for the end of December 2019. Our goal is to start construction by June 2020 and be complete before school starts in August 2020.

Inadequate drainage systems to handle existing storm water flow is presenting project challenges along the NDOT portion of this project between El Rancho and 7<sup>th</sup> Avenue. Discussion for a possible partnership with NDOT and Washoe County is occurring in order to address existing the drainage issues and the project design. Maintenance of the proposed new facilities may also present challenges to Washoe County, NDOT and Sun Valley General Improvement District (GID).

### 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 are complete and have been provided to NDOT for inclusion into the SBX project. Work continues on the environmental documentation (NEPA Process) that is required for the project. In addition, work is progressing on the application for a 408 permit that will be required for the project.

#### Virginia Street RAPID Extension

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

### **PAVEMENT PRESERVATION PROJECTS**

#### 2018 and 2019 Preventive Maintenance (Various Locations)

Both the 2018 and 2019 Preventive Maintenance Programs are now substantially complete. Between the two projects, approximately 300 lane miles of roads were microsurfaced including major roadways such as Vista Boulevard, Veterans Parkway, and Eagle Canyon. The Plumb Lane road diet from Arlington to Ferris was completed in mid-September and is functioning as intended. Punch list items are being addressed and added crack sealing activities will continue through November.

#### Golden Valley Road Rehab Project

The project includes rehabilitation/reconstruction of Golden Valley Road from Yorkshire Drive to North Virginia Street. Lumos & Associates, Inc. is the consultant for Design and Engineering During Construction services. Preliminary design is under agency review. The anticipated Final Design is to be complete by spring 2020. The scheduled construction start date is June 2020 with a scheduled completion in mid-August 2020.

#### Greg Street Rehab Project

The project includes corrective maintenance of Greg Street from McCarran Boulevard to the Union Pacific Railroad Tracks. Wood Rodgers, Inc. is the consultant for Design and Engineering During Construction. The anticipated Final Design is to be complete by spring 2020. The scheduled construction start date is June 2020 with a scheduled completion in mid-August 2020.

#### Lakeside Drive Rehab Project

The project includes rehabilitation/reconstruction of Lakeside Drive from Evans Creek to McCarran Boulevard. Eastern Sierra Engineering is the consultant for Design and Engineering During Construction. Construction is scheduled for early June 2020 with a scheduled completion in mid-August 2020.

#### Prater Way Rehab Project

The project includes rehabilitation/reconstruction of Prater Way from Howard Drive to Sparks Boulevard. Stantec Consulting Services, Inc. is the consultant for design and engineering during construction. Construction is scheduled to start in March 2020 with a scheduled completion of August 2020. Preliminary design is underway and initial fieldwork is almost complete.

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. Lake Street and 1<sup>st</sup> Street construction is complete. Construction on Sutro Street from Commercial Row to 4<sup>th</sup> Street is underway and anticipated to be complete by mid-November. Construction of Sutro Street from Selmi Drive to the northern end is complete. The section of Sutro from McCarran to Selmi Drive is delayed and will be completed early next year.

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

Construction began on August 5, 2019 and is anticipated to be complete by mid-November 2019. This project includes a complete reconstruct of North Hills Boulevard along with new sidewalks on both sides. In November, the contractor will be finishing work items as part of the project closeout process.

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. Construction is in different stages of completion on several of the streets listed above. Construction is anticipated to be complete on all streets by mid-November.

Reno Consolidated 20-01 – Mayberry Drive, California Avenue, and First Street

The project includes rehabilitation/reconstruction of the following street segments: Mayberry Drive from Memory Lane to California Avenue, California Avenue from Westfield Avenue to Booth Street, and First Street from Arlington Avenue to Virginia Street. A Professional Services Agreement with Nichols Consulting Engineers (NCE) to provide design services and engineering during construction was approved during the September 20, 2019, RTC Board meeting. NCE is working on preliminary design and collecting field data. Construction is anticipated to occur in 2021.

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

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. Construction on all streets listed above is substantially complete and the streets are open to traffic. The Rectangular Rapid Flashing Beacons at the Elementary Drive/El Rancho Drive intersection are anticipated to be installed early next year once the poles are received.

**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	RTS Properties, LLC	\$11,400.00	\$0

**CONTRACTS UNDER \$50,000**

SPV Associates, Inc. in the amount of \$49,750 for E-builder PMIS software optimization consulting services, Phase 2.

**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.

Attachments

## On Call Consultant Summary

<b>Civil Engineering Design and Construction Management Services</b>			
<b>BOARD APPROVAL DATE</b>	<b>FIRM</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>
10/24/2019	Lumos and Associates	2020 Preventive Maintenance Project	\$784,720
10/24/2019	Nichols Consulting Engineers	2020-2022 Pavement Condition Index Data Collection Project	\$299,272
10/24/2019	Kimley-Horn & Associates	Kuenzli Street Conversion Project	\$225,414

<b>Traffic Engineering Services</b>			
<b>BOARD APPROVAL DATE</b>	<b>FIRM</b>	<b>PROJECT NAME</b>	<b>AMOUNT</b>



**Engineering Design and Construction Management Services****List valid through June 20, 2022**

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.

**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.
Westwood dba. Slater Hanifan Group, Inc.	
Stantec, Inc.	



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*  
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.2**

**TO:** Regional Transportation Commission  
**FROM:** Mark Maloney  
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**



**Family Health Festival** – staff attended the Family Health Festival at North Valley’s High School on October 16. Staff provided information to attendees regarding RTC RIDE, and explained to participants how to utilize the fixed-route system.

**RTC FlexRIDE Service Begins** - On November 2, 2019, the new six-month microtransit service pilot project began in select areas of Sparks. FlexRIDE is an on-demand service using technology similar to that of services like Uber or Lyft to call for a ride. Passengers can request a ride by using their smartphone or tablet with the Transloc app, by calling a dispatcher, or by using a computer to access a website. Passengers will have curb-to-curb service and can expect shorter ride times than when taking RTC RIDE. People looking to travel outside of the service area can transfer



to RTC RIDE or RTC ACCESS services at Iron Horse Shopping Center or at RTC CENTENNIAL PLAZA. FlexRIDE will serve the areas currently served by Routes 25 and 26, as well as some nearby areas in the north and east downtown Sparks.

**RTC To Launch Double-Decker Bus Demonstration**

– Beginning the later part of November, RTC’s transit contractor, Keolis will be demonstrating a double-decker bus manufactured by Alexander Dennis. RTC hopes to gain insight into how implementation of this type of bus would work in our community. RTC will be evaluating how the bus performs on services such as the RTC RAPID Lincoln Line, Routes 5, 7, 12 and the Regional Connector to Carson City. Prior to putting the bus into service, Keolis will conduct test runs in our community to ensure its safety and viability.

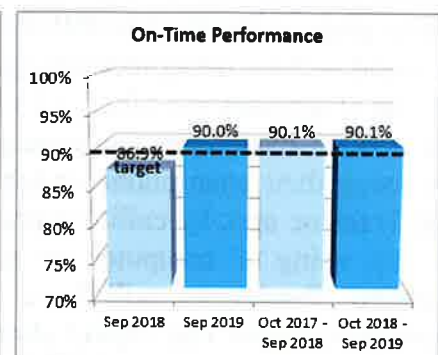
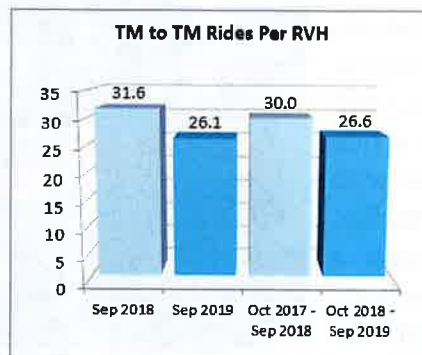
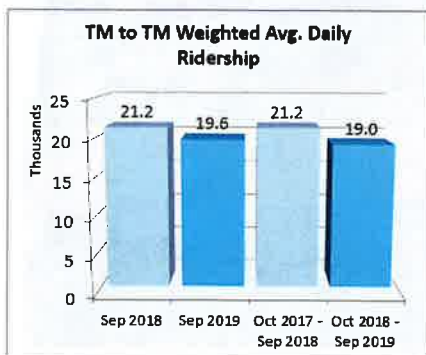


**TRANSIT DEMAND MANAGEMENT (TDM) UPDATE -**

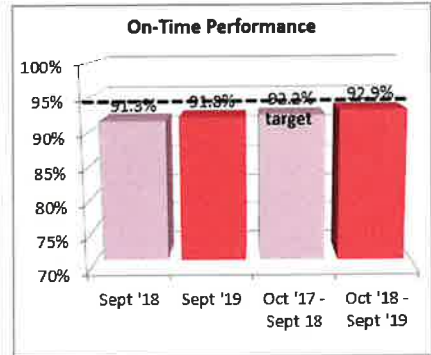
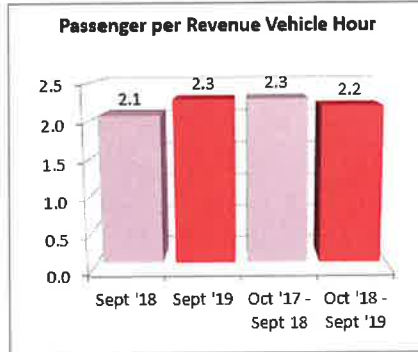
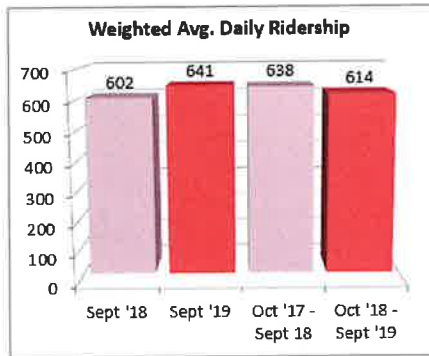
- Vanpools increased to 190 with over 100 of those serving the Tahoe Reno Industrial Center (TRIC).
- Staff has been working on creating a Transportation Management Association (TMA) for Northern Nevada. After a recent Inter-County and Regional Transit Plan meeting on October 30th, that group intends to proceed with the formation of the TMA. Staff is in the process of setting up a meeting with this group to initiate the formation.
- The City of Reno passed a Trip Reduction Ordinance that the RTC’s Smart Trips 2 Work Program will support.
- Staff tabled a Health Fair event at both the Peppermill and Western Village to provide information on RTC’s transit services.

**SEPTEMBER 2019 TRANSIT PERFORMANCE**

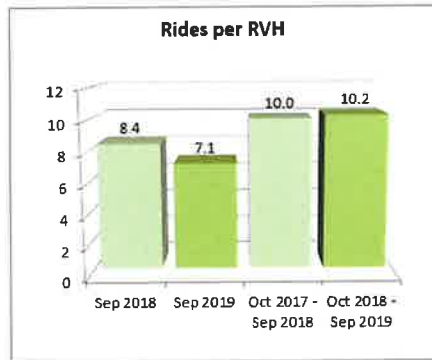
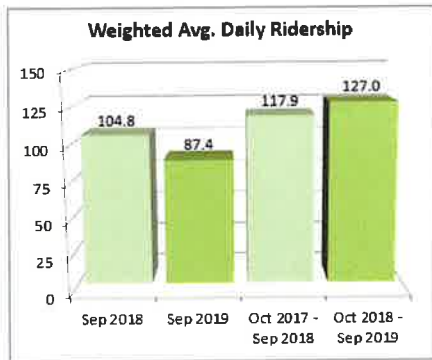
**RTC RIDE**



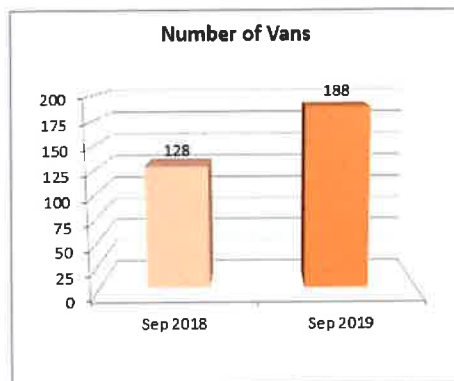
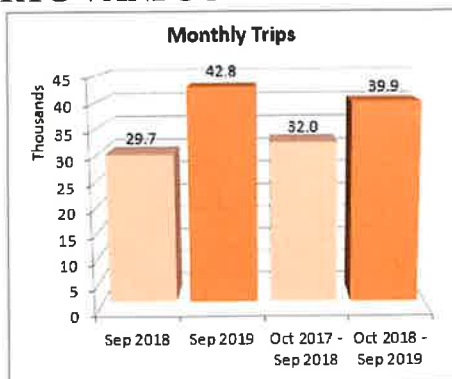
### RTC ACCESS



### 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		
	Sep 2019	Percent Change	Sep 2018	Oct 2018 - Sep 2019	Percent Change	Oct 2017 - Sep 2018
Monthly Ridership	674,204	9.8%	613,916	8,001,895	8.7%	7,362,633
Monthly Ridership (TM to TM)*	572,655	-6.7%	613,916	6,940,351	-5.7%	7,362,633
Weighted Avg. Daily Ridership	23,065	8.8%	21,200	20,499	0.5%	20,388
Weighted Avg. Daily Ridership (TM to TM)	19,598	-7.6%	21,200	19,030	-10.2%	21,200
Revenue Vehicle Hours (RVH)	21,925	13.0%	19,410	261,058	6.3%	245,527
Rides Per RVH	30.8	-2.8%	31.6	30.7	2.2%	30.0
Rides per RVH (TM to TM)	26.1	-17.4%	31.6	26.6	-11.3%	30.0
Revenue Vehicle Miles (RVM)	239,752	7.8%	222,380	2,859,624	1.8%	2,807,991
Complaints Per 25,000 Rides	4.71	13.4%	4.15	3.68	-16.9%	4.43
On-Time Performance <sup>2</sup>	88.5%	1.8%	87.0%	90.3%	0.3%	90.0%

Performance Indicator	Aug 2019	Percent Change	Aug 2018	Sep 2018 - Aug 2019	Percent Change	Sep 2017 - Aug 2018
Revenue	\$408,806	-18.8%	\$503,184	\$4,945,406	-11.5%	\$5,588,463
Farebox Recovery Ratio	15.2%	-33.0%	22.7%	16.4%	-25.1%	21.9%
Subsidy per Ride	\$3.21	22.9%	\$2.61	\$3.16	17.0%	\$2.70

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

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

\* - May 2019, the RTC started using a new passenger counting system. Previously, TransitMaster (TM) was used.

### RTC ACCESS Performance Statistics

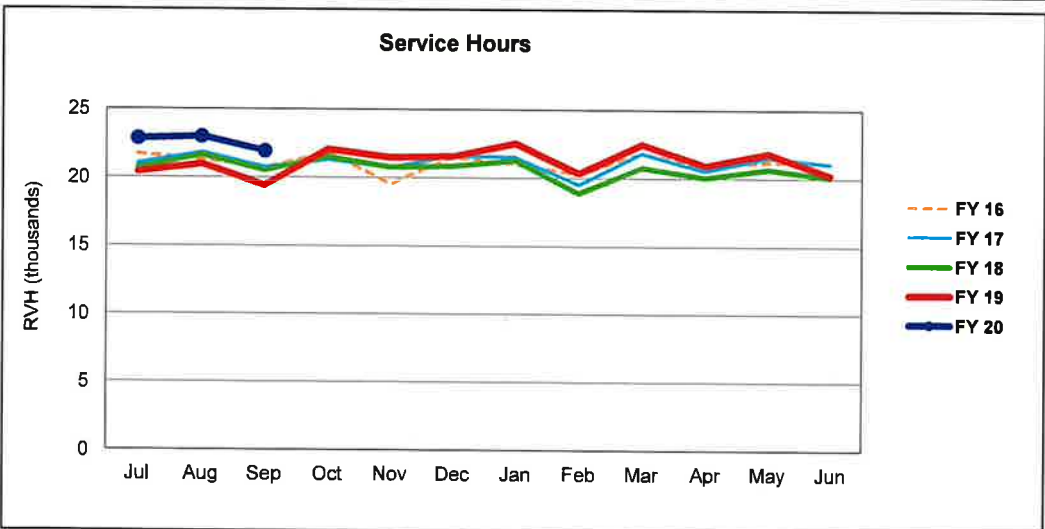
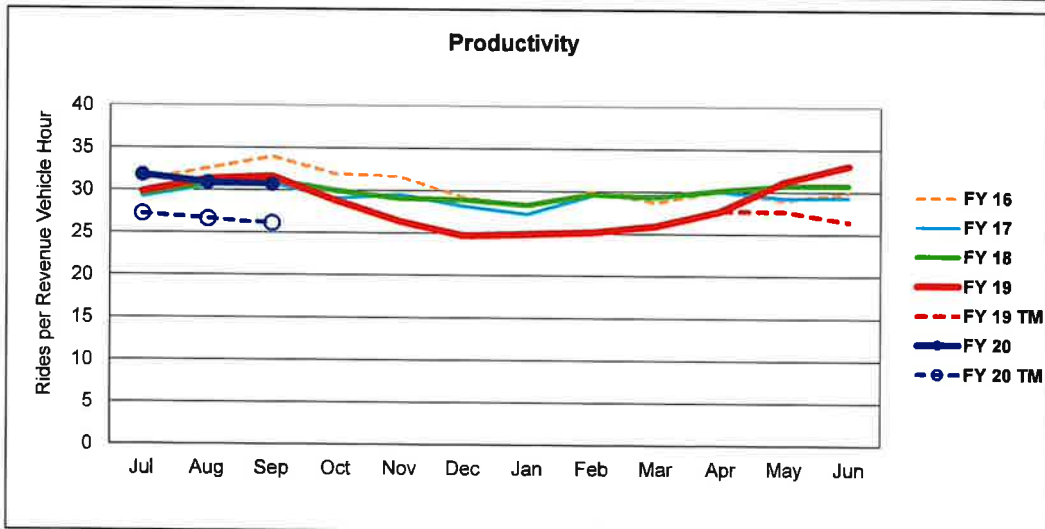
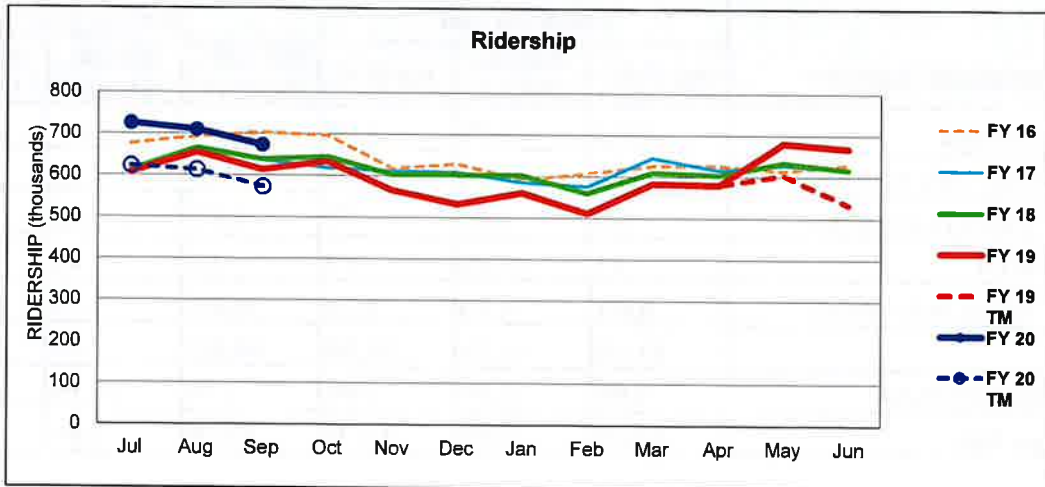
Performance Indicator	Current month compared with same month last year			Current 12-months compared with previous year		
	Sept '19	Percent Change	Sept '18	Oct '18 - Sept '19	Percent Change	Oct '17 - Sept 18
Monthly Ridership	18,410	2.0%	18,056	224,917	-10.0%	249,948
Weighted Avg. Daily Ridership	641	6.5%	602	614	-3.7%	638
Revenue Vehicle Hours	8,124	0.0%	8,122	100,794	1.1%	99,731
Passenger per Revenue Vehicle Hour (does not include taxi data)	2.27	10.3%	2.05	2.18	-4.4%	2.28
Revenue Vehicle Miles (RVM)	137,391	-0.5%	138,062	1,687,961	6.0%	1,591,921
Complaints per 1,000 Rides	0.38	-47.2%	0.72	0.51	-26.8%	0.69
ADA Capacity Denials	0	0.0%	0	0	0.0%	0
Other Denials	0	0.0%	0	1	-95.8%	24
Accidents per 100,000 Miles	0.73	0.0%	0.72	0.69	36.1%	0.51
On-Time Performance (does not include taxi data)	91.8%	0.5%	91.3%	92.9%	0.8%	92.2%
Taxi On-Time Performance	0.0%	-100.0%	84.1%	29.2%	-68.7%	93.3%
Performance Indicator	June '19	Percent Change	June '18	July '18 - Jun '19	Percent Change	July '17 - Jun '18
Revenue*	\$182,571	5.5%	\$173,014	\$2,146,148	9.0%	\$1,968,426
Farebox Recovery Ratio*	24.70%	-5.18%	26.05%	24.99%	11.41%	22.43%
Subsidy per Passenger*	\$20.87	32.5%	\$15.75	\$19.04	-4.2%	\$19.88

\*June 2019 data is the latest available.

## TART Performance Statistics

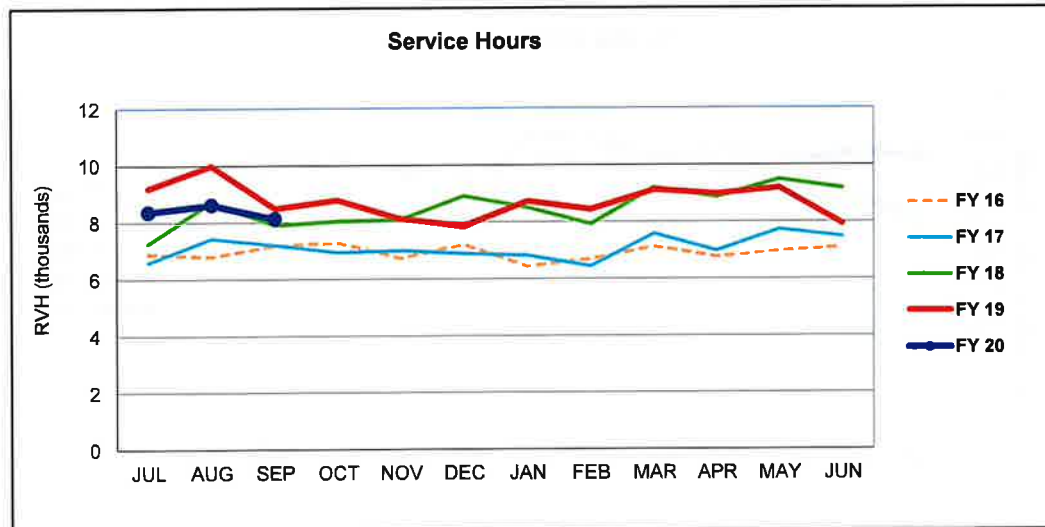
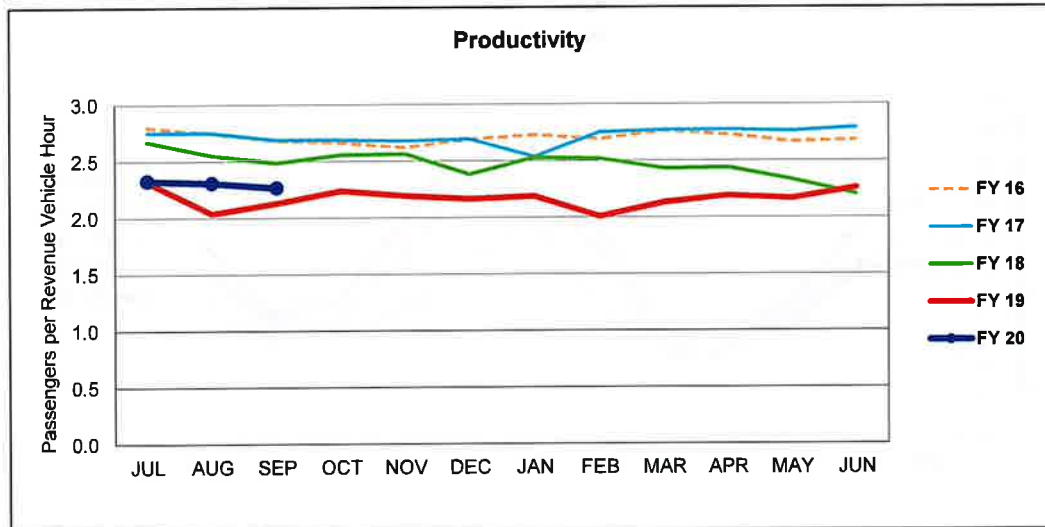
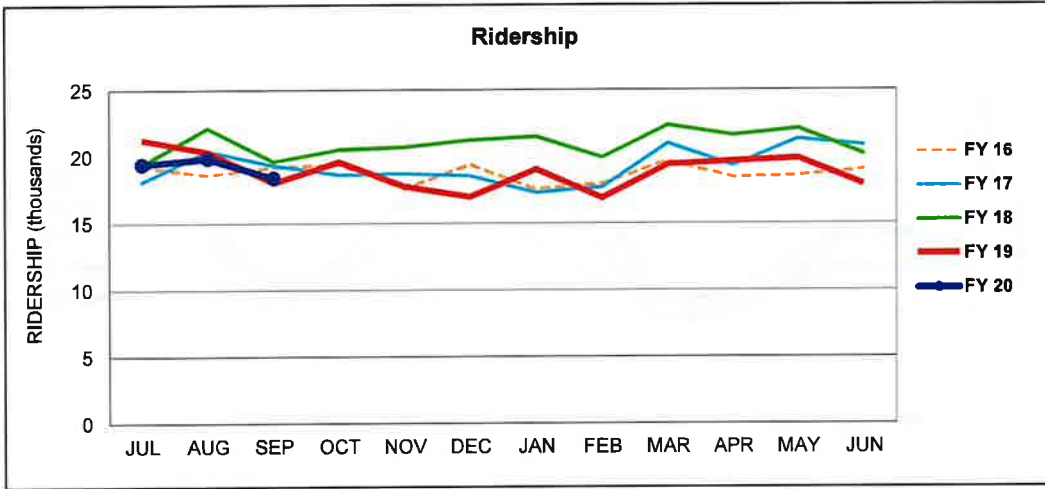
Performance Indicator	Current month compared with same month last year			Current 12-months compared with previous year		
	Sep 2019	Percent Change	Sep 2018	Oct 2018 - Sep 2019	Percent Change	Oct 2017 - Sep 2018
Monthly Ridership	2,614	-16.7%	3,137	45,595	6.2%	42,928
Weighted Avg. Daily Ridership	87.4	-16.6%	104.8	127.0	7.8%	117.9
Revenue Vehicle Hours (RVH)	370	-1.3%	375	4,473	3.9%	4,304
Rides per RVH	7.1	-15.6%	8.4	10.2	2.2%	10.0
Revenue Vehicle Miles (RVM)	8,071	-1.3%	8,175	95,846	2.1%	93,838
Revenue	\$3,152	-11.2%	\$3,548	\$46,947	-5.3%	\$49,554
Farebox Recovery Ratio	6.9%	-12.2%	7.9%	8.7%	-12.1%	9.9%
Subsidy per Ride	\$16.16	22.7%	\$13.17	\$10.78	2.8%	\$10.48

## RTC Transit Fiscal Year Comparisons

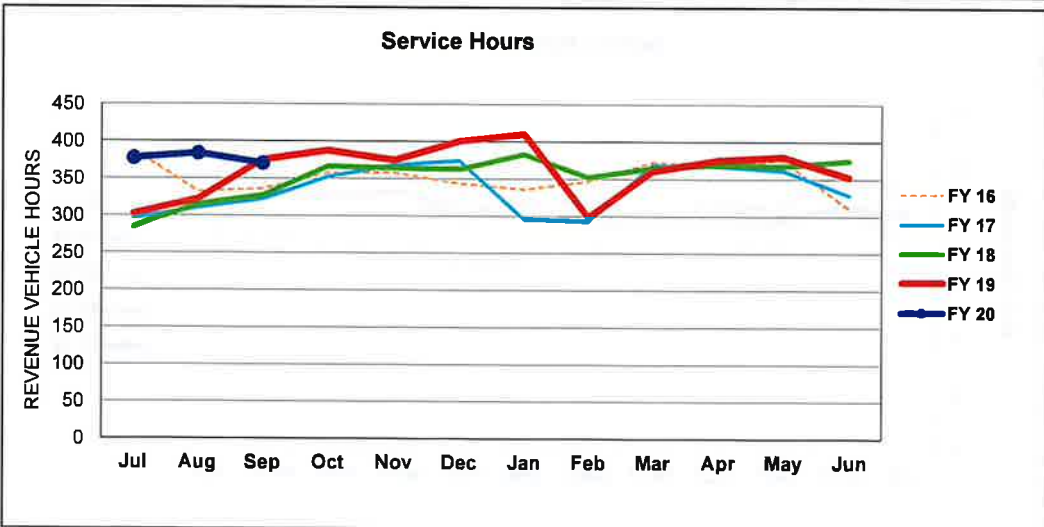
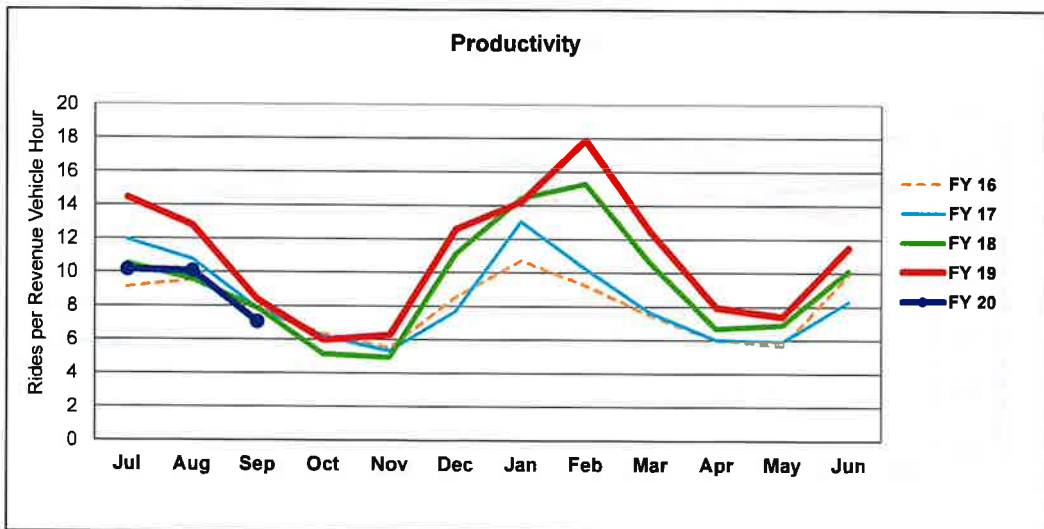
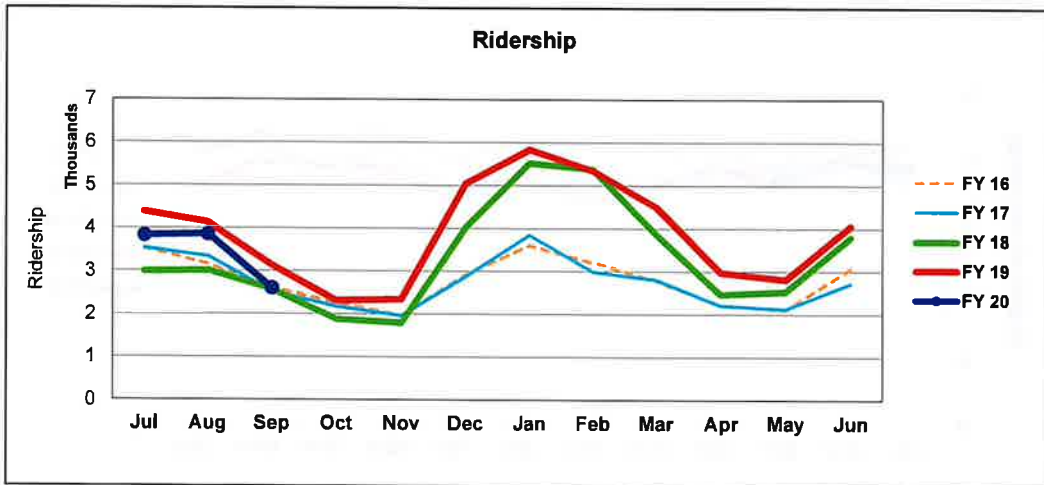




## RTC ACCESS Fiscal Year Comparisons



## TART - Nevada Fiscal Year Comparisons





**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*  
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.3**

**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. 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. The first public meeting for the project was held on March 26<sup>th</sup> at Damonte Ranch High School. The second public meeting was held on Tuesday, November 5, 2019, at Zeppelin restaurant, located at 1445 South Meadows Parkway in Reno. RTC presented transportation improvement alternatives that addressed safety, traffic operations, and community concerns identified in the study area. Project progress will be updated on the RTC website under Metropolitan Planning, Corridor Studies.

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 (TAC) 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>. Pop-up meetings were held in front of the Joe Crowley Student Union building and in Idlewild Park for the Food Truck Friday Event to engage the community to provide their comments and concerns. The first public meeting was held on June 27<sup>th</sup> at Evelyn Mount North Northwest Community Center. An online public input survey was open until July 22<sup>nd</sup> to collect comments and concerns regarding transportation in the university area. A TAC workshop was held on September 9<sup>th</sup> to discuss future roadway network alternatives. The project team is reviewing workshop results and developing scenarios to conduct analysis on future conditions.

#### 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. The draft plan is posted on the RTC website. Stakeholder meetings continue to take place on a monthly basis to update internal project stakeholders and provide input on the project. A public open house was held on October 24, 2019 to share the final draft Plan with the public and seek input. This project is on schedule.

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

Staff held an internal kick-off meeting with the project consultants to discuss the details of the project scope and finalize a draft schedule.

#### 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 September counts for the 40 locations have been conducted.
- The RTC continues to partner with the Truckee Meadows Bicycle Alliance (TMBA).

#### Vision Zero Truckee Meadows

- Vision Zero Truckee Meadows submitted their application to become a Vision Zero Community in September and hopes to hear from the vision Zero Network by the end on the year.
- Vision Zero Truckee Meadows received Program of the Year at the 2019 Safety Summit on October 17, 2019.
- October 30, 2019 Visio Zero Truckee Meadows task force members participated in a community-wide press conference pertaining to pedestrian safety in Washoe County. The community has come together to prioritize safety after a recent fatality of a 14 year old Wooster High School student was involved in a vehicle vs pedestrian crash on Harvard Way near Plumb Lane on October 29, 2019.

- November 5, 2019, Vision Zero Truckee Meadows will be presenting at the 2019 Trails, Transportation, and Tourism Summit that is put on by the Nevada Department of Transportation and State Parks.

### MPO Certification Review

Staff completed the Metropolitan Planning Organization (MPO) Certification Review with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) on September 25<sup>th</sup>. No corrective actions were received in the preliminary findings. It is anticipated that the formal results of the certification review will be presented to the Board at the January 17, 2020 meeting after the documentation has been finalized.

### Sustainability Planning

RTC continues to advance initiatives outlined in the RTC Sustainability Plan through the Green Team comprised of agency staff, such as the Sustainable Purchasing Policy and the tracking of paper usage in an effort to achieve a ten percent reduction. RTC also participates 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

The project team has developed an inventory of potential candidate sites for affordable housing near transit routes and is conducting additional community outreach to gather input. A preliminary list of sites was presented to the RTC Technical Advisory Committee and Citizens Multimodal Advisory Committee, as well as the project stakeholder group. A summary of this information was presented at a public meeting held on September 12 at the McKinley Arts & Culture Center. RTC shared information about the study at the Mayor's Town Hall of Housing on September 4. Public comments are being incorporated into the report.

### 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 October Board meeting:

- Washoe County – 0
- City of Reno – 4
- 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 October 14 – November 14:

October 15                      APA Conference - Vision Zero Presentation                      Vision Zero Outreach

October 15 APA Conference - FlexRIDE Presentation Transit Outreach  
October 16 Vision Zero Safety Charrette at the Nugget Casino Resort  
October 16 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information  
October 21 Vision Zero Bicycle Safety Committee Meeting  
October 22 Washoe County Commission Meeting - RRIF Presentation and Public  
Hearing (2nd reading of ordinance)  
October 23 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information  
October 24 ADA Transition Plan Community Meeting  
October 24 Stuff A Bus for Foster Children at Sam's Club  
October 24 FlexRIDE Pop-Up Education Event at Northern Nevada Medical Center  
October 25 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
October 26 APWA 4th/Prater BRT Presentation  
October 26 SouthEast Connector Phase II Presentation - APWA Conference  
October 28 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
October 28 FlexRIDE Pop-Up Education Event at Iron Horse Shopping Center  
October 28 South Meadows Multimodal Transportation Study TAC Meeting  
October 29 UNR Area Multimodal Transportation Study TAC Meeting  
October 29 North Valleys Development Summit #4  
October 29 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
October 30 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information  
October 30 Trunk or Treat Event at Traner Middle School  
October 30 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information  
October 30 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
October 30 FlexRIDE Pop-Up Education Event at Reed High School  
October 31 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
October 31 Safe Routes to School Safety Assembly  
November 1 Senior Coalition Meeting - ADA Transition Plan, FlexRIDE, South  
Meadows Study  
November 1 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
November 2 FlexRIDE Pop-Up Education Event at RTC CENTENNIAL PLAZA  
November 5 South Meadows Study Community Meeting  
November 6 2019 Trails, Transportation and Tourism Summit  
November 6 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information  
November 7 RTC Citizens Multimodal Advisory Committee (CMAC) Meeting  
November 7 RTC Technical Advisory Committee (TAC) Meeting  
November 11 Veterans Day Free Transit  
November 13 Washoe County Senior Center Weekly Outreach Booth - Taxi Bucks and  
General Transportation Information

### Media Relations & Social Media

The RTC issued 9 news releases and participated in 18 media interviews on various topics, including the Virginia Street Project, Vision Zero, transportation sustainability, Stuff a Bus for Foster Children, RTC transit service changes, FlexRIDE, the double-decker bus pilot demonstration, the North Hills project, the reconstruction of Sutro, the South Meadows multimodal transportation study public meeting, Nevada Day closures, the ADA Transition Plan public meeting and more.

Social media was used to promote RTC's Road Ahead segments, the new Midtown Business As Usual video, RTC transit service changes, RTC FlexRIDE, Midtown's Halloween event, intermittent closures on Beckwourth for the North Hills project paving, closures on Sutro, Trunk or Treat at Traner, Nevada Day closures, Stuff A Bus for Foster Children, the ADA Transition Plan, Don't Drive, Arrive to Wolf Pack home games, and the RTC Board meeting.

Social media metrics for the month of October: 104,303 impressions on Facebook, Twitter, YouTube and Instagram.

### Informational Materials and Video Production

Five topics were broadcast on KOLO-TV for The Road Ahead with RTC. Segments included a Virginia Street Project update, the RTC ADA Transition Plan upcoming meeting, Stuff A Bus for Foster Children, RTC's service change and FlexRIDE service, and Veterans Day free transit.

## **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.

### 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, maintenance 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, and reauthorization of federal transportation legislation.



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.4**

**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**

<b><u>Invitations for Bids (IFB)</u></b>	
There were no Invitations for Bids	

<b><u>Request for Proposals (RFP)</u></b>	
<b>Project</b>	<b>Due Date</b>
Sparks Boulevard Capacity Project (#RTC20-10)	December 6, 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>
ITS Phase 2B	Titan Electrical Contracting, Inc.	9/27/19	\$1,281,054.60



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

<b>Project</b>	<b>Contractor</b>	<b>Approval Date</b>	<b>Change Order Number</b>	<b>Change Order Amount</b>	<b>Revised Total Contract Amount</b>
Virginia St BRT	SNC	11/6/19	1	\$222,600.00	\$47,445,552.00
Virginia St BRT	SNC	11/6/19	2	\$ 4,718.12	\$47,450,270.12
Virginia St BRT	SNC	11/6/19	3	\$83,339.75	\$47,533,609.87



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*  
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.5**

**TO:** Regional Transportation Commission

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

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

**SUBJECT: Resolution to Refund Revenue Bonds**

**RECOMMENDATION**

Adopt a resolution requesting the Washoe County Board of Commissioners to issue revenue refunding bonds in the maximum aggregate principal amount of \$75 million and providing other matters properly related thereto.

**SUMMARY**

The current market conditions of very low interest rates for municipal bonds is providing a favorable environment for RTC to refund the Series 2010B Highway Revenue (Motor Vehicle Fuel Tax) Bonds and the Series 2010C Highway Revenue (Motor Vehicle Fuel Tax Bonds together (“the Bonds”). The refunding would generate an estimated \$1.0 million in annual fuel tax debt service savings. The refunding of the Bonds is scheduled to begin in November 2019 and be completed by February 2020.

The potential refunding would be structured as traditional tax-exempt, long-term, fixed rate bonds. On an aggregate basis, the refunding generates approximately \$23.6 million in gross debt service savings, or \$13.6 million in net present value (NPV) savings over the life of the Bonds. The estimated savings results of the refunding will depend on market conditions at the time of the pricing and are subject to change as interest rates may increase or decrease in the three month period needed to complete the refunding process.

Approval of this resolution will begin the process to ask the Washoe County Commission to move forward with the refunding of the Series 2010B Bonds and the Series 2010C Bonds. Washoe County is the actual issuer of the Bonds and bond counsel (Sherman & Howard) and the financial advisors (PFM and Hobbs, Ong & Associates) will be under contract with Washoe County and RTC for this transaction.

**FISCAL IMPACT**

The estimated costs of issuance associated with the bond refunding are \$200,000 and the total estimated underwriting fees are approximately \$150,000 - \$200,000 depending on the final par amount of the refunding. The costs of issuance and underwriting fees have already been netted out from the \$1.0 million average annual cash flow savings statistic.

**PREVIOUS ACTIONS BY BOARD**

November 17, 2017: Adopt a resolution to issue revenue refunding bonds in the maximum aggregate principal amount of \$220 million.

Attachment

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION REQUESTING THE BOARD OF COUNTY COMMISSIONERS TO ISSUE REVENUE REFUNDING BONDS IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$75,000,000 AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.**

**WHEREAS**, the Regional Transportation Commission of Washoe County, Nevada (the "Commission", "County", and "State", respectively), pursuant to NRS Chapters 350 and 373, has authority to request the Board of County Commissioners (the "Board") of Washoe County, Nevada, to issue notes, bonds or other securities for the purpose of refinancing certain outstanding obligations for interest rate savings (the "Project"); and

**WHEREAS**, pursuant to the NRS Chapters 350 and 373, the Board is authorized, on behalf and in the name of the County to issue fuel tax refunding revenue bonds (the "Fuel Tax Bonds") for the purposes of financing the Project; and

**WHEREAS**, the Commission deems it advisable that the Fuel Tax Bonds be issued to finance the cost of the Project.

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

Section 1. The Board is hereby requested to issue the Fuel Tax Bonds in the maximum aggregate principal amount of \$75,000,000 for the purpose of financing the Project.

Section 2. The Executive Director or the Chief Financial Officer of the Commission are hereby authorized to execute the Continuing Disclosure Certificate relating to the Bonds, which shall be in substantially the form now on file with the Commission, to delivered in conjunction with the delivery of the Fuel Tax Bonds. The officers of the Commission be, and they hereby are, authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution and the ordinances authorizing the issuance of the Fuel Tax Bonds.

Section 3. The Secretary to the Commission is hereby directed to certify a copy of this resolution to the Board of County Commissioners of Washoe County, Nevada, thereby formally requesting that the Board proceed to issue the Fuel Tax Bonds of the County for the purposes set forth above.

Section 4. This resolution shall become effective on its passage and adoption.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chairman  
Regional Transportation Commission of  
Washoe County



**REGIONAL TRANSPORTATION COMMISSION**

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

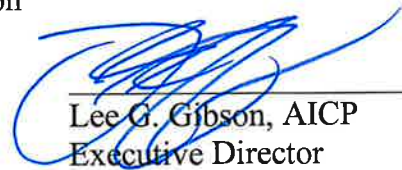
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.6**

**TO:** Regional Transportation Commission

**FROM:** Tina H. T. Wu, ACIP  
Senior Transit Planner



---

Lee G. Gibson, AICP  
Executive Director

**SUBJECT: NextBus Equipment Upgrade**

**RECOMMENDATION**

Approve a contract with NextBus in an amount not to exceed \$93,555 to upgrade the RTC RIDE onboard Global Positioning Satellite (GPS) trackers from 3G to 4G; authorize the RTC Executive Director to execute the agreement.

**SUMMARY**

NextBus is an electronic information network that provides real time bus arrival and departure information for passengers waiting at any bus stop in the RTC RIDE system. NextBus uses GPS technology and advanced computer modeling to track buses on their routes, taking into account the actual position of the buses, their intended stops, and the typical traffic patterns. The GPS-enabled website for mobile devices will instantly recognize the nearest bus stops in proximity order and offer a choice for the patrons on which route to take. In addition, the website is compatible with a JAWS (Job Access with Speech) screen reader and meets ADA (Americans with Disabilities Act) guidelines. NextBus was approved by the Board as a pilot project in June 2011 and implemented system-wide in 2013.

NextBus uses 3G cellular network to transmit the arrival and departure information to our passengers. NextBus must migrate from 3G to 4G by January 1, 2020, because their cellular network will not support 3G technology in 2020. As a result, RTC must upgrade all RTC RIDE onboard trackers in order to continue providing real time arrival and departure information to our passengers.

**FISCAL IMPACT**

Funds for this project have been included in the FY 2020 RTC Board approved budget.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

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

Attachment

1800 Sutter Street, Suite 900, Concord, CA 94520  
 Tel: (925) 686-8200 - Fax: (925) 686-8220

**Regional Transportation Commission**

10/17/19

Tina Wu  
 Email: [twu@rtcwashoe.com](mailto:twu@rtcwashoe.com)

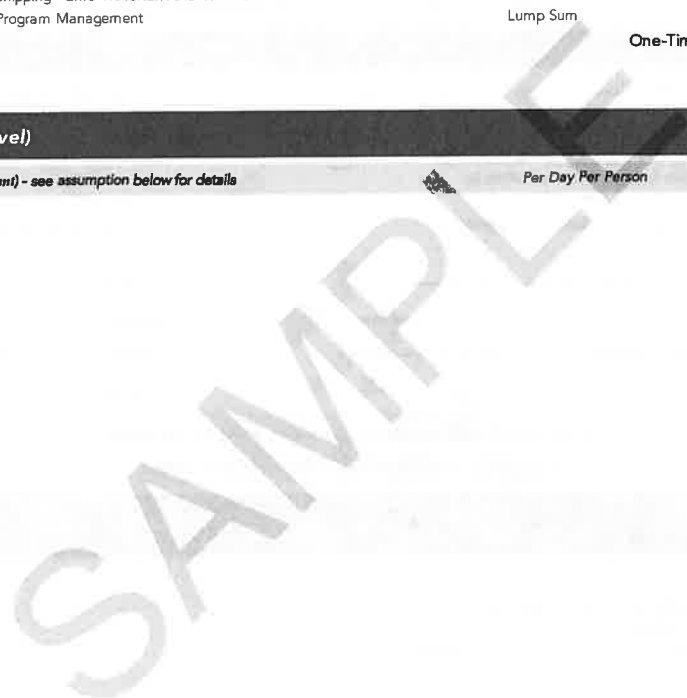
Cust # 1000722

1105 Terminal Way, Suite 200  
 Reno, NV 89502

SHIPPING ADDRESS:  
 1105 Terminal Way, Suite 200  
 Reno, NV 89502

SF# P29631

One-Time Costs					
Qty	Part Number	Description	Unit	Unit Price	Extension
<b>Hardware</b>					
70	5NKM4-300-8826	Atmel to AT1 / LMU Upgrade (AT&T)	Per Unit	\$658	\$46,060
7	5NKM4-300-9304	SPARE AT1 / LMU - AT&T	Per Unit	\$233	\$1,631
<b>One-Time Hardware Subtotal:</b>					<b>\$47,691</b>
<b>Services</b>					
70	Service	Installation -- LMU TRACKER AND KEYPAD	Per Unit	\$200	\$14,000
77	Shipping	Shipping - LMU TRACKER AND KEYPAD	Per Unit	\$14	\$1,078
1	Program Management	Program Management	Lump Sum	\$6,786	\$6,786
<b>One-Time Services Subtotal:</b>					<b>\$21,864</b>
<b>One-Time Total :</b>					<b>\$69,555</b>
<b>GRAND TOTAL (excluding Travel)</b>					<b>\$69,555</b>
24	Travel Cost Estimate (Not-to-Exceed Amount) - see assumption below for details		Per Day Per Person	\$1,000.00	\$24,000.00



**Notes**

- Pricing valid 30 days, thereafter subject to change.
- All services scheduled upon receipt of order.
- Past due amounts shall bear a late payment charge, until paid, at the rate of 1.5% per month or the maximum amount permitted by law, whichever is less.
- Cubic will invoice customer for equipment upon shipment of equipment or completion of service. Customer will pay the invoice within 30 days of the date the invoice was issued.
- All quotes based on USD currency
- For equipment orders, inventory purchases may result in sales tax. If Customer is not tax exempt, sales tax may be added to the invoice.
- All payments are exclusive of federal, state, local and foreign taxes, duties, tariffs, levies, withholdings and similar assessments, and Customer agrees to bear and be responsible for the payment of all such charges, excluding taxes based upon Cubic's net income.

**INSTALLATION QUOTE ASSUMPTION**

1. Installation Assumptions

- a. The quoted price for installation is a firm fixed price based on the following:
  - i. The installation team will have full access to vehicles, signs, platforms, and/or agency facilities and as outlined in the agency site questionnaire, per a mutually agreed upon installation schedule.
  - ii. The modification and testing shall consist of removal and installation of the new supplied parts, reporting modifications to Cubic and verifying that the new solution is working.
  - iii. The price assumes the installation team completing three (3) installations per day/night assuming there will be no travel between the installation sites. The price could increase due to delays in access to vehicles and/or site locations and to accommodate travel between sites that may be greater than fifteen (15) minutes.
  - iv. If the installers must wait on any third party for assistance, block off a travel lane, or if the team must work on traffic diversions, safety perimeters, revisit the equipment, etc. (i.e. power company, agency personnel, etc.), then the three (3) installations per day/night is at risk and the price estimate could increase to accommodate the additional time required to complete.

b. The quoted price includes a not-to-exceed per daily travel cost of \$1,000/day for the installation team. Travel and associated expenses will be billed separately at actual cost plus an calculated on a per diem basis based on the city where work is being performed using the GSA Per Diem Rates, which can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

2. Updated Contract Terms

- a. Cubic Service Level Agreement (SLA) and Equipment Warranty and Repair terms are inclusive of purchasing spares and providing support for drop ship to Cubic for break/fix/repair (please see Exhibits A, B and C). All additional onsite visits by Cubic employees or subcontractors, that are in excess of the initial installation, will be billed based on a Time & Material (T&M) basis.
- b. Potential credits will be mutually reviewed and evaluated based on prepaid services for legacy equipment that could be applied in form of discount based on date of installation of the new,

This agreement is issued by and between Cubic Transportation Systems, Inc. ("Cubic") and Regional Transportation Commission ("Customer") based on Cubic's Standard Terms and Conditions attached hereto as Attachment A. Cubic further acknowledges and agrees to the insurance and indemnification requirements attached hereto as Attachment B, and the federally required contract clauses attached as Attachment C.

Check box, Yes, our Agency is Tax Exempt

Submit Tax Exempt documentation to

Nina.Sayavong@Cubic.com

Accepted By:

Regional Transportation Commission

Cubic Transportation Systems, Inc.

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

To execute this order, please complete, sign, and return via email to:

[CubicNextBusCustomerOrder@cubic.com](mailto:CubicNextBusCustomerOrder@cubic.com)

**System Implementation**

- 1) Signed PO, execution of contracts & agreements
- 2) Establish Kickoff Meeting -- set project timeline, establish training and support processes
- 3) Designate Project Managers - one for NextBus, one for Customer
- 4) Cubic ships, installs and tests hardware / sets up routes and schedules in Cubic NextBus system
- 5) Calibrate predictions, perform system QA
- 6) Customer training - management and operations staff
- 7) Initial 30 days: set up SMS, verify predictions, hardware (re)checks, verify proper use and log-ins
- 8) Go Live!



**REGIONAL TRANSPORTATION COMMISSION**

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


Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.7**

**TO:** Regional Transportation Commission

**FROM:** Jeff Wilbrecht, P.E.  
Engineer II



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

**SUBJECT: Change Order No. 01 for the Virginia Street Bus RAPID Transit Extension Project (Plumb to Liberty & Maple to 15<sup>th</sup>)**

**RECOMMENDATION**

Approve Change Order (CO) No. 01, for the reimbursable “enhancement” scope identified in the Interlocal Cooperative Agreement between RTC and the City of Reno, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$222,600, for a new total contract amount of \$47,445,552; authorize the RTC Executive Director to execute CO No. 01.

**SUMMARY**

Change Order No. 01

CO No. 01 formally allows the RTC to direct Sierra Nevada Construction to proceed with the requested “enhancement” scope of work, identified within a previously approved Interlocal Cooperative Agreement between the City of Reno and RTC for additional items added to the Virginia Street Bus RAPID Transit (BRT) Extension Project. The costs for this change are fully reimbursable to RTC from the City of Reno.

Requested enhancements will include the following items:

- Electrical infrastructure installation for future tree lighting
- Poles for special events banners
- Concrete stamp
- District street signs

These changes are further detailed in the attachment. Approval of this change order will allow RTC to direct Sierra Nevada Construction to perform this work.



**FISCAL IMPACT**

CO No. 01 results in an increase of \$222,600 to the Sierra Nevada Construction contract. This amount is fully reimbursable to the RTC from the City of Reno following the previously approved Interlocal Cooperative Agreement. The revised total Sierra Nevada Construction contract amount approved with this change order is \$47,445,552.

**PREVIOUS ACTIONS BY BOARD**

- |                |   |
|----------------|---|
| July 19, 2019  | Approve Interlocal Cooperative Agreement with the City of Reno for Requested Enhancements to South Virginia Street during Construction of the Virginia Street Bus RAPID Transit Extension Project   |
| 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 Corporate 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.
- 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.

Attachment



Project No. 211003  
Change Order Requested By:  
Jeff Wilbrecht

**CONTRACT CHANGE ORDER (C.O.) NO. 01**

Sheet 1 of 1  
Date 10/14/19

To Sierra Nevada Construction (SNC), Contractor for the Virginia St. Bus Rapid Transit Extension, Ph. 2 Project. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

RTC FINANCE APPROVAL, AVAILABILITY OF FUNDS  
Date: \_\_\_\_\_  
Finance Manager: \_\_\_\_\_

Unless noted otherwise, incorporated herein are description and costs associated with Changes in the Work directed by the RTC in accordance with the Agreement for Construction with Sierra Nevada Construction Inc. (SNC) for Phase 2 of the Virginia St. Bus RAPID Transit Extension Project approved by the RTC Board of Commissioners on May 20, 2019 and signed by the RTC Executive Director on June 3, 2019. The additional costs or cost reductions for the items of work below are per the attached Potential Change Order(s). The net change order amount includes all labor, equipment, and materials necessary to complete the work in accordance with the plans, specifications, and permits.

No contract days will be added to the contract duration as a result of this change.

**PCO 1.001 City of Reno Enhancements Agreement**

This change is for an Inter-Local Agreement between RTC and City of Reno for concurrent non-project activities (betterments) requested by the City of Reno to include: Electrical infrastructure for future tree lighting, poles for special events banners, concrete stamp (MidTown logo), and district street signs. The net added cost of this item is \$222,600.00.

RTC CONTRACT COMPLIANCE OFFICER APPROVAL  
Date: \_\_\_\_\_  
Compliance Manager: \_\_\_\_\_

Original Contract Amount: \$ 47,222,952.28  
Previously Approved C.O. Amounts: \$ 0.00  
Net Increase from this C.O.: \$ 222,600.00  
Total Revised Contract Amount: \$ 47,445,552.28  
Total Percent Change all C.O.'s: 0.47 %

Contract time prior to this C.O.: 121  
Net increase resulting from this C.O.: 0  
New Contract Time with this C.O.: 121

Contractor Acceptance:  
Accepted Date: 10.22.19  
By (Print Name):  
Dan LeBlanc  
Signature:  
[Signature]

RTC Approval:  
Recommended by (RTC Project Manager):  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Department Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Chief Finance Officer:  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Executive Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_

NOTE: This Change Order is not effective until approved by Executive Director, RTC.



Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 15, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 1.001 City of Reno Enhancements**

Dear Mr. Wilbrecht:

Please find the attached lump sum cost for City of Reno enhancements.

City of Reno Enhancements.....\$222,600.00

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

George Jordy, P.E.  
Sr. Resident Engineer

Concur:

Jeff Wilbrecht, P.E.  
RTC Project Manager

Attached: Copy of RTC and City of Reno Reimbursement Agreement for enhancements requested by the City of Reno.



**AGREEMENT/CONTRACT ROUTING FORM**

Project No. 211003

**AGREEMENT/CONTRACT INFORMATION**

Project Manager: Jeff Wilbrecht Date: 09/20/2019  
Print Name

Project Name: Virginia Street BRT Extension Project

Contractor/Vendor: City of Reno

**Brief Description of Contract/Agreement (attach):**

Inter-local Reimbursement Agreement between RTC and City of Reno for City of Reno requested enhancements to be installed with the Virginia Street Bus RAPID Transit Project.

**GENERAL INFORMATION**

Contract/Agreement Amount: \$ 222,600

Board Action Required:  Yes, Board Approval Date: 8/16/2019  
 No, Estimated Contract Amount ≤ \$50,000, OR \_\_\_\_\_

**Agreement/Contract Type:**

- Professional Services  Non-Professional Services  Construction  Revenue  Other  
 IT Dept. Contract  Amendment/Modification  Interlocal Agreement  Supplies & Equipment

**Procurement Method Used:**

- Micro Purchase  Small Purchase  IFB  RFP  
 RFQ  On-Call List  Sole Source  Special Method

Funding Source (Check all that Apply):  Federal FTA  Federal FHWA  RTC RRIF  Other - ATR Reimbo  
 RTC Fuel Tax  RTC Sales Tax

**APPROVAL**

Department Director: Bryan Stewart Signature: [Signature] Date: 9/20/19  
(Project/Budget Approval) Print Name Signature  
Director of Legal Services: Adam Spear Signature: \_\_\_\_\_ Date: \_\_\_\_\_  N/A  
(If Required per P-13)  
Contract Officer: Ranjini Zucker Signature: [Signature] Date: 9/23/19  
(Procurement/Process Approval)  
Finance: J. Williams Signature: [Signature] Date: 9/24/19  
(Budget Approval)  
Chief Financial Officer: Stephanie Haddock Signature: [Signature] Date: 9/25/19  
(Fiscal Controls)  
Legal Counsel: Dale Ferguson Signature: [Signature] Date: 9/27/19  N/A  
(If Required per P-13)

## INTERLOCAL REIMBURSEMENT AGREEMENT

This agreement ("this Agreement") is made and entered into on 10/1/2019, by and between the City of Reno ("CITY"), and the Regional Transportation Commission of Washoe County, Nevada ("RTC").

**WHEREAS**, RTC is undertaking the Virginia Street Bus Rapid Transit Extension Project, a project to design and construct roadway and guideway improvements, transit stations, and other multimodal enhancements on South Virginia Street between Plumb Lane and Liberty Street in the City of Reno, Nevada (hereinafter the "Project"); and

**WHEREAS**, CITY owns and maintains the right of way within the Project limits; and

**WHEREAS**, CITY desires to add certain enhancements within and adjacent to the Project as identified in Attachment 1 not included in the scope of the Project (the "CITY Improvements"); and

**WHEREAS**, RTC will complete the CITY Improvements as part of the Project; and

**WHEREAS**, CITY will reimburse RTC for the actual cost necessary to design and construct the CITY Improvements.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants herein contained, it is mutually agreed by and between the parties as follows:

1. It is mutually agreed that the parties' Project Managers will work together to determine and agree in writing upon the scope, design, specifications and budget for the categories of CITY Improvements identified in Attachment 1, provided that the total cost of the CITY Improvements may not exceed \$222,600 unless this Agreement is amended.
2. CITY's Project Manager is Kerrie Koski. RTC's Project Manager is Jeff Wilbrecht.
3. RTC agrees to:
  - (a) Contract with its consultant to provide engineering services to develop design plans necessary to construct the CITY Improvements.
  - (b) Contract with its contractor to provide all material, construct, install and perform all work to complete the CITY Improvements using the Construction Manager-At-Risk (CMAR) project delivery method.
  - (c) Warrant and represent that the CITY Improvements shall comply with all applicable state and local laws and ordinances and will strictly comply with the provisions of this Agreement and the plans and specifications. The quality of the material and workmanship used in the CITY Improvements will be satisfactory for a period of one (1)

year after final acceptance of the CITY Improvements. Any defects occurring and noticed by RTC or CITY during the guarantee period shall be corrected by RTC's contractor at no additional cost to CITY.

(d) Submit to CITY an invoice for the amount of the CITY Improvements, within sixty (60) calendar days of completion of the CITY Improvements.

4. CITY agrees to:

(a) Provide final approval of the scope, design, specifications and budget for the CITY Enhancements within the deadlines established by RTC so that the Project will not be delayed or otherwise negatively impacted.

(b) Perform inspection of CITY Improvements prior to final acceptance.

(c) Reimburse RTC for actual costs incurred necessary to construct CITY Improvements in a total amount not to exceed the total costs reflected in Attachment 1. Reimbursement shall be due and payable within sixty (60) calendar days after receipt of billing from RTC.

5. It is mutually agreed that if CITY does not provide final approval of the scope, design, specifications and budget for the CITY Enhancements within the mutually agreed upon deadlines, that RTC's obligations to complete the CITY Enhancements shall immediately terminate at the discretion of RTC and CITY shall reimburse RTC for actual costs incurred prior to termination.

6. It is mutually agreed that each party will cooperate with the other party and its agents in carrying out their respective responsibilities.

7. It is mutually agreed that each party will assist the other party in communicating with the public regarding the provisions of this Agreement.

8. Communications/notices required pursuant to this Agreement shall be in writing and addressed as follows:

If to CITY:                      John Flansberg, P.E. Public Works Director  
City of Reno  
PO Box 1900  
Reno, NV 89505

If to RTC:                         Brian Stewart, P.E., Engineering Director  
Regional Transportation Commission of Washoe County  
1105 Terminal Way, Suite 108  
Reno, NV 89502

9. Subject to and without waiving the liability limitations in NRS Chapter 41, each party agrees to indemnify, defend and hold harmless the other party to the extent permitted by law from and against any liability including, but not limited to, property damage, and personal injury or death, proximately caused by the negligent or intentional acts or omissions of its officers and employees arising out of the performance of this Agreement

10. The laws of the State of Nevada shall be applied in interpreting and construing this Agreement.

11. The legality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

12. This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and shall not be modified unless in writing and signed by the parties.

13. It is not intended and this Agreement shall not be construed to provide any person or entity not a party to this Agreement with any benefits or cause of action or to obligate the parties to this Agreement to any entity or person not a party to this Agreement.

14. In the event either party initiates litigation to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorneys' fees.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the date first above written.

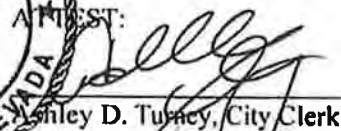
REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

CITY OF RENO

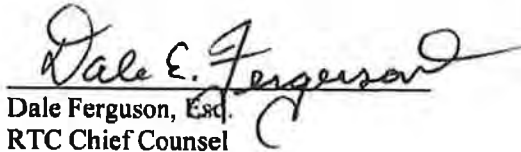
  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director



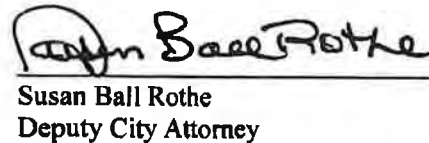
  
\_\_\_\_\_  
Gary L. Schieve, Mayor

ATTEST:  
  
\_\_\_\_\_  
Ashley D. Turney, City Clerk

APPROVED AS TO LEGALITY  
AND FORM:

  
\_\_\_\_\_  
Dale Ferguson, Esq.  
RTC Chief Counsel

APPROVED AS TO LEGALITY  
AND FORM:

  
\_\_\_\_\_  
Susan Ball Rothe  
Deputy City Attorney



Attachment 1

Estimated Costs

Description: Project Costs for City of Reno approved Enhancement Items for Virginia Street

Estimated Costs for Reimbursement to RTC:

Electrical infrastructure installation for future Tree Lighting (1)	\$142,600
Poles for Special Events Banners (2)	\$70,000
Concrete Stamp (MidTown logo) (3)	\$6,000
District Street signs (4)	\$4,000
<b>Total Estimated Amount Reimbursement to RTC:</b>	<b>\$222,600</b>

- (1) Labor, materials and equipment necessary to install electrical equipment (wiring, waterproof and tamper resistant outlet box, and ancillary systems) to accommodate future light systems at as many tree wells as budget allows, excludes lights.
- (2) Design and construction of two sets of special event banner poles located along Virginia Street (includes concrete foundations, pole base, pole and pole caps, foundation anchors and associated hardware, and eyelets or similar attachments for banner connection and electric service with exterior rated receptacle to top of each pole. Poles to be decorative and approximately 18 to 22 feet tall. Poles will support banners that will span the width of the street.
- (3) Procurement of MidTown branded concrete stamp and labor associated with use of stamp in to wet concrete at locations that have been specified by the City of Reno (approximately 40). Stamp design provided by City of Reno.
- (4) Procurement and installation of District Street signs at locations directed by the City.

RTC Change Management Checklist	
Evaluation Criteria/Checklist	Initial/Date
1. Work modified through the Change Order or Contract Allowance/Risk Register is in compliance with environmental requirements of EA/FONSI	
2. Verify that work does not include work that extends beyond the project limits (property/easement lines)	
3. Work modified through a Change Order or Risk Register/Owner Contingency does not create negative impacts to construction and/or operational safety	
4. Independent estimate prepared for Change Order/Risk Register/Owner Contingency.	
5. RTC's grant administrator has reviewed the Change Order/Risk Register/Owner Contingency to verify whether or not the change orders are eligible to be included into the project grant or need to be funded outside the grant	
6. The proposed construction is in compliance with the project design criteria and local codes/ordinances, including ADA	
7. Approval dates of each Change Order/Risk Register/Owner Contingency is clearly recorded	
8. Is Change Order/Risk Register/Owner Contingency expense a reimbursable item to RTC, Y/N	



## REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

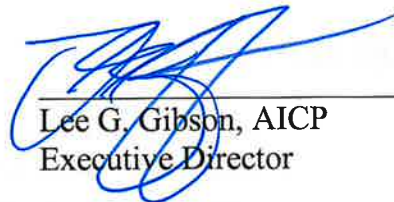
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

### AGENDA ITEM 3.8

**TO:** Regional Transportation Commission

**FROM:** Jeff Wilbrecht, P.E.  
Engineer II



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

**SUBJECT: Change Order No. 02 for the Virginia Street Bus RAPID Transit Extension Project (Plumb to Liberty & Maple to 15<sup>th</sup>)**

### RECOMMENDATION

Approve Change Order (CO) No. 02, for RTC directed changes to concrete sidewalk scope on side streets within the project corridor, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$4,718, for a new total contract amount of \$47,450,270; authorize the RTC Executive Director to execute CO No. 02.

### SUMMARY

#### Change Order No. 02

CO No. 02 is associated with RTC directed changes to Portland Cement Concrete sidewalk and driveway quantities specific to the following items:

- Remove planned sidewalk and relocation of fencing from the contract scope because new private development includes these elements in different alignment and will construct them.
- Modifications to ADA routing of sidewalk at 733 Tahoe Street, requested by the City of Reno
- Include additional sidewalk and driveway along Tahoe Street, requested by the City of Reno
- Revise to plans due to partial acquisition of 999 South Virginia Street rather than full acquisition

These changes are further detailed in the attachment. Approval of this change order will allow RTC to direct Sierra Nevada Construction to perform this work.

## **FISCAL IMPACT**

CO No. 02 results in an increase of \$4,718.12 to the Sierra Nevada Construction contract.

This increase provides a new total contract amount of \$47,450,270.40. The total contract amount is within the current Fiscal Year 2020 Program of Projects budget.

## **PREVIOUS ACTIONS BY BOARD**

- July 19, 2019                      Approve Interlocal Cooperative Agreement with the City of Reno for Requested Enhancements to South Virginia Street during Construction of the Virginia Street Bus RAPID Transit Extension Project
- 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 Corporate 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.
- 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.

Attachment



Project No. 211003  
Change Order Requested By:  
Jeff Wilbrecht

**CONTRACT CHANGE ORDER (C.O.) NO. 02**

Sheet 1 of 1  
Date 10/16/19

To Sierra Nevada Construction (SNC), Contractor for the Virginia St. Bus Rapid Transit Extension, Ph. 2 Project. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

RTC FINANCE APPROVAL, AVAILABILITY OF FUNDS  
Date: \_\_\_\_\_  
Finance Manager: \_\_\_\_\_

Unless noted otherwise, incorporated herein are description and costs associated with Changes in the Work directed by the RTC in accordance with the Agreement for Construction with Sierra Nevada Construction Inc. (SNC) for Phase 2 of the Virginia St. Bus RAPID Transit Extension Project approved by the RTC Board of Commissioners on May 20, 2019 and signed by the RTC Executive Director on June 3, 2019. The additional costs or cost reductions for the items of work below are per the attached Potential Change Order(s). The net change order amount includes all labor, equipment, and materials necessary to complete the work in accordance with the plans, specifications, and permits.

No contract days will be added to the contract duration as a result of this change.

PCO 2.001 Removal of sidewalk and fencing scope on W. Arroyo. The credit (deductive amount) of this item is \$(28,159.79).

PCO 2.002 This change is for ADA Modifications to sidewalk at 733 Tahoe Street at station "T1" 11+25, 16'L. The net added cost of this item is \$1,950.33.

PCO 2.003 This change is for additional sidewalk on Tahoe Street per RFI 035 at station "T1" 10+95,16'R. The net added cost of this item is \$46,777.52.

PCO 2.004 This change is for the revision of Mary Street. The credit (deductive amount) of this item is \$(15,849.94).

RTC CONTRACT COMPLIANCE OFFICER APPROVAL  
Date: \_\_\_\_\_  
Compliance Manager: \_\_\_\_\_

Original Contract Amount: \$47,222,952.28  
Previously Approved C.O. Amounts: \$222,600.00  
Net Increase from this C.O.: \$4,718.12  
Total Revised Contract Amount: \$47,450,270.40  
Total Percent Change all C.O.'s: 0.48 %

Contract time prior to this C.O.: 121  
Net increase resulting from this C.O.: 0  
New Contract Time with this C.O.: 121

Contractor Acceptance:

Accepted Date: 10.22.19

By (Print Name):

Dan LeBlanc

Signature:

[Signature]

NOTE: This Change Order is not effective until approved by Executive Director, RTC.

RTC Approval:  
Recommended by (RTC Project Manager):  
\_\_\_\_\_  
Date: \_\_\_\_\_

Department Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_

Chief Finance Officer:  
\_\_\_\_\_  
Date: \_\_\_\_\_

Executive Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_



Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 16, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 2.001 Deductive Sidewalk W. Arroyo**


Dear Mr. Wilbrecht:

Please find enclosed the deductive cost for removal of sidewalk and fencing scope on W. Arroyo Street.


Removal of sidewalk and fencing scope W. Arroyo.....\$(28,159.79)

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

  
George E. Jordy, P.E.  
Sr. Resident Engineer

Concur:

  
Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosure: Sierra Nevada Construction's deductive cost proposal for sidewalk on W. Arroyo.



July 31, 2019

Regional Transportation Commission  
 1105 Terminal Way  
 Reno, NV 89502

Mail **PO Box 50760**  
**Sparks, NV 89435-0760**

Yard **2055 East Greg Street**  
**Sparks, NV 89431**

Phone: **775.355.0420**  
 Fax: **775.355.0535**

NV lic 25565 CA lic 593393

Project: Virginia St. RAPID Extension Utility Project  
 Subject: **PCO 009 – Arroyo Sidewalk**

Attn: Jeff Wilbrecht

Per meeting with the oneR Midtown Apartments project team on July 22, they will be placing the sidewalk on the south side of the street. The revision resulted in the reduction of quantities listed below. See attached plan sheets for further detail.

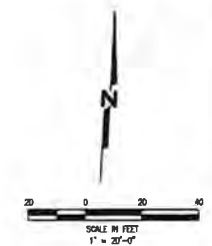
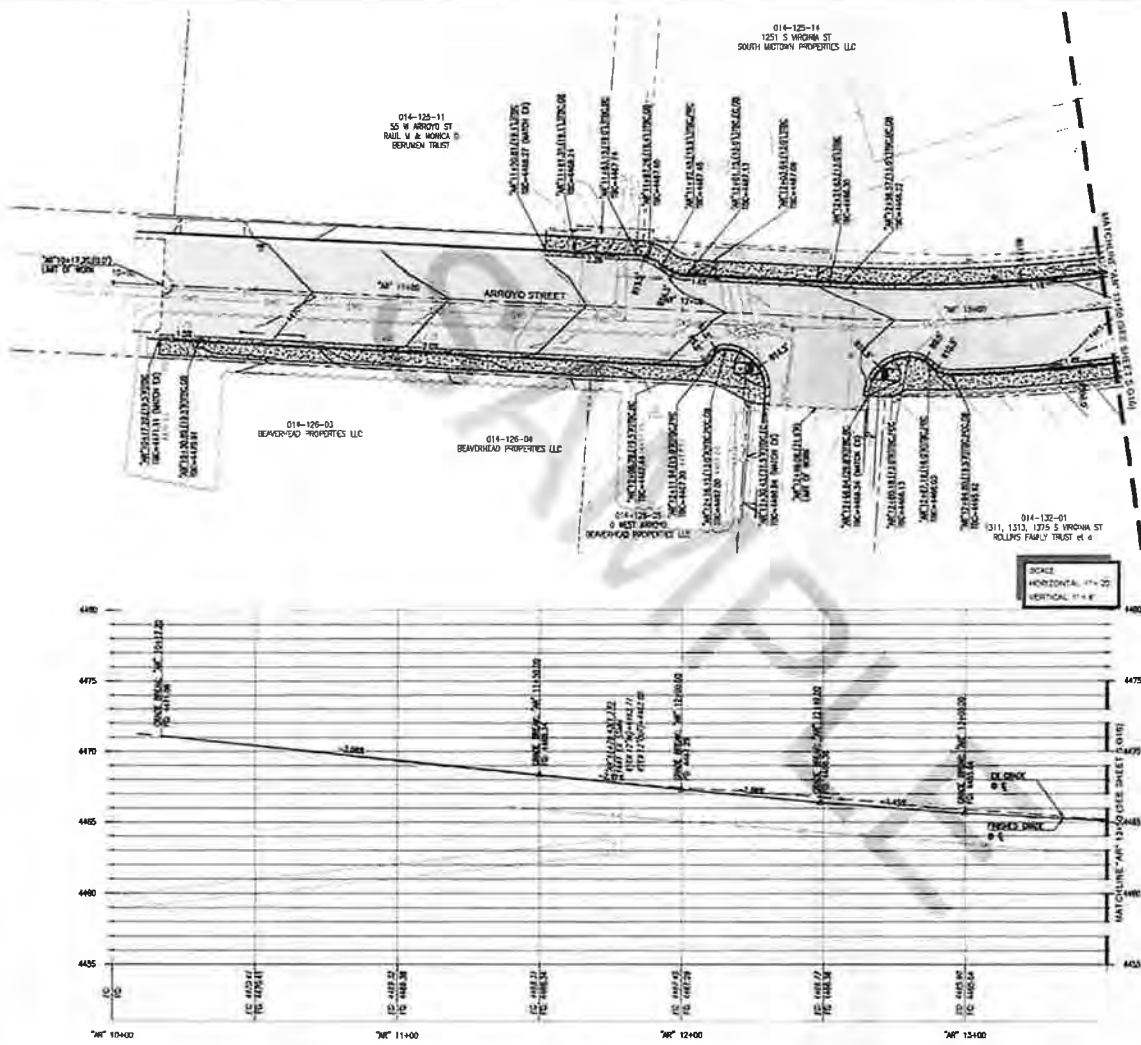
Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
S62	Place PCC Sidewalk	-1157	SF	\$12.55	(\$14,520.35)
S12	Remove and Reset Fence	-202	LF	\$59.26	(\$11,970.52)
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				<b>Sub Total</b>	<b>(\$26,490.87)</b>
				<b>CMAR FEE</b>	<b>(\$1,668.92)</b>
				<b>Total</b>	<b>(\$28,159.79)</b>

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
 Project Manager  
 Sierra Nevada Construction, Inc.





**INCE**  
 1885 S. Arlington Ave. Suite 111  
 Reno, Nevada 89503  
 (775) 329-8958 • Fax (775) 329-5098



**VIRGINIA STREET BUS  
 RAPID TRANSIT  
 EXTENSION PROJECT  
 PHASE 2**

**CLIENT**  
 REGIONAL  
 TRANSPORTATION  
 COMMISSION  
 1105 TERMINAL WAY,  
 SUITE 100 RENO, NV 89502  
 PHONE (775) 346-0171

NO	DATE	DESCRIPTION
1	7/31/18	CRDING REVISED

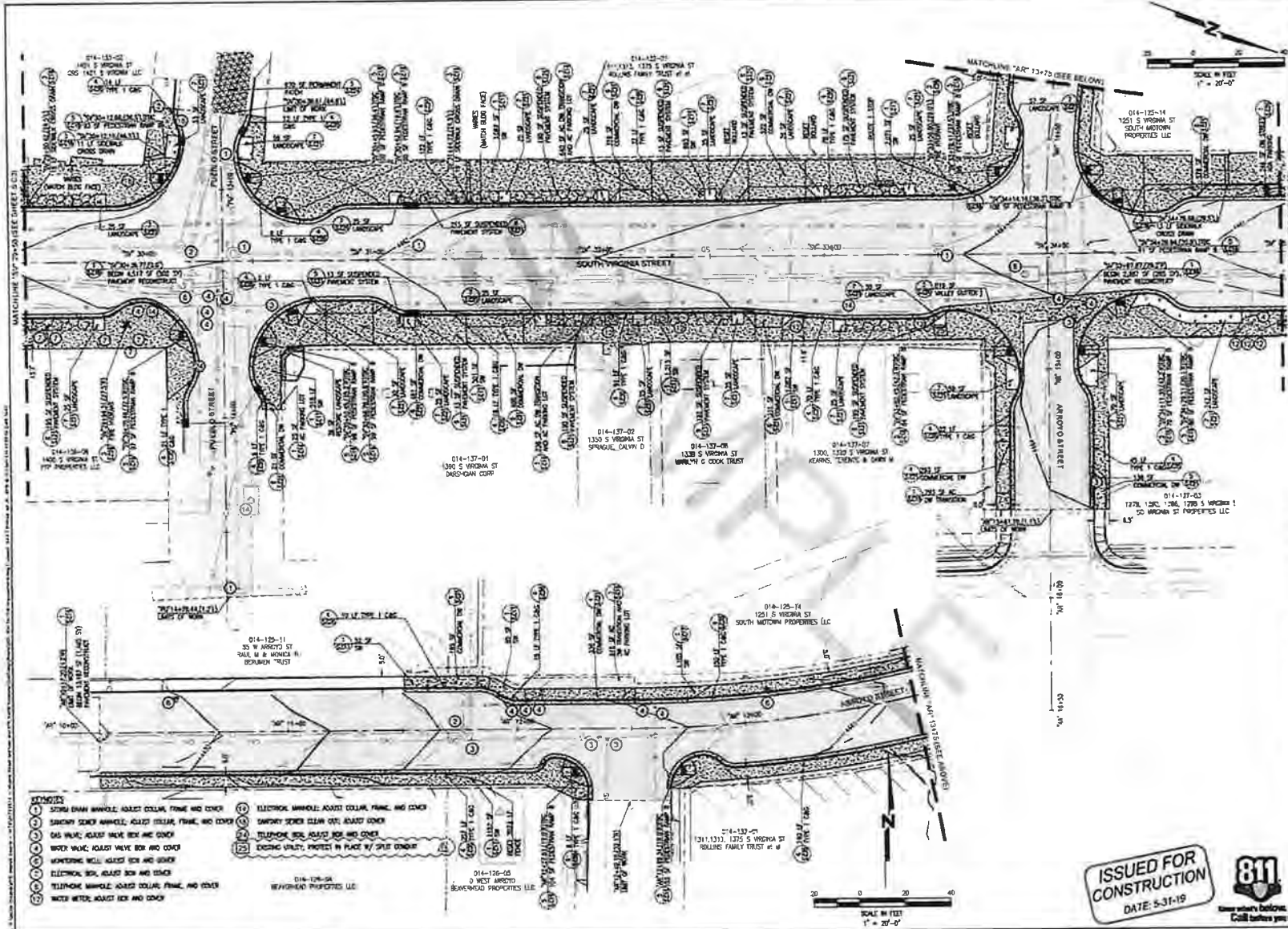
PROJECT NO:	A173.25.14
DESIGNED BY:	SPT
DRAWN BY:	SPT
CHECKED BY:	ADH
DATE:	5-24-19
SCALE:	5-31-19

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**SHEET TITLE**  
 GRADING & DRAINAGE  
 ARROYO STREET  
 "AR" 10+00 TO "AR" 13+50  
 DRAWING  
**S.G15**  
 SHEET 46 OF 332

**ISSUED FOR  
 CONSTRUCTION**  
 DATE: 5-31-19





**NCE**  
 1885 S. Arlington Ave. Suite 111  
 Reno, Nevada 89502  
 (775) 329-9953 Fax (775) 329-5096



**VIRGINIA STREET BUS  
 RAPID TRANSIT  
 EXTENSION PROJECT  
 PHASE 2**

CLIENT:  
**RTC** REGIONAL  
 TRANSPORTATION  
 COMMISSION  
 1105 TERMINAL WAY,  
 SUITE 108 RENO, NV 89502  
 PHONE (775) 348-0171

Δ	7/31/19	REVISION REMOVED
Δ	5/16/19	REP TO PD REVISION
NO	CAD	NO CORRECTION

PROJECT NO:	A17325.14
DESIGNED BY:	SP1
CHECKED BY:	SP1
DATE:	5-24-19
DATE:	5-31-19

By viewing this drawing, all parties shall warrant and guarantee the accuracy of the information contained herein and the use of the information shall be the responsibility of the user. The user shall be responsible for any errors or omissions in the information and shall be liable for any damages resulting therefrom. The user shall also be responsible for any costs incurred in the preparation, reproduction, distribution, and use of this drawing.

SHEET TITLE:  
**CIVIL IMPROVEMENTS**  
 "SV" 29+50 TO "SV" 35+00  
 "AR" 10+00 TO "AR" 16+50

ISSUING:  
**S.C4**

SHEET 62 OF 392

**ISSUED FOR  
 CONSTRUCTION**  
 DATE: 5-31-19



SCALE IN FEET  
 1" = 20'-0"



Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 15, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 2.002 Sidewalk ADA Modifications 733 Tahoe Street**

Dear Mr. Wilbrecht:

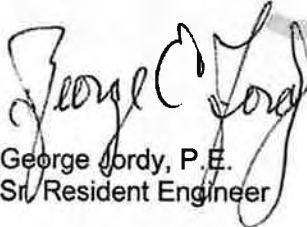
Please find the enclosed cost for ADA modification of sidewalk at 733 Tahoe Street.

Sidewalk ADA Modifications 733 Tahoe.....\$1,950.33

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

Concur:

  
George Jordy, P.E.  
Sr. Resident Engineer

  
Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for ADA modification of sidewalk at 733 Tahoe Street.



July 30, 2019

Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Mail PO Box 50760  
Sparks, NV 89435-0760

Truck 2055 East Greg Street  
Sparks, NV 89431

Phone: 775.355.0420  
Fax: 775.355.0535

NV lic: 25565 CA lic: 593393

Project: Virginia St. RAPID Extension Project Phase 2  
Subject: PCO 008 – Tahoe Cul-de-sac ADA Modifications

Attn: Jeff Wilbrecht

Sierra Nevada Construction (SNC) is providing pricing for the changes on attached sheets S.C11 and S.C23 directed by the City of Reno. Quantity changes are summarized below and bid pricing was used.

Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
S6	Remove PCC	37	SF	\$3.89	\$143.93
S60	Place PCC Pedestrian Ramp	37	SF	\$25.16	\$930.92
S89	Surface Restoration	25	SF	\$29.25	\$731.25
S95	Driveway Transitions	2	SF	\$14.32	\$28.64
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Sub Total	\$1,834.74
				CMAR FEE	\$115.59
				<b>Total</b>	<b>\$1,950.33</b>

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
Project Manager  
Sierra Nevada Construction, Inc.



Member of the SNC-Lavalin Group

**Atkins North America, Inc.**  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

**Telephone: +1.775.828.1622**  
**Fax: +1.775.851.1687**

**www.atkinsglobal.com/northamerica**

October 15, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

**Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
PCO 2.003 Tahoe Street Additional Flatwork**

Dear Mr. Wilbrecht:

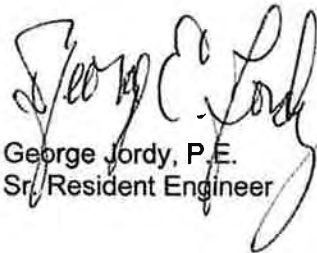
Please find the enclosed cost for additional flatwork on Tahoe Street at station "T1" 10+95, 16'R, per RFI 035.

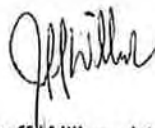
Tahoe Street Additional Flatwork.....\$46,777.52

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

Concur:

  
George Jordy, P.E.  
Sr. Resident Engineer

  
Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for additional flatwork on Tahoe Street at station "T1" 10+95, 16'R.



SIERRA NEVADA CONSTRUCTION, INC.

September 16, 2019

Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Mail PO Box 50760  
Sparks, NV 89435-0760

Yard 2055 East Greg Street  
Sparks, NV 89431

Phone 775.355.0420  
Fax 775.355.0535

NV Lic 25565 CA Lic 593393

Project: Virginia St. RAPID Extension Phase 2  
Subject: **Potential Change 011 – Tahoe Street Flatwork Replacement**

Attn: Jeff Wilbrecht

Per response to RFI 35 additional sidewalk, driveway and curb/gutter quantity has been added to the project to replace existing flatwork that was damaged by tree roots on Tahoe Street at St T1 10+95. Pricing below for this work is based on plans with revision date 9/10/19. Steel plate pricing is for the quantity shown on the plans, if additional plates are needed re-pricing will be necessary. The tree root mitigation costs are for the work performed beneath the already exposed sidewalk. If further tree root mitigation is necessary, this will also need to be re-priced.

Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
S6	Remove PCC	1372	SF	\$3.89	\$5,337.08
S4	Remove Asphalt Pavement	186	SF	\$3.79	\$704.94
S8	Remove Composite Surface	175	SF	\$5.31	\$929.25
S62	Place PCC Sidewalk	522	SF	\$12.55	\$6,551.10
S89	Surface Restoration	198	SF	\$29.25	\$5,791.50
S115	Place PCC Commercial Driveway	801	SF	\$16.58	\$13,280.58
S95	AC Driveway Transition	190	SF	\$14.32	\$2,720.80
S107	Place PCC Curb and Gutter	18	LF	\$38.33	\$689.94
RR 62	Tree Root Mitigation	4	HR	\$500.00	\$2,000.00
RR 63	Steel Plates	40	SF	\$150.00	\$6,000.00
					\$0.00
Sub Total					\$44,005.19
CMAR FEE 6.3%					\$2,772.33
Total					\$46,777.52

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
Project Manager  
Sierra Nevada Construction, Inc.



Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 15, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 2.004 Mary Street Revisions**

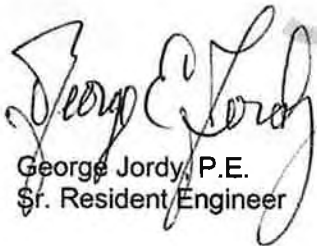
Dear Mr. Wilbrecht:

Please find enclosed deductive cost for revision of Mary Street.


Mary Street Revisions.....\$(15,849.94)

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

  
George Jordy, P.E.  
Sr. Resident Engineer

Concur:

  
Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's deductive cost proposal for revision of Mary Street.



October 11, 2019

Regional Transportation Commission  
 1105 Terminal Way  
 Reno, NV 89502

Mail PO Box 50760  
 Sparks, NV 89435-0760

Yard 2055 East Greg Street  
 Sparks, NV 89431

Phone 775.355.0420  
 Fax 775.355.0535

NV Lic 25565 CA Lic 593393

Project: Virginia St. RAPID Extension Phase 2  
 Subject: **Potential Change Order 017 – Mary Street Civil Revisions**

Attn: Jeff Wilbrecht

Sierra Nevada Construction is pleased to provide pricing for the changes at Mary Street per the plan sheets with revision dates of 8/20/19, 9/13/19 and 9/16/19. Bid item pricing was used where applicable. Please see breakout below:

Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
S6A	Site Remediation	-775.000	SF	\$ 40.36	\$ (31,279.00)
S7	Remove Trees	-2.000	EA	\$ 1,500.00	\$ (3,000.00)
S23	Remove Utility Box	-1.000	EA	\$ 316.18	\$ (316.18)
S8	Remove Composite Surface	-332.000	SF	\$ 5.31	\$ (1,762.92)
S62	Place PCC Sidewalk	-395.000	SF	\$ 12.55	\$ (4,957.25)
S11	Remove and Reset Bollards	2.000	EA	\$ 1,050.81	\$ 2,101.62
	Relocate Backflow Preventers	2.000	EA	\$ 5,776.58	\$ 11,553.16
	Reconnect Electrical	1.000	LS	\$ 3,500.00	\$ 3,500.00
	Reconnect Irrigation	1.000	LS	\$ 3,500.00	\$ 3,500.00
	Landscaping Modifications	230.000	SF	\$ 25.00	\$ 5,750.00
					\$ -
				<b>Sub Total</b>	<b>(\$14,910.57)</b>
				<b>CMAR FEE</b>	<b>(\$939.37)</b>
				<b>Total</b>	<b>(\$15,849.94)</b>

\*0 days are requested with this change order

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
 Project Manager  
 Sierra Nevada Construction, Inc.





**REGIONAL TRANSPORTATION COMMISSION**

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

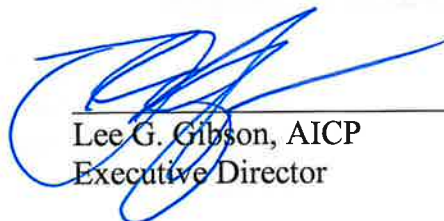
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.9**

**TO:** Regional Transportation Commission

**FROM:** Jeff Wilbrecht, P.E.  
Engineer II

A blue ink signature of Lee G. Gibson, AICP, Executive Director, written over a horizontal line.

Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Change Order No. 03 for the Virginia Street Bus RAPID Transit Extension Project (Plumb to Liberty & Maple to 15<sup>th</sup>)**

**RECOMMENDATION**

Approve Change Order (CO) No. 03, for RTC directed changes to the traffic information and operation systems on the project, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$83,340, for a new total contract amount of \$47,533,610; authorize the RTC Executive Director to execute CO No. 03.

**SUMMARY**

**Change Order No. 03**

CO No. 03 includes the following items related to RTC requested changes to traffic systems and operations:

- Additional red curb along St. Lawrence Avenue and Tahoe Street to provide better delineation of available parking locations
- Include fiber optic cables identified as scope gap between utility phase and roadway reconstruction phase
- Additional conduit and pull boxes requested by the City of Reno for traffic signal interconnect systems

These changes are further detailed in the attachment. Approval of this change order will allow RTC to direct Sierra Nevada Construction to perform this work.

## **FISCAL IMPACT**

CO No. 03 results in an increase of \$83,339.75 to the Sierra Nevada Construction contract. This increase provides a new total contract amount of \$47,533,610. The total contract amount is within the current Fiscal Year 2020 Program of Projects budget.

## **PREVIOUS ACTIONS BY BOARD**

- |                |   |
|----------------|---|
| July 19, 2019  | Approve Interlocal Cooperative Agreement with the City of Reno for Requested Enhancements to South Virginia Street during Construction of the Virginia Street Bus RAPID Transit Extension Project   |
| 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.
- 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.

Attachment



Project No. 211003  
Change Order Requested By:  
Jeff Wilbrecht

**CONTRACT CHANGE ORDER (C.O.) NO. 03**

Sheet 1 of 1  
Date 10/23/19

To Sierra Nevada Construction (SNC), Contractor for the Virginia St. Bus Rapid Transit Extension, Ph. 2 Project. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

RTC FINANCE APPROVAL, AVAILABILITY OF FUNDS  
Date: \_\_\_\_\_  
Finance Manager: \_\_\_\_\_

Unless noted otherwise, incorporated herein are description and costs associated with Changes in the Work directed by the RTC in accordance with the Agreement for Construction with Sierra Nevada Construction Inc. (SNC) for Phase 2 of the Virginia St. Bus RAPID Transit Extension Project approved by the RTC Board of Commissioners on May 20, 2019 and signed by the RTC Executive Director on June 3, 2019. The additional costs or cost reductions for the items of work below are per the attached Potential Change Order(s). The net change order amount includes all labor, equipment, and materials necessary to complete the work in accordance with the plans, specifications, and permits.

No contract days will be added to the contract duration as a result of this change.

PCO 3.001 This change is for additional red curb on St. Lawrence and Tahoe Street. The net added cost of this item is \$1,807.65.

PCO 3.002 This change is for City of Reno fiber optic cable .The net added cost of this item is \$42,201.10.

PCO 3.003 This change is for additional City of Reno conduit and pull boxes. The net cost of this item is \$39,331.00.

RTC CONTRACT COMPLIANCE OFFICER APPROVAL  
Date: \_\_\_\_\_  
Compliance Manager: \_\_\_\_\_

Original Contract Amount: \$47,222,952.28  
Previously Approved C.O. Amounts: \$227,318.12  
Net Increase from this C.O.: \$83,339.75  
Total Revised Contract Amount: \$47,533,610.15  
Total Percent Change all C.O.'s: 0.65 %

Contract time prior to this C.O.: 121  
Net increase resulting from this C.O.: 0  
New Contract Time with this C.O.: 121

Contractor Acceptance:  
Accepted Date: 10.24.19  
By (Print Name):  
Dan LeBlanc  
Signature:  
[Signature]

RTC Approval:  
Recommended by (RTC Project Manager):  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Department Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Chief Finance Officer:  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Executive Director:  
\_\_\_\_\_  
Date: \_\_\_\_\_

NOTE: This Change Order is not effective until approved by Executive Director, RTC.

# ATKINS

Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 22, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 3.001 Additional Red Curb Tahoe and St. Lawrence**


Dear Mr. Wilbrecht:

Please find enclosed cost for additional red curb paint on Tahoe and St. Lawrence Street.

Additional Red Curb Tahoe and St. Lawrence.....\$1,807.65

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

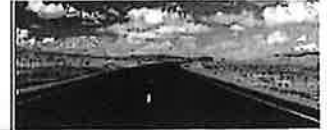
Sincerely,

  
George Jordy, P.E.  
Sr. Resident Engineer

Concur:

Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for additional red curb paint on Tahoe and St. Lawrence Street.



SIERRA NEVADA CONSTRUCTION, INC.

October 22, 2019

Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Mail PO Box 50760  
Sparks, NV 89435-0760

Yard 2055 East Greg Street  
Sparks, NV 89431

Phone 775.355.0420  
Fax 775.355.0535

NV lic 25565 CA lic 593393

Project: Virginia St. RAPID Extension Phase 2  
Subject: Potential Change 013 – Additional Red Curb Tahoe/St. Lawrence

Attn: Jeff Wilbrecht

Per response to RFI 85 approximately 367' of painted red curb was added to Tahoe and St. Lawrence Street. After that, an additional 16' was added at St T2 16+75 per weekly meeting conversations. Unit prices can be used for this change. Please see breakout below.

Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
S135	Install Curb Paint - Red	383	LF	\$4.44	\$1,700.52
					\$0.00
					\$0.00
				Sub Total	\$1,700.52
				CMAR FEE	\$107.13
				Total	\$1,807.65

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
Project Manager  
Sierra Nevada Construction, Inc.

# ATKINS

Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

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October 22, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 3.002 City of Reno Fiber Optic Cable**

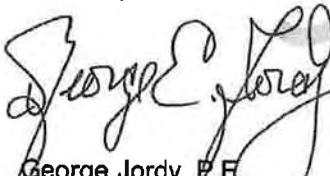
Dear Mr. Wilbrecht:

Please find enclosed cost for City of Reno fiber optic cable installation.

City of Reno Fiber Optic Cable..... \$42,201.10

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

  
George Jordy, P.E.  
Sr. Resident Engineer

Concur:

Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for City of Reno fiber optic cable.



SIERRA NEVADA CONSTRUCTION, INC.

July 30, 2019

Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Mail **PO Box 50760**  
Sparks, NV 89435-0760

Yard **2055 East Greg Street**  
Sparks, NV 89431

Phone **775.355.0420**  
Fax **775.355.0535**

NV lic **25565** CA lic **593393**

Project: Virginia St. RAPID Extension Project Phase 2  
Subject: **PCO 005 – COR Interconnect**

Attn: Jeff Wilbrecht

Sierra Nevada's Electrical Subcontractor (Titan Electrical) is has provided pricing for 12-count multi-mode fiber optic interconnect to be installed from permanent traffic signal controller cabinet to the next preceding permanent traffic signal controller cabinet. Titan will utilize existing interconnect conduits installed in Phase 1. Please see attached quote for backup documentation.

**Total Cost \$42,201.10**

\*Pricing includes 6.3% CMAR fee

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
Project Manager  
Sierra Nevada Construction, Inc.





## COR- Fiber Optic Cable Interconnect

Reno, Nevada

Bid Prepared for

**Contractor: Sierra Nevada Construction**

**Contact: Emma Crossman**

**Address: PO Box 50760  
Reno, NV 89512**

**Date: 7/24/2019**

**Phone No: (775) 355-0420**

**Time: 3:06PM**

**Fax No: (775) 355-0535**

### Project Scope

Provide and install 12-count multi-mode fiber optic cable and tracer cable using existing interconnect conduits installed in Phase 1. Pricing is predicated on having clear pathways and pull boxes for the entire installation.

### Exclusions

- 1 Permits, Fees and Bonds
- 2 AC cutting or Patching, Installation
- 3 Any New Conduit and Pull Box Installation
- 4 Material Testing, Surveying or Traffic Control

### Bid Pricing

Bid Item #	Pay Item Number	Bid Item Description	Bid Quantity	Unit	Unit Price	Bid Amount
1	0	Install 12-Count Multi-Mode Fiber Optic Cable	1	Each	\$ 39,700.00	\$ 39,700.00
		<b>Total</b>				<b>\$ 39,700.00</b>

Please do not hesitate to call me at 691-3759 with any questions.

Respectfully Submitted

**Titan Electrical Contracting**

Ryan Greenhalgh  
Project Manager



Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 23, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 3.003 City of Reno Conduit and Pull Boxes**

Dear Mr. Wilbrecht:

Please find enclosed cost for City of Reno conduit and pull boxes.

City of Reno Conduit and Pull Boxes.....\$39,331.00

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

George Jordy, P.E.  
Sr. Resident Engineer

Concur:

Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for City of Reno conduit and pull boxes.

Virginia St. RAPID Extension Project

Potential Change Order 001

**Description:** This potential change order is for pricing associated with adding an additional 2" conduit for the length of the joint trench down Virginia St. The 2" conduit would be placed into the joint trench on the East side of Virginia St. from Plumb to Liberty. This pricing includes boxes as needed in approximately 600' intervals but as Titan Electric sees adequate and in locations that are conducive. If quantity is decreased by more than 50% repricing may be necessary.

**Project Info**

Owner	RTC
Date of Change	6/25/2019
RTC Project Number	2111003
Contract Days Requested	0

**Change Order Summary**

Original Contract Amount	\$ 47,222,952.00
Previously Approved CO Amounts	\$ -
Net Increase from this CO	\$39,331.00
Total Revised Contract Amount	\$ 47,262,283.00
Total Percent Change all CO's	0.08%
Resident Engineer	ATKINS

Bid Item	Bid Item Description	Description of Change	Quantity	Unit	Unit Price	Extended Price
New	Install 2" Conduit	Labor and materials for 2" Conduit between all East side signal pull boxes.	6500	LF	\$4.00	\$26,000.00
	Install Box	Furnish and install pull box approximately every 600'	11	EA	\$1,000.00	\$11,000.00
						\$0.00
					Sub Total	\$37,000.00
					CMAR FEE	\$2,331.00
					<b>Total</b>	<b>\$39,331.00</b>

SAMPLE



**REGIONAL TRANSPORTATION COMMISSION**

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

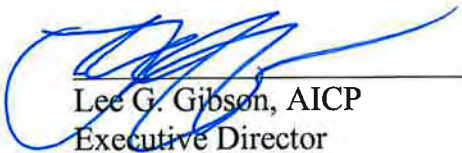
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.10**

**TO:** Regional Transportation Commission

**FROM:** Jeff Wilbrecht, P.E.  
Engineer II



Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Change Order No. 04 for the Virginia Street Bus RAPID Transit Extension Project (Plumb to Liberty & Maple to 15<sup>th</sup>)**

**RECOMMENDATION**

Approve Change Order (CO) No. 04 for TMWA requested water line improvements, increasing the total contract amount of the agreement with Sierra Nevada Construction for construction of the Virginia Street Bus RAPID Transit (BRT) Extension Project, between Plumb to Liberty & Maple to 15<sup>th</sup>, by \$342,109, for a new total contract amount of \$47,875,719; authorize the RTC Executive Director to execute CO No. 04.

**SUMMARY**

**Change Order No. 04**

CO No. 04 incorporates additional scope requested by Truckee Meadows Water Authority (TMWA) for water line improvements. The costs for this change are fully reimbursable to the RTC from TMWA following a previously approved Interlocal Cooperative Agreement. TMWA water line Improvements are within vicinity of the Midtown roundabout. CO No. 04 results in an increase of \$342,109 to the Sierra Nevada Construction contract.

The details of this change are further outlined in the attachment. Approval of this change order allow RTC to direct Sierra Nevada Construction to perform this work.

**FISCAL IMPACT**

CO No. 04 results in an increase of \$342,109 to the Sierra Nevada Construction contract. This amount is fully reimbursable to the RTC from TMWA following the previously approved Interlocal Cooperative Agreement. The increase associated with CO No. 04 results in a new total contract amount of \$47,875,719.

**PREVIOUS ACTIONS BY BOARD**

- July 19, 2019 Approve Interlocal Cooperative Agreement with the City of Reno for Requested Enhancements to South Virginia Street during Construction of the Virginia Street Bus RAPID Transit Extension Project
- 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.
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- 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.

Attachment



Project No. <u>211003</u> Change Order Requested By: <u>Jeff Willbrecht</u>	<b>CONTRACT CHANGE ORDER (C.O.) NO. <u>04</u></b>	Sheet <u>1</u> of <u>1</u> Date <u>10/23/19</u>										
To <u>Sierra Nevada Construction (SNC)</u> , Contractor for the <u>Virginia St. Bus Rapid Transit Extension, Ph. 2</u> Project. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.												
RTC FINANCE APPROVAL, AVAILABILITY OF FUNDS Finance Manager: _____ Date: _____	<p>Unless noted otherwise, incorporated herein are description and costs associated with Changes in the Work directed by the RTC in accordance with the Agreement for Construction with Sierra Nevada Construction Inc. (SNC) for Phase 2 of the Virginia St. Bus RAPID Transit Extension Project approved by the RTC Board of Commissioners on May 20, 2019 and signed by the RTC Executive Director on June 3, 2019. The additional costs or cost reductions for the items of work below are per the attached Potential Change Orders. The net change order amount includes all labor, equipment, and materials necessary to complete the work in accordance with the plans, specifications, and permits.</p> <p>No contract days will be added to the contract duration as a result of this change.</p> <p><b>4.001 Truckee Meadows Water Authority (TMWA)</b>          This change is for concurrent non-project activity (betterment) of new waterline on South Virginia and Mary Street per TMWA's request. The net added cost of this item is \$342,109.14.</p> <p>Signature:</p> <p><u>Steve Volk, P.E.</u></p>											
RTC CONTRACT COMPLIANCE OFFICER APPROVAL Compliance Manager: _____ Date: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Original Contract Amount: <u>\$ 47,222,952.28</u></td> <td style="padding: 2px;">Contract time prior to this C.O.: <u>121</u></td> </tr> <tr> <td style="padding: 2px;">Previously Approved C.O. Amounts: <u>\$ 310,657.87</u></td> <td style="padding: 2px;">Net increase resulting from this C.O.: <u>0</u></td> </tr> <tr> <td style="padding: 2px;">Net Increase from this C.O.: <u>\$ 342,109.14</u></td> <td style="padding: 2px;">New Contract Time with this C.O.: <u>121</u></td> </tr> <tr> <td style="padding: 2px;">Total Revised Contract Amount: <u>\$ 47,875,719.29</u></td> <td></td> </tr> <tr> <td style="padding: 2px;">Total Percent Change all C.O.'s: <u>1.38</u> %</td> <td></td> </tr> </table>	Original Contract Amount: <u>\$ 47,222,952.28</u>	Contract time prior to this C.O.: <u>121</u>	Previously Approved C.O. Amounts: <u>\$ 310,657.87</u>	Net increase resulting from this C.O.: <u>0</u>	Net Increase from this C.O.: <u>\$ 342,109.14</u>	New Contract Time with this C.O.: <u>121</u>	Total Revised Contract Amount: <u>\$ 47,875,719.29</u>		Total Percent Change all C.O.'s: <u>1.38</u> %		
Original Contract Amount: <u>\$ 47,222,952.28</u>	Contract time prior to this C.O.: <u>121</u>											
Previously Approved C.O. Amounts: <u>\$ 310,657.87</u>	Net increase resulting from this C.O.: <u>0</u>											
Net Increase from this C.O.: <u>\$ 342,109.14</u>	New Contract Time with this C.O.: <u>121</u>											
Total Revised Contract Amount: <u>\$ 47,875,719.29</u>												
Total Percent Change all C.O.'s: <u>1.38</u> %												
	Contractor Acceptance: Accepted Date: <u>10.24.19</u> By (Print Name): <u>Dan Wallace</u> Signature: <u>[Signature]</u>	RTC Approval: Recommended by (RTC Project Manager): _____ Date: _____ Department Director: _____ Date: _____ Chief Finance Officer: _____ Date: _____ Executive Director: _____ Date: _____										
NOTE: This Change Order is not effective until approved by Executive Director, RTC.												

# ATKINS

Member of the SNC-Lavalin Group

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, NV 89521-4883

Telephone: +1.775.828.1622  
Fax: +1.775.851.1687

[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 23, 2019

Mr. Jeff Wilbrecht  
Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Subject: Virginia Street Bus Rapid Transit Extension; Phase 2  
**PCO 4.001 TMWA Waterline Mary Street**

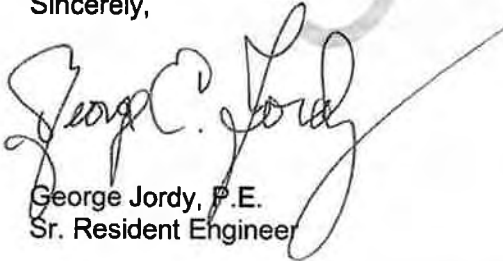
Dear Mr. Wilbrecht:

Please find enclosed cost for TMWA waterline at Mary Street.


TMWA Waterline Mary Street.....\$342,109.14

SNC has not requested and will not receive any working days added to the contract duration for this change. If the above terms and conditions are acceptable, please indicate by signing below and returning the original letter to this office. Upon receiving all approvals, a fully executed copy will be forwarded to SNC. If you have any questions, please call me at (775) 745-7026.

Sincerely,

  
George Jordy, P.E.  
Sr. Resident Engineer

Concur:

  
Jeff Wilbrecht, P.E.  
RTC Project Manager

Enclosed: Copy of Sierra Nevada Construction's cost proposal for TMWA waterline at Mary Street.





SIERRA NEVADA CONSTRUCTION, INC.

October 23, 2019

Regional Transportation Commission  
1105 Terminal Way  
Reno, NV 89502

Fax PO Box 50760  
Sparks, NV 89435-0760

Fax 2055 East Greg Street  
Sparks, NV 89431

Phone 775.355.0420  
Fax 775.355.0535

Project: Virginia St. RAPID Extension Phase 2  
Subject: PCO 012 – TMWA Waterline at Mary Street

Fax 25565 CA #: 593393

Attn: Jeff Wilbrecht

Sierra Nevada Construction is pleased to provide pricing for the requested TMWA waterline changes at Mary Street per the plan sheets by Farr West Engineering with revision date 7/19/19. Pricing is based on the above scope and includes potholing for conflicts.

Bid Item	Bid Item Description	Quantity	Unit	Unit Price	Extended Price
W1	4-INCH WATER MAIN (DUCTILE IRON)	13.000	LF	\$ 283.22	\$ 3,681.86
W2	6-INCH WATER MAIN (DUCTILE IRON)	16.000	LF	\$ 314.53	\$ 5,032.48
W3	8-INCH WATER MAIN (DUCTILE IRON)	227.000	LF	\$ 322.70	\$ 73,252.90
W4	12-INCH WATER MAIN (DUCTILE IRON)	541.000	LF	\$ 369.08	\$ 199,672.28
W5	6-INCH DIAMETER GATE VALVE	3.000	EA	\$ 2,569.05	\$ 7,707.15
W6	8-INCH DIAMETER GATE VALVE	3.000	EA	\$ 3,078.35	\$ 9,235.05
W7	12-INCH DIAMETER GATE VALVE	4.000	EA	\$ 5,267.12	\$ 21,068.48
W8	SERVICE LINE RETIREMENT	3.000	EA	\$ 644.58	\$ 1,933.74
W9	TEST STATION	5.000	EA	\$ 422.01	\$ 2,110.05
W10	3/4-INCH SERVICE LINE RECONNECTION	0.000	EA	\$ 2,941.37	\$ -
W11	1-INCH SERVICE LINE RECONNECTION	3.000	EA	\$ 3,015.19	\$ 9,045.57
W12	2-INCH SERVICE LINE RECONNECTION	4.000	EA	\$ 3,483.58	\$ 13,934.32
W13	4-INCH WATER MAIN RETIREMENT	80.000	LF	\$ 20.00	\$ 1,600.00
W14	8-INCH WATER MAIN RETIREMENT	69.000	LF	\$ 24.12	\$ 1,664.28
W15	12-INCH WATER MAIN RETIREMENT	497.000	LF	\$ 24.44	\$ 12,146.68
S51	ADJUST UTILITIES TO GRADE	15.000	EA	\$ 856.05	\$ 12,840.75
	TRAFFIC CONTROL FLAGGERS	13.000	DY	\$ 1,250.00	\$ 16,250.00
	NEW 3/4" SERVICE LINE/ METER VAULT	1.000	EA	\$ 3,841.00	\$ 3,841.00
	SERVICE LINE RETIREMENT AT ALT LOCATIONS	4.000	EA	\$ 1,500.00	\$ 6,000.00
	TEMPORARY FLUSH ASSEMBLY	1.000	EA	\$ 3,953.45	\$ 3,953.45
W1	4-INCH WATER MAIN (DUCTILE IRON)	-39.500	LF	\$ 330.52	\$ (13,055.54)
W2	8-INCH WATER MAIN (DUCTILE IRON)	-85.000	LF	\$ 486.35	\$ (41,339.75)
W3	4-INCH DIAMETER GATE VALVE	-1.000	EA	\$ 1,251.42	\$ (1,251.42)
W4	SERVICE LINE RETIREMENT	-1.000	EA	\$ 1,091.06	\$ (1,091.06)
W5	REMOVE AND DISPOSAL OF CAST IRON PIPE	-128.000	LF	\$ 172.80	\$ (22,118.40)
S51	ADJUST UTILITIES TO GRADE	-5.000	EA	\$ 856.05	\$ (4,280.25)
	<b>Sub Total</b>				<b>\$321,833.62</b>
	<b>CMAR FEE</b>				<b>\$20,275.52</b>
	<b>Total</b>				<b>\$342,109.14</b>

If you have any questions, please feel free to contact me at (775) 432-8219.

Sincerely,

Emma Crossman  
Project Manager



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Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 3.11**

**TO:** Regional Transportation Commission

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



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

**SUBJECT: Administrative Settlement for property rights related to APN 007-183-19, necessary to construct the Virginia Street Bus Rapid Transit Extension Project**

**RECOMMENDATION**

Approve an Administrative Settlement of \$140,000 above the just compensation amount of \$1,820,000, representing a total settlement offer of \$1,960,000 for the full fee simple acquisition of the parcel known as APN 007-183-19 with HOTSHOTS Incorporated, necessary to construct the Virginia Street Bus Rapid Transit Extension Project. This Administrative Settlement shall be contingent upon the execution and delivery by HOTSHOTS Incorporated of all documents necessary to close escrow.

**SUMMARY**

In June 2019, the RTC presented a purchase offer to HOTSHOTS Inc., upon the just compensation amount of \$1,820,000. The offer was rejected in August 2019, and HOTSHOTS Incorporated, provided a counteroffer to RTC Staff for a total amount of \$1,960,000. HOTSHOTS Incorporated asserts the appraised value was too low, as it did not take into consideration a lower capitalization rate of 5.5%. HOTSHOTS Inc. believes the value of the subject property to be \$2,100,000, which would result in an amount of \$280,000 over RTC's appraisal. RTC staff reviewed the concern regarding the amount of the just compensation offer and continued to negotiate towards a final offer amount. The administrative settlement amount of \$140,000 is justified as being reasonable, prudent, and in the public interest, to avoid additional costs of re-appraising the property, possible litigation expenses and potential project delays should condemnation become necessary.

Pursuant to Federal Transit Administration (FTA) Circular 5010.1E, RTC sought and received FTA's concurrence and approval on the total settlement amount of \$140,000 recommended as being reasonable, prudent and in the public interest.

RTC has agreed to the counteroffer to settle this matter, contingent upon RTC Commission approval as the settlement is \$140,000 above the amount of just compensation. The settlement shall be contingent upon the execution and delivery by HOTSHOTS Incorporated of all documents necessary to close escrow.

**FISCAL IMPACT**

The costs to acquire the subject property interests have been budgeted.

**PREVIOUS ACTIONS BY BOARD**

- |                    |   |
|--------------------|---|
| November 18, 2016  | Approved the staff recommendation of Paragon Partners LTD to provide the right of way acquisition services for the Project; authorize the Executive Director to negotiate and execute the final Professional Service Agreement (PSA). |
| September 16, 2016 | Approved the Request for Proposals (RFP) for the selection of a firm to provide Right of Way Services for the Project.  |
| March 18, 2016     | Approved Amendment No. 1 to the Professional Services Agreement with NCE for Final Design for the Project.  |
| October 16, 2015   | Acknowledged receipt of an update on the Project and approve the local preferred alternative.   |
| October 17, 2014   | Approved Selection of Nichols Consulting Engineers (NCE) for Preliminary Design & NEPA; authorize the RTC Executive Director to negotiate and execute a professional services agreement with NCE.                                     |

**ADDITIONAL BACKGROUND**

This project installs multi-modal transportation improvements including an extension of the Bus Rapid Transit service on the corridor from Plumb Lane to Liberty Street and Maple Street to 15<sup>th</sup> Street/North Virginia Street. The NEPA process is complete. The 100 percent design plans for the project are complete. Work in the North Virginia-UNR segment of the project is anticipated to begin in April 2020. With these anticipated start dates, the roadway construction and BRT improvements are scheduled to be complete by the end of 2020.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations regarding this report.



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November 15, 2019

**AGENDA ITEM 4.1**

**TO:** Regional Transportation Commission

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

**SUBJECT:** Director's Report

Monthly verbal update/messages from RTC Executive Director Lee G. Gibson – *no action will be taken on this item.*



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November 15, 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.*

**Federal Update for RTC of Washoe County**  
**Prepared by Cardinal Infrastructure and Thompson Coburn**  
**November 15, 2019 Board Meeting**

**Fiscal Year 2020 Appropriations**

There have been a number of developments over the last several weeks which we want to make you aware of with respect to Fiscal Year (FY) 2020 Transportation-HUD appropriations, and appropriations at-large.

1. On June 25th, the House passed by a vote of 227-194 (as part of a package of bills, commonly known as a minibus) the House's version of the FY 20 Transportation-HUD appropriations bill.
2. On August 2nd, the President signed the Bipartisan Budget Act of 2019 which provided non-defense discretionary programs with \$27 billion more in FY 20 than was allocated in FY 19. It raised spending limits by \$320 billion over sequestration levels and suspended the federal debt ceiling until July 31, 2021.
3. Due to the funding levels used by the House Appropriations Committee prior to the passage of the Bipartisan Budget Act, the House needs to cut nearly \$20 billion in spending from non-defense accounts.
4. On September 26th, the Senate passed and the President then signed a continuing resolution for all appropriations through November 21.
5. On October 22nd, the Senate voted 92-2 on a motion to proceed on four of its 12 appropriations bills as a substitute to a House-passed package. The package contained the Senate's Transportation-HUD, Agriculture, Interior-Environment, and Commerce-Justice-Science appropriations bills.
6. On October 31st, the Senate passed the Transportation-HUD appropriations bill, 84-9. The bill includes the McSally-Jones amendment, which blocks the impending 12% cut to all transit formula funds in FY 2020 (i.e., the Rostenkowski test which provides for automatic cuts to spending if there are insufficient revenues in the Mass Transit Account). Both Nevada Senators supported the amendment. The House and Senate passed bills now go to conference.
7. According to multiple reports, Senate Appropriations Committee Chairman Shelby, said that if the House passes its impeachment resolution, "It [will take] a lot of oxygen out of the air, and some business is transacted, but it will slow everything down," adding that a continuing resolution (CR) could be needed into February or March to maintain funding. Furthermore, Senate Minority Leader Schumer has expressed concerns over the potential that the President would shut the government down over the impeachment proceedings.
8. With only eight legislative days of both the House and Senate being in session before the current CR spending measure expires Nov. 21, another CR could be passed that would run through mid-December.

### **Mobility for All Grant**

The U.S. Department of Transportation released a notice of funding opportunity (NOFO) for \$3.5 million in the Mobility for All grant program. The NOFO provides, "This funding opportunity seeks to improve mobility options through employing innovative coordination of transportation strategies and building partnerships to enhance mobility and access to vital community services for older adults, individuals with disabilities, and people of low income." Applications must be submitted by Monday, January 6, 2020.

The goals of this pilot program are to:

- Increase access to funding sources that can fund transportation;
- Fill gaps in service and reduce duplication; and
- Provide more efficient service to underserved populations in rural and small urban areas.

The NOFO states that "successful applicants will demonstrate progress towards implementing single same-day, door-to-door service to improve mobility in their community, and increasing efficiency by using the same vehicles to transport passengers whose trips are funded via different Federal programs."

### **APTA Project Management Oversight Comments**

APTA submitted comments to the Federal Transit Administration's notice of proposed rulemaking regarding Project Management Oversight (PMO). APTA requested that FTA raise the capital project cost threshold from \$100 million to \$500 million, in line with the Federal Highway Administration (FHWA), and above FTA's proposal to increase it to \$300 M. APTA stated: "It is appropriate and necessary to have a "OneDOT" approach to oversight by having a consistent oversight threshold for FTA and FHWA."

APTA also noted concerns over project sponsors participation in the PMO decision-making process, supporting greater inclusion by project sponsors. The comments also include a discussion of scalability in the PMO rulemaking basing oversight on the experience level of the project sponsors. The comment also includes recommendations on definitions, saying, "APTA members believe it is important to maintain "full funding agreement" definition or moving to the term "construction grant agreement" because it represents the enforcement vehicle through which the FTA and project sponsor agree to construct a project and covers a broader scope of capital projects.

### **Transportation Trades Department, AFL-CIO**

The Transportation Trades Department, AFL-CIO, a coalition of 32 transportation unions developed a draft priorities document for the surface transportation reauthorization bill. The current authorization for the surface transportation programs is due to expire next October 1<sup>st</sup>. The document calls for, among other things:

- Repealing the \$7.6 billion rescission of unobligated contract authority for highway spending;
- Ending short-term extensions of authorizations;
- Increasing the user fee on gasoline and diesel fuels, and index them to inflation;
- Investing in resources to transition to a mileage-based user fee;
- Across-the-board infrastructure funding increases;
- Davis-Bacon, 13(c), domestic preferences, and other protections for any future expansion of federal financing programs;
- Robust funding to transit systems;
- Protecting workers from automation technologies (details for which are provided in the document);
- Enactment of the Transit Worker and Pedestrian Protection Act;
- Investments in workforce development.; and
- Ensure strong Buy America and domestic sourcing provisions.

### **Future of Transportation Caucus**

Congresswoman Ayanna Pressley (D-MA), Congressman Jesús “Chuy” García (D-IL), and Congressman Mark Takano (D-CA) launched the Future of Transportation Caucus. According to the press release, the Caucus "will be dedicated to creating a vision for the future of our transportation system that emphasizes equity, access, and sustainability. The caucus...will feature a standing series of briefings and forums to generate awareness and policy discussions including sustainability, safety, and improved connectivity for all communities."





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November 15, 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.*



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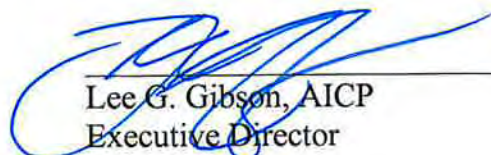
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 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 Reconstruction and BRT Project:**

Construction is well underway and on schedule in the South Virginia-Midtown segment of the project. Work during this past reporting period occurring between Plumb Lane and Center Street on Virginia Street. The section south of Mt. Rose Street is nearly complete with final paving completed at the end of October and ongoing activities focused on preparing and finalizing the roadway to safely support traffic operations.

The section north of Mt. Rose Street is also progressing well. Concrete curb, gutter, and sidewalks have been installed throughout most of the eastern side of the roadway through Center Street. Once this work is complete, the contractor will begin work on the east side of the roadway within the same segment. Utility work is also underway within the vicinity of the roundabout.

The overall project is progressing well and is on schedule; some activities are ahead of schedule.

**Outreach Activities:**

During the month of October the outreach effort continued.

The project supported Midtown's 'Hallowingo', which included 27 midtown businesses. The event provided cross-promotional support to businesses with patrons entered to win a series of gift cards to each of the participating businesses.

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.

A short video promoting midtown was completed and distributed through social media channels. The video was also distributed to key stakeholders to also share. The video has received a positive response from the community. The RTC is continuing to push out the video through social median channels and requested that businesses continue to share the video as well.

Press releases were shared with stakeholders regarding major work activities on both mainline South Virginia Street and side streets.

The RTC has also continued the regular 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 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.

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 that 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.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

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



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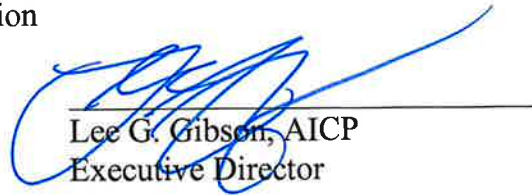
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 5.2**

**TO:** Regional Transportation Commission

**FROM:** Dale Keller, P.E.  
Engineer II

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

**SUBJECT: Lemmon Drive Monthly Progress Report**

**RECOMMENDATION**

Acknowledge receipt of the Lemmon Drive monthly progress report.

**SUMMARY**

The project includes widening Lemmon Drive from US 395 to Military Road from four lanes to six lanes and widening Lemmon Drive from Fleetwood Drive to Chickadee Drive from two lanes to four lanes. Professional engineering services are underway with Jacobs Engineering Group, Inc. The existing conditions investigation is ongoing and preliminary engineering begins in early 2020. The RTC is working closely with Washoe County and the City of Reno to coordinate nearby regional improvements adjacent to Swan Lake.

**FISCAL IMPACT**

Funding for work tasks associated with this 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**

- September 20, 2019            Approved the Professional Services Agreement (PSA) with Jacobs Engineering for the design of the Lemmon Drive Project
- May 20, 2019                Approved the Procurement for the Selection of Engineering Professional Services for Design the Lemmon Drive Project
- April 19, 2019              Received an update on the project

**ADVISORY COMMITTEE(S) RECOMMENDATION**

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



**REGIONAL TRANSPORTATION COMMISSION**

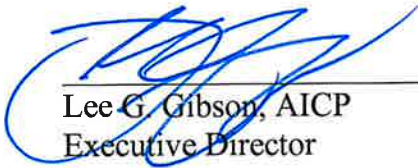
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November 15, 2019

**AGENDA ITEM 5.3**

**TO:** Regional Transportation Commission

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



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Lee G. Gibson, AICP  
Executive Director

**SUBJECT: Veterans Parkway (SEC) Speed Limit Report**

**RECOMMENDATION**

Receive a report on the speed limit on Veterans Parkway (SEC).

**SUMMARY**

At the October 24, 2019, RTC Board Meeting, the Board requested staff provide a report on the speed limit on Veterans Parkway (SEC). A presentation will be provided.

The (SEC) is a regional road passing through a portion of all three jurisdictions (Reno, Sparks and Washoe County). However, a majority of the new road is within the City of Reno's limits and all accesses south of Greg Street are under the jurisdiction of the City of Reno. This includes the signalized intersections at Pembroke, Mira Loma, and South Meadows Parkway.

The RTC does not have the authority to establish or enforce speed limits. Per NRS 266.277, the local governments are provided the authority to pass ordinances for traffic regulations. NDOT has the authority to enact speed limits on state highways.

**FISCAL IMPACT**

There is no RTC cost in connection with this agenda item.

**PREVIOUS ACTIONS BY BOARD**

There has been no previous Board action on this matter.

**ADVISORY COMMITTEE(S) RECOMMENDATION**

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



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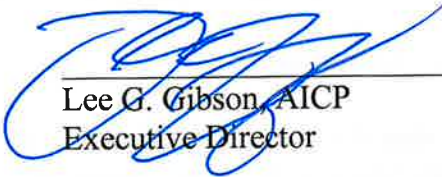
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 6.1**

**TO:** Regional Transportation Commission

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

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

**SUBJECT: 2050 Regional Transportation Plan (RTP) Public and Agency Outreach Process and Schedule**

**RECOMMENDATION**

Approve public and agency outreach process and schedule for development of the 2050 Regional Transportation Plan.

**SUMMARY**

The RTC is initiating development of the 2050 Regional Transportation Plan. The purpose of the plan is to identify the long-term guiding principles and goals for the regional transportation system and to identify the projects, programs, and services that will be implemented through 2050. This plan will be based on a robust community engagement process and conducted in collaboration with partner agencies. The plan will address the safety, mobility, connectivity, and traffic operations issues that are resulting from strong population and employment growth in the region. Federal regulations require that the long range planning document be updated every four years. The current RTP approval extends through May 2021.

**FISCAL IMPACT**

2050 RTP development is included in the Unified Planning Work Program

**PREVIOUS ACTIONS BY BOARD**

August 17, 2018      Amendment No. 1 was approved.

May 21, 2017      The current RTP was approved.

## ADDITIONAL BACKGROUND

The RTP is the RTC's long-range transportation plan as required under Title 23, Part 450 of the Code of Federal Regulations (CFR). It contains major transportation projects and programs for Washoe County for all modes of travel. It functions as the major tool for implementing long-range transportation planning. The RTP captures the community's vision of the transportation system and identifies the projects, programs and services necessary to achieve that vision that will be implemented by RTC, member entities, and NDOT.

### Public and Agency Involvement

The goal of the plan development process is to implement an effective outreach program that is founded on collaboration with partner agencies and incorporates the input of residents, community groups, and other stakeholders. Throughout the process, RTC staff will regularly update and seek feedback and direction from the Board.

The outreach effort is designed to have the following primary components:

- **Kick-Off Meetings with Senior Staff of Each Jurisdiction:** Meetings will be scheduled with senior staff of Reno, Sparks, and Washoe County to identify priorities.
- **Presentations at City Councils and County Commission:** Seek input from the Washoe County Board of Commissioners, City of Reno Council, and City of Sparks Council in the early months of the plan development process as well as during the alternative evaluation process.
- **Presentations at Other Agency Boards and Commissions:** Seek input from other agencies such as the Regional Planning Governing Board, Regional Planning Commission, Washoe County Health District, and jurisdiction Planning Commissions.
- **Incorporate Results of Other Planning Efforts:** The following recent or concurrent planning efforts will be incorporated into the RTP:
  - **Coordinated Human Services Transportation Plan**
  - **ADA Transition Plan**
  - **Advanced Mobility Study**
  - **South Meadows Area Transportation Study**
  - **University Area Transportation Study**
  - **Eagle Canyon Extension Alignment Alternatives/Planning & Environmental Linkages Study**
  - **RTC Affordable Housing Study**
- **Inter-County Transportation Working Group:** This group will focus on transportation issues that impact the greater northwestern Nevada and California region. It is expected to meet quarterly during the plan development process.
- **Issue-based Workshops or Round Tables:** This format will allow more in-depth analysis of specific technical questions or areas of interest. The following issue workshops/round tables have been identified:
  - **Transportation Safety**
  - **Youth Transportation Issues**
  - **Downtown Reno Circulation**



- **North Valleys Roadway Network Expansion**
- **Sparks Industrial Roadway Network Analysis**
- **Economic Development**
- **Transit Vision**
- **Community Planning Workshops:** These hands-on workshops will be designed to engage the general public and gather input at key milestones.
  - Vision, goals and performance measures (review and discuss data for safety, traffic congestion, pavement condition, population and employment growth, and land use compatibility)
  - Develop Transportation Alternatives
  - Evaluation of Transportation Alternatives
- **RTC Citizens Multimodal Advisory Committee (CMAC):** This existing RTC advisory committee will help guide plan development and will be consulted at key decision points. Their recommendations will be reported to the Board.
- **RTC Technical Advisory Committee (TAC):** This existing RTC advisory committee will help guide plan development and will be consulted at key decision points. Their recommendations will be reported to the Board.
- **Agency Working Group (AWG):** This group will be formed to promote effective collaboration with partner agencies in the plan development process. It will have a broader reach than the RTC TAC, including additional agencies (such as federal land management agencies) that are not part of the RTC TAC. This group will also be able to accommodate participation of more agency staff than the RTC TAC, which restricts membership to the positions identified in the RTC TAC bylaws. The Agency Working Group is expected to meet every two months.
- **Social Media and Internet Outreach:** Electronic media has the capability to reach the many interested residents that may not be able to attend meetings in person. Social media, email distribution, RTC website, on-line surveys, other interactive feedback opportunities, can effectively capture the input of a wide range of participants.
- **Traditional Media Outreach:** RTC will continue to work with media outlets to maximize the reach of RTC messages. The RTP will be featured on The Road Ahead.

### Schedule

The approximately 1.5 year schedule for the RTP development process allows for federal review and approval of the plan by May 2021, as required by federal regulations. It is anticipated that the draft plan would be available for public and agency review in the fall of 2020 with Board action by January 2021. A more detailed schedule is provided in the attachment.

**Draft 2050 RTP Schedule**

	2019				2020												2021	
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb-Apr
Internal Kick-off	Blue																	
Schedule & Outreach Plan to d Board & TAC/CMAC			Green															
Monthly Updates to RTC Board				Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Senior Staff Meetings with Reno, Sparks, Washoe			Blue	Blue					Blue	Blue					Blue	Blue		
Presentations to Reno, Sparks, Washoe, others				Blue	Blue							Blue	Blue					
Monthly Update to TAC/CMAC				Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
RTP Agency Working Group				Grey		Grey		Grey		Grey		Grey		Grey		Grey		
Air Quality Consultation				Blue			Blue			Blue			Blue					
Complete Existing Conditions Analysis & Projections for Safety, Pavement Condition, Traffic Congestion & Revenue				Blue														
Intercounty Transportation Working Group				Blue			Blue				Blue			Blue				
<b>Visioning Workshop</b>				Blue														
Issue-Based Forums				Blue	Blue	Blue	Blue	Blue										
Draft RTP Goals & Document Outline to Board						Green												
<b>Alternatives Development Workshop</b>							Blue											
2020 Consensus Forecast Available									Blue									
Complete Traffic Model Forecast /Multimodal LOS &cost estimate for Alternatives										Blue								
<b>Alternatives Evaluation Workshop</b>											Blue							
Draft Project Listing to Board													Green					
Draft Plan to Board														Green	Green			
Final Plan to Board																	Green	
Schedule Contingency																		Blue

Potential Board Action  
 RTP Agency Working Group  
 Project Milestones



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November 15, 2019

**AGENDA ITEM 6.2**

**TO:** Regional Transportation Commission

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



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Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Federal Priorities**

**RECOMMENDATION**

Approve the RTC federal priorities and provide direction accordingly.

**SUMMARY**

Proposed RTC federal priorities are provided below:

**POLICY PRIORITIES**

1. *Expand Safe Routes to School Program Eligibility* – the RTC supports expanding the existing Safe Routes to School Program, which currently only covers students in kindergarten through grade 8, to include high school students. High school students are a particularly vulnerable population and our community has experienced 14 crashes involving high school students in 2019 alone. This important program funds infrastructure improvements and safety education, as part of an overall effort to improve safety, reduce motor vehicles related accidents, and increase physical activity of our students through the promotion of walking and bicycling to school.
2. *Fully fund the Highway Trust Fund and Mass Transit Account* – It has been close to a quarter century since the federal gas tax has been increased to adequately fund the Federal Highway Trust Fund. For the last decade, general fund revenues and other financing techniques have been used to patch the widening shortfall. This national priority requires a solution before economic growth suffers further due to inadequate infrastructure. RTC encourages Congress to fund a robust surface transportation reauthorization bill by raising the federal gas tax by 25-cents per gallon and indexing the user fee to inflation.
3. *Restore funding ratio among FTA's capital investment programs and increase funding for the Section 5339 Bus and Bus Facilities program* – This would re-establish the funding ratio that previously existed among FTA's Capital Investment Grants, State of Good Repair and Bus and Bus Facilities Programs to a 40-40-20 ratio and also increase funding for the 5339 Bus and Bus Facilities program.

4. *Increase funding for the Capital Investment Grant (CIG) Program and make programmatic changes* – RTC supports increased funding for the CIG Program and changes to the CIG risk assessment process, taking into account a grantee’s past performance in its reviews. FTA now requires projects to meet a higher risk probability threshold and RTC recommends adjusting the risk threshold for Small Starts projects from 65% back down to 50%. To promote fairness and equity among projects undergoing a multi-year construction period, which may result in depressed ridership, RTC suggests a “hold harmless” provision so grantees are not negatively affected by changes to their formula funds. Furthermore, the project rating received once the NEPA process is concluded should be considered the final project rating. In addition, for purposes of CIG projects that are completed under budget, the RTC supports the ability to retain excess FTA funds to cover the cost of additional eligible activities not included in the originally defined project.
5. *Expand use of the Local Empowerment for Accelerating Project (LEAP) Pilot Program* – This program enables qualifying MPOs to be direct recipients of grant funds from the Federal Highway Administration.
6. *Improve FTA resources for grantees* – the RTC recognizes that federal employees are regularly asked to “do more with less” and supports fully funding and increasing funding for Federal Transit Administration staff or outside resources.
7. *Environmental streamlining* – Reduce project development costs and duration by reducing the duplication of efforts in the National Environmental Policy Act (NEPA) process. This includes reducing duplication in the Section 4(f) of the US Department of Transportation Act of 1966 and Section 106 of the National Historic Preservation Act of 1966 processes and requirements. In addition, limiting the requirements for re-analyzing traffic data for a NEPA document would save time and resources.
8. *Support Joint Development and Public-Private-Partnerships* – the RTC supports the continuation of FTA’s joint development program and the encouragement of economic development in transit corridors. RTC also supports the creation of incentives for grantees to include private sector participation in transit infrastructure projects, transit service delivery and related economic development projects. RTC supports the use of innovative financing tools, included but not limited to asset-recycling, Build America Bonds, private activity bonds, state infrastructure banks, increased authorization for the Transportation Infrastructure Finance and Innovation Act, and equity investment tax credits.
9. *Expand the Vehicle-Miles-Traveled (VMT) Fee Pilot Program* and create a commission to analyze the viability of a national VMT program as an alternative to the gas tax.

## TRANSIT PRIORITIES

1. *RTC alternative fuels program* – RTC needs to replace 45% of its fixed-route fleet in the next four years due to vehicle age and miles of service. To support the region's air quality and sustainability policies, these older diesel buses must be replaced with lower emission vehicles. This program is critical, it addresses the region's high ozone levels, which can cause health issues for area residents. In addition, not pursuing such a program places the region at risk for becoming a non-attainment area. The electric or electric hybrid bus purchase price (at \$898,000) is about \$450,000 higher than that of new diesel buses. Funding, such as the Low or No Emission Vehicle Program (5339(c)) and 5337(b) bus discretionary funds, to supplement local resources and replace aging diesel buses with electric or electric hybrid buses is a key priority.
2. *RTC Bus Maintenance Facility* – RTC has maximized the utilization of the existing Villanova Bus Maintenance Facility. The existing facility cannot accommodate CNG fueling given its location under an existing highway, requiring a separate facility and location for the RTC's paratransit vehicles. As RTC expands service to keep pace with a growing community and an impending NDOT project necessitates the relocation of the facility, a new site will need to be acquired and a replacement facility developed prior to NDOT's start of construction. Since the replacement of the RTC's facility is required by and a direct result of NDOT's Spaghetti Bowl project, its relocation should be funded under the FHWA program.
3. *Research and innovation in development of autonomous transit vehicles* – RTC and the University of Nevada, Reno are collaborating to collect data on how electronic sensors are able to identify and respond to the interactions that buses have with pedestrians, bicyclists, vehicles, and other activities occurring in the public right-of-way.

## HIGHWAY PRIORITIES

1. *Spaghetti Bowl Improvements* – The 1-80/I-580/US 395 interchange is the top highway facility priority for RTC. This interchange is the bottleneck for the regional freeway network and has the highest concentration of vehicle crashes in the region and in the State of Nevada. NDOT has identified improvements and has completed the NEPA process for these design concepts.
2. *US 395 Widening* – Widen US 395 between I-80 and Lemmon Drive. This segment of US 395 is a critical freeway link in the metro region that consistently experiences traffic congestion. It serves the growing residential population as well as the more than 12,000 jobs in the North Valleys region.
3. *I-80 Improvements* – I-80 is a nationally significant freight corridor and critical for regional mobility within the Truckee Meadows. NDOT studies identified short- and long-term investments to improve safety, and travel time reliability between the Spaghetti Bowl and Sparks Blvd. to the TRI Center in Storey County.

4. *Pyramid Highway Project* – This project will construct safety and mobility improvements on the Pyramid Highway Corridor, including additional travel lanes, center median, sidewalk, and multiuse path. It is the next phase of the Pyramid Highway / US 395 Connector project. North Sparks and Spanish Springs have experienced significant development and growth since 2000. This project is designed to improve safety and alleviate pressure on North/South traffic in Sparks and improve connectivity from Pyramid Highway to US 395.
5. *I-11* – Support the designation of a corridor for the future I-11 through northwestern Nevada.

### **FISCAL IMPACT**

Funding for items mentioned in this report is included in the FY 2020 Board approved budget.

### **PREVIOUS ACTIONS BY BOARD**

There has been no previous Board action or direction on this item.

### **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

November 15, 2019

**AGENDA ITEM 7.1**

**TO:** Regional Transportation Commission

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

A blue ink signature of Lee G. Gibson, AICP, written over a horizontal line. Below the line, the text "Lee G. Gibson, AICP" and "Executive Director" is printed.

Lee G. Gibson, AICP  
Executive Director

**SUBJECT:** Executive Director Position

**RECOMMENDATION**

Discussion and possible action to appoint Amy Cummings as the Executive Director or Interim Executive Director; adjust compensation and provide direction on negotiation of contract terms and/or implementation of recruitment options.

**SUMMARY**

My last day in the office as Executive Director will be December 6, 2019. For the last several years, the Commission has directed me to implement an agency wide workforce development and succession process. I have successfully accomplished this goal by encouraging management employees who are contemplating retirement to mentor internal staff who have the experience, show a willingness and are interested in taking on greater risk through promotion. In many cases, the RTC has had internal staff with the requisite experience and interest, and successful internal promotions were made. Examples include successfully transitioning a new Director of Public Transportation, Director of Administration, Engineering Manager, and Planning Manager.

Consistent with the Commission's direction to implement a workforce and succession planning process and prepare the RTC for my retirement, in July of 2018, I appointed Amy Cummings to the position of the Deputy Executive Director. I chose Amy because she exceeds the qualifications of the currently approved Executive Director job description (see attachment), led many important initiatives such as the Shared Federal Framework, manages our Metropolitan Planning function - a function that sets the stage for implementation of all our programs. Recognition of her success prior to being promoted include numerous awards from the Nevada Chapter of the APA, the Association of Metropolitan Planning Organizations, the United States Department of Transportation for planning best practices, and leading the first ever RTC Sustainability Plan. Indeed, as a member of the American Public Transportation Association (APTA) Sustainability Committee, Amy led the RTC's efforts to be designated "Silver" level recognition for implementing sustainability policies to improve the environmental, economic and social responsiveness of our transit system.

As the Deputy Executive Director, Amy has assisted me in a wide variety of policy, administrative, public outreach, and financial matters pertaining to the operation of the RTC. As examples, she led the efforts to obtain, execute and ensure compliance with Federal Transit Administration (FTA) Capital Investment Grant requirements and obtain \$40.4 million in discretionary funds for Virginia Street; she facilitated updating our procurement policy and procedures, and played a significant role in the recruitment of key staff; she played a key role in formulating RTC's property disposition and micro transit legislation; led the Affordable Housing Study (which was only possible because of the legislation she helped prepare); led efforts to better connect the University of Nevada (UNR) to our community, and in creating a regional dialogue with the Nevada Department of Transportation (NDOT), Storey County, the Tahoe Regional Planning Agency (TRPA), Truckee Meadows Regional Planning Agency (TMRPA), and Carson City. As part of the June 2019 rating of agency performance-the year Amy has served as Deputy Executive Director - the Board approved the highest possible rating of 1.5 for agency performance. Furthermore, she has demonstrated her leadership in building and strengthening agency partnerships, promoting effective community engagement, securing competitive grant funding, and leading efforts to advance project development.

Therefore, I recommend appointing Amy Cummings as Executive Director. In my opinion, Amy has earned this opportunity. As noted above, she has formulated many of our innovations, played a key role in developing the RTC vision, she understands the vision the Commission has approved and is ready to work with each Commissioner and entity in fulfilling that vision. Her leadership style is based on setting a high example. Promoting Amy to the Executive Director from Deputy Executive Director will facilitate continuity and credibility of leadership, operations, policy, and achievement of board adopted goals. This seamless transition would allow project development and implementation to continue without disruption.

This agenda item is intended to maximize the options and actions the Commission may deliberate upon and possibly take at the meeting. These include:

1. Appoint Amy Cummings as the Executive Director and provide direction on the negotiation of terms and conditions for an employment contract, including compensation to be approved next month.
2. Appoint Amy Cummings as the Interim Executive Director; adjust compensation and negotiate terms for an agreement until the end of fiscal year 2020, then conduct a performance assessment and decide whether to enter into a permanent employment agreement or conduct a recruitment.
3. Appoint Amy Cummings as Interim Executive Director; negotiate an agreement, adjust compensation, and direct staff to bring back an agenda item next month to authorize a recruitment.

I have included in this agenda item Amy's resume as well as a contract term sheet. I have also provided the approved Executive Director assigned goals for 2020, approved in 2019 (the Commission may wish to modify these goals to set benchmarks for a performance evaluation at the end of 2020). I have provided the qualifications and required knowledge and skills that were adopted for the position. The last external recruitment made for the Executive Director position occurred in 2009.



If the Board chooses to pursue a national search for the Executive Director position, it would still be essential to name an Interim Executive Director to provide the Board, the staff and the public a clear understanding of who is responsible for leadership at RTC.

### **FISCAL IMPACT**

There is no fiscal impact associated with this agenda item. However, if the Commissioners approve an Interim Executive Director, they may consider up to a ten percent (10%) salary increase per RTC Personnel Rules.

### **PREVIOUS ACTIONS BY BOARD**

July 31, 2009      Appointed Lee Gibson Executive Director.

Attachments

# Amy Cummings, AICP, LEED AP

acummings@rtcwashoe.com

775-636-1153

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November 15, 2019

Board of Commissioners  
Regional Transportation Commission of Washoe County  
1105 Terminal Way  
Reno, NV 89502

Dear Commissioners,

It has been a great honor to serve the RTC as Deputy Executive Director since 2018 and as Director of Planning since 2010. The unique structure of RTC allows us to plan and implement transportation investments that make real improvements for the safety, health, quality of life, and mobility of our residents. It is my hope to be able to continue RTC's successes in project and service delivery that have been implemented over the last 10 years.

As Deputy Executive Director, I have had the opportunity to lead a wide spectrum of RTC initiatives in partnership with all RTC departments. I have assisted with the implementation of diversity and inclusion training for all RTC staff, developing agency-wide goals, budgeting, updating the Program of Projects, advancing RTC legislative priorities at state and national levels, and revising procurement policies and procedures. One of the great aspects of working in RTC leadership is supporting the professional development of staff throughout the agency, through both training and mentoring. It is a privilege to work with the talented and dedicated group of professionals that comprise the staff of RTC.

During my time at RTC, I have made collaboration with Reno, Sparks, and Washoe County a priority. I have worked to strengthen and build new community partnerships. Success stories include advancing priority projects for each jurisdiction, development and implementation of the Shared Work Program with the Truckee Meadows Regional Planning Agency, coordinated planning with the University of Nevada, Reno, support for the Safe Routes to School Program, integrating plans for healthy communities with the Washoe County Health District, and delivering transportation investments that cross jurisdictional boundaries.

The first major project I was involved in developing at RTC was the Sutro Street Complete Streets Project. Through building a collation of local agencies and


compiling strong analytical data about the corridor, we developed a successful grant application that was awarded \$900,000 for bicycle lane, sidewalk, and pavement improvements. It brings me immense pride to see this infrastructure being used by members of the community today, knowing that it has improved both safety and accessibility.

This was followed by development of the 4<sup>th</sup> Street/Prater Way Project. Through a collaborative planning process with our local jurisdictions, we identified this corridor as the top priority for regional transportation investment. We integrated community input and analysis of data to develop the plan that resulted in over \$22 million in discretionary federal grants to build the Lincoln Line corridor. Today, this project is open and serving the safety and mobility needs of our community, as well as supporting regional economic development and revitalization goals. I look forward to continuing this success in the Virginia Street, Oddie/Wells, Sun Valley Boulevard, Sparks Boulevard, Center Street, Lemmon Drive, and many other corridors.

These are examples of projects that significantly improve the quality of life for residents of Reno, Sparks, and Washoe County. They are delivered by RTC through a process of continuous agency collaboration and community engagement. I began living here 13 years ago, I am raising my two children here, and love the quality of life that our region offers. I look forward to helping deliver the transportation investments that will allow our community to continue to thrive for years to come.

It is with great respect for the RTC that I submit my qualifications for your consideration to be the next Executive Director. I am committed to implementing the vision of the RTC Board of Commissioners for strategic transportation investments in partnership with our community.

Sincerely,



Amy Cummings

CC:  
Angela Reich  
Director of Administrative Services  
Regional Transportation Commission of Washoe County

## Amy Cummings, AICP, LEED AP

[acummings@rtcwashoe.com](mailto:acummings@rtcwashoe.com)

775-636-1153

### Education

#### University of Nevada, Reno

Master of History, with a focus on urban and transportation history; thesis on Reno-Sparks Transit from 1904-1990

#### University of Maryland, College Park

Master of Community Planning; specialization in Land Use and Transportation Planning; AICP award for highest GPA in graduating class

#### Florida State University

B.A., History; minor in Urban Studies and Planning; Magna Cum Laude; honors thesis about history of public housing

### Experience

#### July 2018-Present

#### Regional Transportation Commission of Washoe County (RTC)

#### Deputy Executive Director/Director of Planning

Appointed to lead initiatives to promote collaboration and consensus building with partner agencies and the general public. Lead efforts to improve collaboration across RTC departments, including project delivery, financial planning, grant requests, community engagement, and administration. Examples of duties include coordinating the Virginia Street project management oversight and federal coordination to report project progress. Work to address human resource management areas including recruitment, retention and succession planning in partnership with the Director of Administration. Facilitated implementation of diversity and inclusion training and policy, developing agency-wide goals, updating the program of projects, and revising procurement policies and procedures. Lead interagency coordination with Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), City of Reno, City of Sparks, and Washoe County, including capital planning and budgeting. Developed testimony for Nevada legislature relating to microtransit, property disposition, and other RTC issues.

Responsible for the following:

- Presenting to and seeking input from RTC Board of Commissioners, City of Reno, City of Sparks, Washoe County, and various advisory boards
- Programming federal funds and ensuring compliance with federal and state reporting requirements

- Assisting the Executive Director in the Shared Federal Framework and working with the Nevada Congressional delegation to obtain discretionary federal funding
- Collaboration with other state, local, and federal agencies, including the Federal Transit Administration (FTA), FHWA, and NDOT
- Initiated program to combat human trafficking through the RTC transit program in coordination with local law enforcement.
- Leading interdepartmental teams

**September 2010-Present**

**Regional Transportation Commission of Washoe County (RTC)**

**Director of Planning**

Selected as RTC's Planning Director in 2010 through a national search. Direct and supervise all aspects of short and long range multimodal transportation planning. Restructured department to include public affairs and outreach. Directed and managed successful discretionary funding applications to obtain:

- \$40.4 million FTA Small Starts grant for the Virginia Street Bus RAPID Transit (BRT) Extension Project in 2019
- \$16 million Transportation Investment Generating Economic Recovery (TIGER) grant and \$6.4 million Small Starts grant for the 4<sup>th</sup> Street/Prater Way BRT Project in 2014
- \$900,000 Community Transportation System Preservation grant in 2011 for pedestrian and transit improvements on Sutro Street.

Led development of the award-winning, community-based Regional Transportation Plan (RTP). Successfully built community partnerships, including a collaborative planning process with the University of Nevada (UNR), Reno, Truckee Meadows Regional Planning Agency (TMRPA), Washoe County School District, and Washoe County Health District.

Responsible for the following:

- Supervision of department staff and promoting professional development throughout the agency
- Integration of public participation into the planning and project delivery process
- Staff reports and presentations to RTC Board of Commissioners, City of Reno, City of Sparks, Washoe County, and various advisory boards
- Multimodal transportation planning at corridor and region-wide levels
- Programming federal funds and ensuring compliance with federal and state reporting requirements

- Integration of safety into transportation planning, funding the Safe Routes to School Program, and development of Vision Zero safety initiatives
- Development of RTC Sustainability Policy and Sustainability Plan
- Prioritizing investments in ADA accessibility and updating the ADA Transition Plan
- Agency process improvement initiatives
- Collaboration with other state, local, and federal agencies, including the FTA and NDOT
- Project manager for award-winning Virginia Street Corridor Investment Plan, Complete Street Master Plan, and 2035 RTP.
- Analyzing and reporting on transportation performance measures related to safety, alternative mode use, and other metrics
- Contract management
- Grant writing and coordination

***Leadership of the Award-Winning RTC Planning Program***

- 4<sup>th</sup> Street/Prater Way BRT Project received a US Department of Transportation Planning Excellence Award in 2015
- 2035 RTP received the US Department of Transportation Planning Excellence Honorable Mention in 2015 and the Nevada American Planning Association (APA) DeBoer Award in 2013
- Virginia Street Corridor Investment Plan received the Nevada APA DeBoer Award in 2014
- RTC received National Award for Outstanding Overall Achievement for a Transportation Management Area (TMA) MPO Honorable Mention from the Association of Metropolitan Planning Organizations in 2017
- RTC Sustainability Plan received the Nevada APA DeBoer Award for Outstanding Implementation Plan in 2017

**December 2001-August 2010 – Parsons Brinckerhoff (now WSP)**

Joined the global consulting firm of PB as a Planner in 2001 and progressively promoted to Nevada Planning Manager. Assisted in operating the PB Reno office in 2006 and in building a multidisciplined practice in land use and transportation planning, serving clients throughout Nevada. Corporate recognitions included Certified Project Manager and Professional Associate. All projects were conducted for local, regional, state, or federal government agencies. Extensive experience in coordinating public involvement and outreach efforts, including consensus building among diverse stakeholders, the facilitation of planning workshops, preparation of meeting materials, and documentation of the public involvement process. Experience in developing Environmental Assessments and Environmental Impact Statements in compliance with the National Environmental Policy Act (NEPA) for roadway and transit projects.

### **Land Use and Transportation Planning Examples**

- East Charleston Corridor and Parking Study, for Regional Transportation Commission of Southern Nevada: Project manager responsible for developing a community-based multimodal transportation analysis. This study addresses solutions for sidewalk accessibility, improvements to the number of travel lanes, access management, and enhanced transit operations.
- Spring Mountains National Recreation Area Transportation Study, for FHWA Central Federal Lands Highway Division: Technical lead for assessment of multimodal transportation needs and development of alternative solutions.
- Ash Meadows National Wildlife Refuge Transportation Study, for FHWA Central Federal Lands Highway Division: Project manager for assessment of multimodal transportation and safety needs and development of alternative solutions.
- Flamingo Road Corridor Study, for Regional Transportation Commission of Southern Nevada: Project Manager for the assessment of multimodal transportation needs and recommendation of alternative solutions in the Flamingo Road Corridor. Recommended improvements included enhancement to pedestrian crossings, bus shelters, and development of rapid transit service.
- Downtown Connector BRT Environmental Assessment, for Regional Transportation Commission of Southern Nevada: NEPA coordinator for land use, socioeconomic, and related disciplines.
- Southeast Corridor Draft Environmental Impact Statement (DEIS), for Houston METRO: Environmental coordinator for the development of the Southeast Corridor fixed guideway transit DEIS.
- North 5th Street Transit Supportive Land Use Plan, for Regional Transportation Commission of Southern Nevada: Deputy project manager for development of a community-based land use plan that will facilitate pedestrian-oriented, high-density, mixed use development that supports fixed guideway transit system development & ridership.
- Streetcar Environmental Assessment, Corpus Christi, Texas: Environmental task coordinator for this streetcar project. Coordinated analysis of environmental issues related to development of downtown light rail transit service, including socio-economic characteristics and land use.

### **August 1999-November 2001 – Planner, Metropolitan Nashville-Davidson County Planning Department**

Planner with the Metropolitan Nashville-Davidson County Planning Department. Drafted amendments to local development codes, provided research and analysis for zoning and subarea plan amendment proposals, assisted in the development of new and more effective means of community involvement in the local planning process,

coordinated a departmental visioning process, and served as the ADA compliance coordinator and brownfields coordinator. Specific projects included the following:

- Dickerson Road Commercial Area Plan: assisted with development of this community-based plan to revitalize a commercial corridor near downtown Nashville.
- Metro Nashville Public Schools student generation forecasts: analyzed the location of current public school student populations and development trends, and worked with the School Board to refine a model to project future school infrastructure needs.
- Metro Nashville Council District Redistricting/Reapportionment: conducted analysis of 2000 Census data, drafted alternative Council District plans using GIS, and assisted in the coordination of public participation.

**August 1997-May 1999 – Research Assistant, University of Maryland, College Park, Urban Studies and Planning**

Research Assistant for Dr. Jim Cohen in 1997-1998 and Dr. Alex Chen in 1998-1999, studying regional growth management and urban neighborhood revitalization.

**Professional Affiliations**

- Association of Metropolitan Planning Organizations (AMPO) Board Member (elected in 2018)
- Former AMPO Policy Committee Member
- Former President and Board Member of Truckee Meadows Tomorrow
- American Public Transportation Association (APTA) Sustainability Committee Member
- APA and American Institute of Certified Planners Member

**Publications and Presentations**

- Presenter, “Virginia Street BRT Extension Project Community Engagement Process” at the APTA Mobility Conference, Louisville KY, 2019
- Presenter, “Improving ADA Accessibility to Transit” at APTA Mobility Conference, Louisville KY, 2019
- Presenter, “Bringing BRT to the University of Nevada” at the APTA Sustainability and Public Transportation Workshop, Portland OR, 2015.
- Presenter, “Rethinking TOD Corridors in the Biggest Little City: Linking Development and Transit” at the Annual Nevada American Planning Association/Western Planner Conference, South Lake Tahoe, Nevada, 2013



- Presenter, "Safety in Transportation Planning" at the Association of Metropolitan Planning Organizations (AMPO) Annual Conference, Saratoga Springs, New York, 2012.
- Presenter, "Promoting Healthy Communities through Complete Streets" at the AMPO Annual Conference, Dallas, Texas, 2011.
- Coauthor, "Las Vegas Gambles on Sustainable Transportation: Balancing Preservation and Recreation Needs in the Spring Mountains National Recreation Area," paper presented to the 2005 Annual Conference of the National Association of Environmental Professionals, Alexandria, Virginia, April 2005.
- "Use of GIS in Development of the Tennessee Statewide Transit Plan," presented to the 2003 Annual Conference of the Tennessee Geographic Information Council, Franklin, Tennessee, March 2003.
- "GIS and Environmental Justice Analysis: A case study of transit in Memphis, Tennessee," published by *TNGIC Today*, November 2002.

**Professional References** (Contact information provided separately)

Heidi Gansert  
Executive Director, External Relations  
University of Nevada, Reno

Sondra Rosenberg, PTP  
Assistant Director, Planning  
Nevada Dept. of Transportation

Mike Kazmierski  
President and CEO  
EDAWN

John Hester  
Chief Operating Officer  
Tahoe Regional Planning Agency

Jon Ericson, PE  
City Engineer  
City of Sparks

Austin Osborne, PHR, SHRM-CP  
County Manager  
Storey County

Kate Thomas  
Assistant County Manager  
Washoe County

Marilyn Mora, A.A.E.  
President/CEO  
Reno-Tahoe Airport Authority

Angela Fuss  
Former Board Member  
Truckee Meadows Tomorrow

Jeremy Smith, Ph.D.  
Interim Director  
Truckee Meadows Regional Planning Agency

Kevin Dick  
District Health Officer  
Washoe County Health District

Alicia Barber, Ph.D.  
Stories in Place

Christina Leach, AICP  
Federal Highway Administration

**RTC Executive Director Experience and Training Requirements**

**Summary documenting that Amy Cummings' qualifications meet or exceed the requirements of the Executive Director position**

Required Qualifications	Amy Cummings' Qualifications
Bachelor's Degree in finance, economics, urban planning, transportation, engineering, business administration of public administration; Master's degree preferred	<ul style="list-style-type: none"> <li>• Bachelor's Degree in history with minor in urban studies and planning</li> <li>• Master of Community Planning</li> <li>• Master of History with a focus on urban and transportation history</li> </ul>
7 years of experience as a supervisor with 3 at the senior management level	<ul style="list-style-type: none"> <li>• 11 years as a supervisor, including:               <ul style="list-style-type: none"> <li>○ 1 year as RTC Deputy Executive Director</li> <li>○ 9 years as RTC Director of Planning</li> <li>○ 2 years as Nevada Planning Manager at Parsons Brinckerhoff</li> </ul> </li> </ul>
3 years of experience with legal terminology and/or legal contracts, financial operations including budget, strategic planning, roadway engineering and maintenance, regional transportation planning	<p>9 years of experience with the following:</p> <ul style="list-style-type: none"> <li>• RTC legal matters and contracts</li> <li>• Budgeting and programming all federal transportation funds in Washoe County through the Regional Transportation Improvement Program (RTIP) and participating in development of the RTC annual budget</li> <li>• Strategic planning through developing guiding principles and goals for the Regional Transportation Plan (RTP); developing RTC annual agency goals</li> <li>• Leadership in development of 4<sup>th</sup>/Prater and Virginia Street roadway designs and participation in other RTC engineering projects, including the Pavement Preservation Program</li> <li>• Directing the award-winning Metropolitan Planning Organization function of the RTC</li> <li>• Successful contract administration, budgeting experience, and transportation project development as Project Manager with Parsons Brinckerhoff</li> </ul>

Required Knowledge, Skills and Abilities	Amy Cummings' Qualifications
<p>Knowledge of governmental agencies and their operations regarding transportation issues.</p>	<ul style="list-style-type: none"> <li>• Proven track record over 9 years of seeking input from other government entities and incorporating into RTP and other transportation plans/projects</li> <li>• Lead RTC Technical Advisory Committee, comprised of partner agency staff</li> <li>• Make presentations to Reno, Sparks and Washoe County about transportation issues and incorporate feedback</li> <li>• Represent RTC at the statewide Planning Executive Group &amp; Transportation Planning Advisory Committee, both facilitated by NDOT</li> </ul>
<p>Knowledge of management techniques and strategic planning</p>	<ul style="list-style-type: none"> <li>• Experience in promoting communication and collaboration within and across RTC departments</li> <li>• Experience in promoting staff professional development and performance management</li> <li>• Developed RTC Guiding Principles and goals</li> <li>• Participate in annual Director retreat to identify goals, objectives, and opportunities; determine staffing and budget needs to meet these goals</li> </ul>
<p>Knowledge of regional transportation requirements, regulations, operations and manuals</p>	<ul style="list-style-type: none"> <li>• Led RTC Metropolitan Planning Organization (MPO) certification reviews in 2016 and 2019 that documented RTC compliance with transportation requirements; FHWA/FTA and provided multiple commendations for RTC planning excellence</li> <li>• Direct the award-winning Metropolitan Planning Organization function of the RTC</li> <li>• Subject matter expert with state and federal transportation requirements and regulations</li> <li>• Experience with public transit operations planning as well as RTC Pavement Preservation Program</li> </ul>

Required Knowledge, Skills and Abilities	Amy Cummings' Qualifications
<p>Knowledge of human resource policies, practices and employment law applications</p>	<ul style="list-style-type: none"> <li>• Participate with RTC Director of Administration in updating HR policies and addressing human resources issues</li> <li>• Helped facilitate diversity and inclusion training at RTC</li> <li>• Management training through POOL/PACT</li> <li>• Supervisory experience with Parsons Brinckerhoff</li> </ul>
<p>Knowledge of fiscal planning and management for a transportation commission</p>	<ul style="list-style-type: none"> <li>• Participate in RTC long range financial planning and annual budget process</li> <li>• Oversee development of the RTIP, which plans the expenditure of all federal transportation fund</li> </ul>
<p>Knowledge of urban/land usage, roadway engineering, maintenance and construction practices.</p>	<ul style="list-style-type: none"> <li>• Participated in development of the Truckee Meadows Regional Plan, Relmagine Reno, and Ignite Sparks plans</li> <li>• 18 years of experience working in the transportation infrastructure development field, including 9 years in both the private and public sectors</li> <li>• 9 years of experience at RTC with transit maintenance and operations issues and construction practices, including the electric bus program, 4<sup>th</sup>/Prater, and Virginia Street</li> </ul>
<p>Skill in consensus-building and effective communications</p>	<ul style="list-style-type: none"> <li>• Effectively built community consensus through the planning process. Examples include design concepts for the 4<sup>th</sup>/Prater and Virginia Street projects</li> <li>• Led RTP process that built consensus among diverse stakeholders for guiding principles and goals, project prioritization</li> <li>• Developed Shared Work Program with Truckee Meadows Regional Planning Agency</li> </ul>
<p>Skill in public speaking</p>	<p>Regularly make presentations to the RTC Board, City Councils/County Commission, advisory committees, and the general public; communicate complex transportation issues in easy to understand ways</p>

Required Knowledge, Skills and Abilities	Amy Cummings' Qualifications
Skill in developing presentations for various audiences.	Extensive experience in developing presentations for the RTC Board, general public, advisory committees, partner agencies, and Nevada Legislature
Skill in leading a diverse group toward common goals and directions.	<ul style="list-style-type: none"> <li>• Led in-house development of 2035 and 2040 RTPs with participation of all RTC departments, multiple partner agencies, the public, and stakeholder groups</li> <li>• Facilitated Blue Ribbon Committee for Transit</li> <li>• Managed development of complex transportation studies, including the Complete Street Master Plan and Virginia Street Corridor Investment Plan</li> </ul>
Skill in interpreting complex policies and providing understandable, logical explanations	Proven track record of developing presentations, maps, and written materials to convey complex information in an easy to understand, at-a-glance format. Examples include materials for the RTP, corridor studies, and other RTC programs and services
Skill in execution of contracts to successful completion	<ul style="list-style-type: none"> <li>• Successful RTC project manager for Virginia Street Corridor Investment Plan, Complete Streets Master Plan, RTC Affordable Housing Study, and providing support to other RTC project managers</li> <li>• Experience in completing projects on schedule and budget as project manager with Parsons Brinckerhoff</li> </ul>

Required Knowledge, Skills and Abilities	Amy Cummings' Qualifications
<p>Skill in organizing and managing numerous, simultaneous projects, tracking progress, balancing shifting priorities, and meeting established deadlines.</p>	<p>Proven success in managing multiple simultaneous planning studies and projects, community outreach initiatives, legislative priorities, and agency coordination processes over the last 9 years at RTC. Implement continuous public engagement and agency coordination process to adapt to changing transportation needs, economic conditions, and RTC Board priorities. Federally required planning documents consistently completed on schedule to ensure eligibility for federal funding, including the RTP, RTIP, and Public Participation Plan.</p>
<p>Skill in effective verbal and written communication and establishing effective working relations.</p>	<p>Strong communication skills that support building interagency partnerships, including the Truckee Meadows Shared Work Program and coordinated planning efforts with the City of Reno and University of Nevada, Reno. Effective working relations have been built and maintained by consistently incorporating input from partners.</p>

## LEE GIBSON FY 2020 GOALS

<b>1</b>	Complete affordable housing study and prepare for joint development/master developer RFP to procure a public private partnership.
<b>2</b>	Initiate property disposal procedures pursuant to AB 270
<b>3</b>	Implementation of Shared Work Program with TMRPA
<b>4</b>	Spaghetti Bowl Funding Plan Update
<b>5</b>	Initiate 2050 RTP Process
<b>6</b>	Provide comments regarding reauthorization to US DOT and the Nevada Delegation
<b>7</b>	Bus operations test for the Double decker vehicle
<b>8</b>	Continue construction program- Virginia Street, Pavement preservation
<b>9</b>	Succession planning-continue
<b>10</b>	Federal priorities, including Reauthorization, and Shared Federal Framework
<b>11</b>	Continue working with the Business Improvement District (BID).
<b>12</b>	Work on the Marketing/Service/Pricing effort to increase ridership.



**LEE GIBSON FY 2020 GOALS  
- CONTINUED**

<b>13</b>	Purchase a double-decker vehicle for use on Virginia Street.
<b>14</b>	Evaluation of a pedestrian bridge with all RTC partners for Lake Street over I-80 to the UNR campus.
<b>15</b>	Evaluate with all partners the improvements to the esthetics of the Virginia Street overpass.
<b>16</b>	Create a comprehensive plan for the roll-out of Microtransit if successful.
<b>17</b>	Continual reviewing and revamping of the transit system.
<b>18</b>	Review of roadway/safety improvements needed in the outlying areas.
<b>19</b>	Revamp the Shared Work Program with TRMPA and potentially become the Regional MPO while utilizing TMRPA in a different manner.
<b>20</b>	Develop a Shared Regional Framework with NDOT, Carson City and surrounding counties.
<b>21</b>	Take direction and adjust goals as needed throughout the year.



## REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

### Executive Director

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<b>FLSA status:</b>	<b>Exempt</b>	<b>CLASS CODE:</b>	<b>1010</b>
<b>Established:</b>	<b>January 1, 2005</b>	<b>Grade:</b>	<b>52</b>
<b>Revised:</b>	<b>August 2019</b>		

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**Summary:** Under the general direction of the Regional Transportation Commission (RTC) Board of Commissioners, leads, controls, manages and directs the activities and staff of the RTC in providing an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), public transit authority, and street and highway construction agency for Washoe County, Nevada.

**DISTINGUISHING CHARACTERISTICS:** This class manages all activities throughout the RTC related to the planning, operation, and funding of the RTC. Responsibilities include working with elected and appointed officials to develop policy and implement

- Metropolitan Planning Organization initiatives (long range plans, transportation improvement plans, corridor studies and data development activities including transportation modeling applications),
- Project Development activities (preliminary engineering, environmental studies, financial plans, and project management plans) and
- Transportation Delivery (construction of roadways, transit ways, vertical structures, and appurtenances as well as operation of transit services including fixed route, paratransit and new mobility initiatives)

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Possess a vision of how to link transportation planning to multi modal transportation delivery for both the long term and short term. Understands the basic legal structure of metropolitan planning as enumerated under federal law; Grasps the essential elements of Nevada law pertaining to the construction of roadways and operation of transit system enumerated in NRS 277A and NRS 373.
- Leads senior management and RTC staff to develop RTC goals, policies, objectives, performance measures and projects for annual budget, short-range and long range planning documents that are approved by the RTC Board.
- Leads the development of and establishes all short-range and long-range strategies, resource requirements as well as goals for Commission action; organizes management strategies to ensure proper execution of agency plans, programs, and services. Directs and establishes agency priorities; ensuring the RTC operations are carried out according to agency policy; obtains RTC Board approval to clarify policies as necessary.

- Interprets federal, state, and RTC policies and procedures for the Commission and senior management, advising them of effective strategies for complex issues in regional transportation.
- Manages overall performance and productivity of agency and staff; directs the continuous improvement of work outcomes; and ensures the satisfaction of internal and external customers. Supervises senior management by counseling, advising, and conducting performance evaluations.
- Acts on final appeals of HR issues such as performance evaluations, discipline or termination.
- Ensures effective communication of issues and strategies internally within agency departments and externally between intergovernmental agencies, the public, community leaders and elected officials.
- Serves as a liaison between RTC, its Board of Commissioners, regional governments, federal, state, and local government, community groups, developing consensus and ensuring effective communications;
- Makes professional presentations to executive management, elected officials, the general public, and other stakeholders, including testimony at City Council and County Commission, State Transportation Board, and Congressional hearings.
- Approves procurements and hiring over threshold limits.
- Assures compliance with all RTC policies and procedures, Occupational Safety and Health Administration (OSHA) rules and regulations, and all other state and Federal regulations.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job)***

- Knowledge of governmental agencies and their operations regarding transportation issues.
- Knowledge of management techniques and strategic planning.
- Knowledge of regional transportation requirements, regulations, operations and manuals.
- Knowledge of human resource policies, practices and employment law applications.
- Knowledge of fiscal planning and management for a transportation commission.
- Knowledge of urban/land usage, roadway engineering, maintenance and construction practices.
- Skill in consensus-building and effective communications.
- Skill in public speaking.
- Skill in developing presentations for various audiences.
- Skill in leading a diverse group toward common goals and directions.
- Skill in interpreting complex policies and providing understandable, logical explanations.
- Skill in execution of contracts to successful completion.
- Skill in organizing and managing numerous, simultaneous projects, tracking progress, balancing shifting priorities, and meeting established deadlines.
- Skill in effective verbal and written communication and establishing effective working relations.

### ***Required Certifications and Licenses:***

Valid driver's license required at time of hire.

***Experience and Training:***

Bachelor's Degree in finance, economics, urban planning, transportation, engineering, business administration or public administration; AND seven (7) years of experience as a supervisor with three (3) at the senior management level; three (3) years of experience with legal terminology and/or legal contracts, financial operations including budget, strategic planning, roadway engineering and maintenance, regional transportation planning; Master's degree in one of the above disciplines preferred; OR equivalent combination of education and experience.

***Working Conditions:***

Work is performed in an indoor standard office setting with some travel to attend meetings incumbents may be required to work extended hours including evenings and weekends. Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the RTC.



October 30, 2019

*Via Electronic Mail [acummings@rtcwashoe.com](mailto:acummings@rtcwashoe.com)  
And Hand Delivery*

Amy Cummings  
Deputy Executive Director  
Regional Transportation Commission of Washoe County  
1105 Terminal Way  
Reno, NV 89502

**Re: Deputy Executive Director Appointment to Executive Director**

Dear Ms. Cummings:

By signing below, please acknowledge personal receipt of this notice that the Regional Transportation Commission, at its Commissioners' Meeting scheduled for November 15, 2019, at 9:00 a.m., will consider your appointment to the position of Executive Director or Interim 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**

Amy Cummings acknowledges personal receipt of written notice of the foregoing as of October 30, 2019.

A handwritten signature in blue ink that reads "Amy Cummings".  
\_\_\_\_\_  
Amy Cummings



**REGIONAL TRANSPORTATION COMMISSION**

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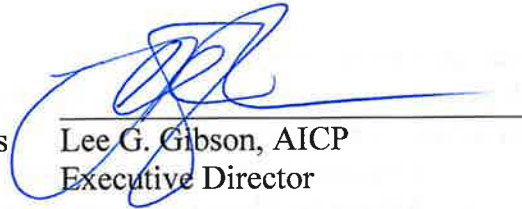
Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 7.2**

**TO:** Regional Transportation Commission

**FROM:** Angela Reich, SPHR, SHRM-SCP  
Director of Administrative Services

A blue ink signature of Lee G. Gibson, AICP, Executive Director, written over a horizontal line. The signature is stylized and cursive.

Lee G. Gibson, AICP  
Executive Director

**SUBJECT:** Executive Director Position

**RECOMMENDATION**

Discussion and possible action pertaining to any appointment and/or recruitment necessary to fill the vacated position of Executive Director.

**SUMMARY**

At the request of the RTC Chair, a more generalized item has been prepared to discuss options regarding the recruitment and selection of the Executive Director upon Lee Gibson's retirement, as well as the appointment of any Interim Executive Director. This item will cover historical recruitment techniques used by the RTC, the specifics of the last recruitment for Lee Gibson and outline options the board may consider.

**FISCAL IMPACT**

There is no fiscal impact associated with this agenda item.

**ADDITIONAL BACKGROUND**

The RTC has used both internal promotions and external recruitments to appoint the Executive Director. An external recruitment was conducted when Jerry Hall retired and with the selection of Celia Kupersmith. Derek Morse was promoted from the Deputy Executive Director to Executive Director and served 2 years following Celia Kupersmith's departure. The RTC then conducted an internal recruitment when Derek Morse resigned and Greg Krause, Director of Planning, was appointed. After Greg Kraus' retirement in 2009, Derek Morse (who had returned to RTC) was appointed the Interim Executive Director; an external recruitment was conducted and Lee Gibson was selected.

The last external recruitment process in 2009 utilized in-house staff with the advice of outside legal counsel and took approximately five months. A sub-committee reviewed qualified applicants, interviewed them and recommended three finalists to the Commission for interviews during a regular board meeting. Once Lee Gibson was selected, the board chair and outside legal counsel negotiated a contract with Mr. Gibson, which was approved at the following board meeting.

**Options to Consider:**

- I. Continue succession planning.
  - a. RTC implemented succession planning in 2016 and the Board directed more internal promotions when possible.
    - i. This option provides continuity of policy and operations.
    - ii. Allows the Board to directly appoint an Executive Director.
    - iii. No delay in making strategic project, program and agency changes.
- II. Conduct a formal recruitment for the RTC Executive Director position. If the Commissioners elect to conduct a formal recruitment, the following options/alternatives may then be considered. Recruitment conducted by:
  - a. RTC Internal Staff
    - i. Advantages include a quicker timeline and less cost.
  - b. Executive Recruitment Firm
    - i. Advantages may be the applicant pool and the disadvantage may be time and cost.
  - c. Other option as directed
- III. Appoint an Interim Executive Director and evaluate recruitment options at the end of Fiscal Year 2020.

**PREVIOUS ACTIONS BY BOARD**

- |                          |  |
|--------------------------|--|
| <b>April 17, 2009</b>    | Direction was given to the Director of Administrative Services to begin a formal, regional recruitment, and each commissioner was to appoint one person to a candidate review sub-committee. Additionally, the Director of Administrative Services was to screen out the least qualified candidates and the review sub-committee would then screen out the remaining qualified candidates for final recommendation to the Board. An advertisement was to run for no more than two weeks. |
| <b>January 16, 2009</b>  | Appointed Derek Morse as the Interim Executive Director.   |
| <b>December 19, 2008</b> | Direction was given to the Director of Administrative Services to advertise a request for letters of interest (for Executive Director) only. A regional search was also preferred to a national search and an outside agency was not to be used. No relocation or travel costs for interviewing was to be offered.   |



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 7.3**

**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**

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Metropolitan Planning Organization of Washoe County, Nevada

November 15, 2019

**AGENDA ITEM 8**

**TO:** Regional Transportation Commission

**FROM:**



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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