

**Location:**



**REGIONAL TRANSPORTATION COMMISSION**  
**1105 Terminal Way, 1<sup>st</sup> Floor Great Room, Reno, NV**  
**Date/Time: 9:00 A.M., Friday, November 21, 2025**

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

- I. The Regional Transportation Commission Great Room 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 Michelle Kraus 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. This meeting will be televised live and replayed on RTC's YouTube channel at: [bit.ly/RTCWashoeYouTube](https://bit.ly/RTCWashoeYouTube)
- III. Members of the public in attendance at the meeting may provide public comment (limited to three minutes) after filling out a request to speak form at the meeting. Members of the public that would like to provide presentation aids must bring eight (8) hard copies to be distributed to the Board members at the meeting. Alternatively, presentation aids may be emailed, in PDF format only, to [mkraus@rtcwashoe.com](mailto:mkraus@rtcwashoe.com) prior to 4:00 p.m. on the day preceding the meeting to be distributed to the Board members in advance of the meeting. Members of the public may also provide public comment by one of the following methods: (1) emailing comments to: [rtcpubliccomments@rtcwashoe.com](mailto:rtcpubliccomments@rtcwashoe.com); or (2) leaving a voicemail (limited to three minutes) at (775) 335-0018. Comments received prior to 4:00 p.m. on the day preceding the meeting will be entered into the record.
- IV. 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.
- V. The supporting materials for the meeting will be available at <https://rtcwashoe.com/news/board-meeting-notes/>. In addition, a member of the public may request supporting materials electronically from Michelle Kraus at the following email address: [mkraus@rtcwashoe.com](mailto:mkraus@rtcwashoe.com).

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**1. Call to Order:**

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

**2. Public Comment:** *Public comment taken under this item may pertain to matters both on and off the agenda. The Chair may take public comment on a particular item on the agenda at the time it is discussed. Comments are to be made to the Board as a whole and not to individual commissioners.*

**3. Approval of Agenda (For Possible Action):**

**4. Consent Items (For Possible Action):**

- 4.1. Minutes
  - 4.1.1 Approve the meeting minutes for the 10/17/2025 RTC Board meeting. (For Possible Action)
- 4.2. Reports
  - 4.2.1 Acknowledge receipt of the monthly Procurement Activity Report. (For Possible Action)

- 4.2.2 Acknowledge receipt of the monthly Planning Activity Report. (For Possible Action)
- 4.2.3 Acknowledge receipt of the monthly Engineering Activity Report. (For Possible Action)
- 4.2.4 Acknowledge receipt of the monthly Public Transportation and Operations report for November. (For Possible Action)
- 4.2.5 Acknowledge receipt of the monthly Community Outreach and Media Activity Report. (For Possible Action)
- 4.2.6 Acknowledge receipt of the Summary Report for the Technical, Citizens Multimodal, and Regional Road Impact Fee Advisory Committees. (For Possible Action)

4.3. Engineering Department

- 4.3.1 Approve Amendment No. 3 to the contract with Jacobs Engineering Group, Inc., for additional engineering during construction services in connection with the Mill Street Capacity and Safety Project, in the amount of \$45,855, for a new total not-to-exceed amount of \$2,024,705. (For Possible Action)
- 4.3.2 Approve Amendment 1 to the Master Services Agreement with Avenue Consultants, Inc. for services associated with alternative project delivery support, program process improvement, and project management support, in the amount of \$335,000, for a new total not to-exceed amount of \$935,000. (For Possible Action)
- 4.3.3 Approve a contract with GCW, Inc., for design services and optional engineering during construction services for the Steamboat Parkway / Rio Wrangler Parkway Roundabout Project, in an amount not-to-exceed \$926,950. (For Possible Action)

4.4. Public Transportation/Operations Department

- 4.4.1 Acknowledge receipt of this quarterly Construction/Maintenance update on Transit Stops as presented to the Citizens Multimodal Advisory Committee on November 5, 2025. (For Possible Action)

4.5. Executive, Administrative and Finance Department

- 4.5.1 Acknowledge receipt of a report regarding quarterly progress on the RTC Strategic Roadmap - FY 2026 (Q1). (For Possible Action)

**5. Public Hearing:**

- 5.1. Conduct a public hearing regarding approval of Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP); adopt a resolution approving Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP). (For Possible Action)
  - a. Staff Presentation
  - b. Public Hearing
  - c. Action

**6. Discussion Items and Presentations:**

- 6.1. Authorize staff to pursue efforts to deliver the Keystone Bridge Replacement Project using the Construction Manager at Risk (CMAR) project delivery method, on a parallel path with planned and ongoing efforts to use the Design-Bid-Build project delivery method. (For Possible Action)
- 6.2. Approve Amendment #5 to the contract for operation and maintenance of fixed-route transit services with Keolis Transit Services, LLC, to authorize the Executive Director to exercise RTC's option for the second three option term, and increase the Revenue Vehicle Hour Rate for normal service and special/extra service in the second three option

years to \$126.05 in FY27, \$132.35 in FY28, and \$138.97 in FY29, and increase the Fixed Monthly Cost in the second three option years to \$347,783 in FY27, \$365,172 in FY28, and \$383,430 in FY29. (For Possible Action)

**7. Reports (Information Only):**

- 7.1. Monthly verbal update/messages from RTC Executive Director Bill Thomas - no action taken.
- 7.2. Monthly verbal update/messages from Paul Nelson, RTC Government Affairs Officer on federal matters related to the RTC - no action will be taken.
- 7.3. Monthly verbal update/messages from NDOT Director Tracy Larkin Thomason or designated NDOT Deputy Director - no action will be taken.

**8. Commissioner Announcements and Updates:** *Announcements and updates to include requests for information or topics for future agendas. No deliberation or action will take place on this item.*

**9. Public Comment:** *Public comment taken under this item may pertain to matters both on and off the agenda. The Chair may take public comment on a particular item on the agenda at the time it is discussed. Comments are to be made to the Board as a whole and not to individual commissioners.*

**10. Adjournment (For Possible Action)**

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Posting locations: RTC, 1105 Terminal Way, Reno, NV, RTC website: [www.rtcwashoe.com](http://www.rtcwashoe.com), State website: <https://notice.nv.gov/>



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.1.1**

To: Regional Transportation Commission

From: Michelle Kraus, Clerk of the Board

**SUBJECT: Draft Meeting Minutes for 10/17/2025**

**RECOMMENDED ACTION**

Approve the meeting minutes for the 10/17/2025 RTC Board meeting.

**BACKGROUND AND DISCUSSION**

See attachment for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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**REGIONAL TRANSPORTATION COMMISSION  
WASHOE COUNTY, NEVADA**

**FRIDAY**

**9:00 A.M.**

**October 17, 2025**

**PRESENT:**

**Alexis Hill, Chair, Washoe County Commissioner  
Mariluz Garcia, Washoe County Commissioner  
Devon Reese, Vice Chair, Reno City Council  
Bill Thomas, RTC Executive Director  
Adam Spear, Legal Counsel  
Sajid Sulahria, Deputy Director of NDOT (Alternate)**

**ABSENT:**

**Ed Lawson, Mayor of Sparks  
Hillary Schieve, Mayor of Reno  
Tracy Larkin Thomason, Director of NDOT**

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The regular monthly meeting, held in the 1<sup>st</sup> Floor Great Room at Regional Transportation Commission of Washoe County, Reno, Nevada, was called to order by Chair Hill. The Board conducted the following business:

***Item 1        CALL TO ORDER***

- 1.1    Roll Call
- 1.2    Pledge of Allegiance

***Item 2        PUBLIC COMMENT***

Matt Rossi, Reno Resident discussed safety and accessibility issues at the recently completed project near Seventh Street and McCarran Boulevard. He expressed concern that the relocated bus stop near Save-Mart forces riders to cross a busy driveway without a crosswalk, and that the “smart” pedestrian signal at the new crosswalk serving the Vintage Hills Senior Facility confuses users due to delayed response times. He requested an on-site review with RTC staff.

Chris Fuqua, Teamsters Local 533, raised concerns about the new AI “Emily” system used for RTC ACCESS reservations, emphasizing that the artificial voice does not clearly identify itself as AI and makes it difficult for riders to reach a live operator. He stated that the system may reduce union jobs and frustrate clients, particularly long-term users who rely on human assistance. He also noted scheduling issues with reservationist shifts and asked that at least one traditional weekend-off schedule be reinstated. Mr. Fuqua reported that while the Teamsters maintain a generally positive relationship with MTM, these staffing and automation issues warrant review before contract renewal in 2026.

Dora Martinez echoed prior comments and invited Councilmember Reese to walk blindfolded with her and her guide dog at the Seventh and McCarran crossing to experience it firsthand. She stated that AI scheduling is less accessible for individuals with developmental disabilities who use

government-subsidized phones with limited minutes. She requested improved accessibility of RTC documents and surveys, reinstatement of a designated “shopping route” to reduce travel time for paratransit riders, and assistance for passengers who need help carrying groceries to their doors. She urged the RTC to ensure equity and compassion in its technology and service design.

**Item 3            *APPROVAL OF AGENDA***

On motion of Vice Chair Reese to approve, seconded by Commissioner Garcia, which motion unanimously carried, Chair Hill ordered that this item be approved.

Bill Thomas, Executive Director requested that Item 4.5.3 be pulled for correction to clarify the funding amount.

Vice Chair Reese moved to approve the agenda with Item 4.5.3 pulled for separate consideration. Commissioner Garcia seconded the motion. Motion passed unanimously.

**Items 4            *CONSENT ITEMS***

**4.1     Minutes**

- 4.1.1 Approve the meeting minutes for the 09/19/2025 RTC Board meeting. (For Possible Action)

**4.2.    Reports**

- 4.2.1 Acknowledge receipt of the monthly Procurement Activity Report. (For Possible Action)
- 4.2.2 Acknowledge receipt of the monthly Planning Activity Report. (For Possible Action)
- 4.2.3 Acknowledge receipt of the monthly Engineering Activity Report. (For Possible Action)
- 4.2.4 Acknowledge receipt of the monthly Public Transportation and Operations Activity Report. (For Possible Action)
- 4.2.5 Acknowledge receipt of the monthly Outreach Report from the Communications staff. (For Possible Action)
- 4.2.6 Acknowledge receipt of the monthly summary report for the Technical, Citizens Multimodal, and Regional Road Impact Fee Advisory Committees. (For Possible Action)

**4.3     Planning Department**

- 4.3.1 Approve the RTC staff recommended appointments/reappointments to the Citizens Multimodal Advisory Committee (CMAC) with terms through June 2026. (For Possible Action)
- 4.3.2 Approve an update to the Public Participation Plan. (For Possible Action)
- 4.3.3 Approve the Central Sparks Neighborhood Network Plan. (For Possible Action)

**4.4     Engineering Department**

- 4.4.1 Approve a Regional Road Impact Fee (RRIF) offset agreement between RTC, Touchstone Living, Inc., and Washoe County for offset-eligible improvements to the intersection of Highland Ranch Parkway and Midnight Drive. (For Possible Action)

- 4.4.2 Approve a contract with Eastern Sierra Engineering, P.C., for design services and optional engineering during construction services for the Corrective Maintenance 2027 Project, in an amount not-to-exceed \$743,150. (For Possible Action)
- 4.4.3 Approve Amendment No. 4 to the contract with CA Group, Inc. for additional engineering during construction services needed for TE Spot 11 - Package 3 - Steamboat Parkway Improvement Project, in the amount of \$97,387.50, for a new total not-to-exceed amount of \$1,479,015.50. (For Possible Action)
- 4.4.4 Approve an Interlocal Cooperative Agreement with the University of Nevada Reno (UNR) Civil Engineering Department to provide funding for UNR's Transportation Engineering Program, in an amount not-to-exceed \$400,000. (For Possible Action)
- 4.4.5 Approve a contract with Wood Rodgers, Inc., for design and optional engineering during construction services for the Sierra Street / 9th Street Intersection Improvement Project, in an amount not-to-exceed \$516,930. (For Possible Action)

#### **4.5 Public Transportation/Operations Department**

- 4.5.1 Approve the following Senior/Disabled Transportation Program Funding agreements totaling \$1,211,397.47, in amounts not-to-exceed \$483,269.32 for the University of Nevada Reno, Senior Outreach Services; \$458,056.94 for Access to Healthcare Network; and \$270,071.21 for Neighbor Network of Northern Nevada. (For Possible Action)
- 4.5.2 Approve an agreement with the City of Reno granting RTC a right of first refusal to purchase three parcels of real property located adjacent to RTC's 4th Street Station in Downtown Reno. (For Possible Action)
- 4.5.3 Approve a contract with Pavion for Security Camera Cloud Migration, in an amount not-to-exceed \$118,646.37. (For Possible Action)

Bill Thomas, Executive Director explained that the staff report for Item 4.5.3 accurately reflected a total cost of \$156,598.14, but that the recommended action at the top incorrectly listed \$118,000. He clarified that the not-to-exceed amount should be corrected to \$156,598.14.

Vice Chair Reese moved to approve Item 4.5.3 with the corrected amount. Commissioner Garcia seconded. Motion passed unanimously.

- 4.5.4 Approve RTC's purchase of two commercial parcels and a building adjacent to its Sutro Maintenance Facility in Downtown Reno for an amount not-to-exceed \$1,850,000; authorize the Executive Director to finalize and execute a purchase and sale agreement in consultation with legal counsel. (For Possible Action)

#### **4.6 Executive, Administrative and Finance Departments**

- 4.6.1 Acknowledge receipt of the Asset Donation Log for the second quarter of calendar year 2025 through the third quarter of calendar year 2025. (For Possible Action)
- 4.6.2 Approve the revised job description for the RTC's General Counsel position. (For Possible Action)

On motion of Vice Chair Reese to approve all consent items, seconded by Commissioner Garcia, which motion unanimously carried, Chair Hill ordered these items be approved.

*Item 5*            **DISCUSSION ITEMS AND PRESENTATIONS**

**5.1    Receive an update on the RTC pavement management program, pavement condition on regional roads, and tri-annual data collection process. (Informational Only)**

Jeff Wilbrecht, Engineering Manager, and Scott Gibson, Engineering Project Manager, presented an overview of RTC’s pavement preservation program, emphasizing cost-efficiency achieved through applying the right treatment at the right time to maintain roads in good condition. They described the Pavement Condition Index (PCI) system, semi-automated data collection every three years, and RTC’s use of the StreetSaver program to analyze 450 lane miles of regional roads across Reno, Sparks, and Washoe County. Approximately 79% of regional roads remain in very good condition, maintaining the agency’s target PCI of 80.

Mr. Gibson detailed RTC’s decision process for prioritizing roads based on PCI, average daily traffic, treatment history, and policy guidance. He explained the differences between rehabilitation, corrective, and preventive maintenance and how these contribute to maximizing lane-mile years. He further compared preservation-first strategies versus “worst-first” maintenance, showing that preventive work yields higher long-term value per dollar spent.

Vice Chair Reese praised the jurisdiction-neutral process and highlighted the broader community benefits of the \$22.5 million program, including local job creation and economic reinvestment. Commissioner Garcia supported showcasing the economic ripple effects of local contracting and requested future presentations include bidding process details.

Mr. Gibson confirmed that RTC relies on competitive low-bid contracts and that local contractors have a strong record of quality and integrity.

Sajid Sulahria, NDOT Deputy Director, commented that NDOT follows a similar preservation model statewide, though at a larger scale. The Board discussed coordination among agencies and funding challenges for statewide roads.

**5.2    Receive an update on the current condition of the RTC Terminal Way Office Building and provide direction to the Executive Director to complete a due diligence process regarding options for RTC’s administrative offices and potentially relocating from the RTC Terminal Way Office Building. (Informational Only)**

Jim Gee, Director of Public Transit and Operations, reported on the condition of RTC’s 42-year-old administrative office building, constructed in 1983. The facility is 20% vacant, with significant issues including roof failure, outdated electrical systems, aging heat pumps, and code deficiencies. A professional appraisal valued the building at \$3.5 million, while short-term repairs were estimated at \$2.5 million, not including code upgrades or tenant improvements.

Mr. Gee recommended authorizing due diligence to explore alternative options, including leasing, purchasing, or constructing a new facility. He emphasized that repairs would exceed the building’s value and that relocation would better align with RTC’s current staffing of approximately 70 employees.

Commissioner Garcia supported conducting due diligence, noting the importance of planning for future space needs while right-sizing operations.

Vice Chair Reese concurred, stating that renovation costs outweigh the building's worth and encouraged exploring partnerships with other agencies for potential co-located government facilities, possibly near the downtown government complex.

Chair Hill suggested assessing zoning options, including possible redevelopment for multifamily housing, and confirmed that current office lease rates are favorable.

Mr. Thomas agreed and said staff will coordinate with local jurisdictions on co-location opportunities, emphasizing this will be a multi-year process.

## ***Item 6        REPORTS (Informational Only)***

### **6.1    RTC Executive Director Report**

Bill Thomas, RTC Executive Director, reported on the following items:

- RTC completed its Triennial Review in August and had no findings.
- RTC wrapped up a survey as part of the "Move More with RTC" campaign, which is part of the TOPS Program.
- Veterans Day is Tuesday, November 11, RTC is offering free transit on RIDE and ACCESS services for the holiday.
- RTC welcomed Ashlie Encinias as the newest member of the team. Ashlie started her new job as Human Resource Analyst on Monday.
- Congratulations to Justin Doerr, Customer Service Associate, who celebrated 10 years at RTC on September 21<sup>st</sup>.
- Congratulations Sara Going, Engineering Project Manager, who celebrated five years at RTC on October 5<sup>th</sup>.
- Congratulations to Thomas Connel, IT Analyst, who celebrated 1 year at RTC on September 25<sup>th</sup>.

### **6.2    RTC Federal Report**

Paul Nelson, RTC Government Affairs Officer, briefed the Board on federal issues, noting that the government shutdown had not yet been resolved. He stated that federal highway programs remain funded through the Highway Trust Fund and IIJA appropriations, though discretionary grant approvals are delayed. DOT issued an interim rule modifying the Disadvantaged Business Enterprise program, removing race- and sex-based presumptions while developing a new certification process. Approximately 3,000 grant awards from the prior administration have been reviewed, with only a few potentially subject to cancellation.

### **6.3    NDOT Director Report**

Sajid Sulahria, Deputy Director NDOT, provided an update on NDOT's ongoing work and readiness for the winter season. NDOT's maintenance teams perform roughly 75 distinct operational tasks year-round, from debris removal and sweeping to snow removal and equipment preparation. A short

video was played illustrating the department's 24/7 maintenance cycle and the vital work of NDOT's equipment shop in maintaining fleet readiness.

Mr. Sulahria then summarized key updates on the following:

- US 395 North Valleys Project
- I-80 West of Reno Project
- USA Parkway Maintenance
- Trunk or Treat Community Event on October 26th

Vice Chair Reese thanked NDOT for its strong partnership and for the clarity of the video presentation. He remarked that while NDOT manages a vast statewide network, the agency's responsiveness to local issues in Washoe County is particularly valued. He observed that many public concerns during winter storms stem from confusion over which jurisdiction owns or maintains specific roadways, and he requested clarification of NDOT's snowplow responsibilities within the Truckee Meadows.

Mr. Sulahria responded that NDOT is responsible for interstates such as I-80 and I-580, sections of McCarran Boulevard, Mount Rose Highway (SR 431), and several state routes through the region. He added that NDOT often coordinates with local agencies, including the City of Reno, City of Sparks, and Washoe County, to share plowing resources during significant weather events.

Vice Chair Reese further inquired about NDOT's staffing levels, referencing community concerns about snowplow shortages in recent years. Mr. Sulahria confirmed that post-pandemic recruitment challenges had affected staffing statewide, but conditions have improved substantially. NDOT currently maintains approximately a 10–15% vacancy rate, with District II (Washoe County) trending slightly better. He credited the use of new CDL training programs, simulation tools, and cross-training within maintenance teams for improving workforce readiness.

Chair Hill expressed appreciation for NDOT's proactive coordination with local governments and asked whether NDOT communicates real-time snowplow deployment information to the public. Mr. Sulahria explained that NDOT's public information office provides frequent updates through social media and the agency's website, including project-specific text alerts for highway closures and lane changes.

Commissioner Garcia commended NDOT for its work on the I-80 project west of Reno, noting that the addition of merge lanes and sound walls has already improved traffic flow and safety. She encouraged continued public outreach as the project nears completion.

Vice Chair Reese emphasized the importance of coordination between NDOT, RTC, and local jurisdictions during winter months to ensure efficient resource use and clear public communication, noting that unified messaging can help mitigate community frustration during heavy snow events.

Vice Chair Reese then reflected on the challenges of long-term transportation planning, noting that population growth often outpaces infrastructure capacity. He remarked on the difficulty of explaining to the public why projects weren't initially built to larger scales, using the Spaghetti Bowl as an example. Reese emphasized that the community is in a continual cycle of expansion and adaptation to growth demands.

Mr. Sulahria acknowledged the concern, explaining that transportation agencies nationwide face similar limitations. He clarified that infrastructure cannot simply continue expanding due to constraints in land availability, right-of-way, and funding. Instead, planning efforts must focus on collaboration among cities, counties, and the state to anticipate and guide future development. He highlighted that Nevada remains one of the fastest-growing states, which will continue to present these challenges. Mr. Sulahria suggested that improving travel time reliability, rather than continuous roadway widening, should become a key planning priority as space for expansion diminishes.

Vice Chair Reese then turned to a local construction update on the McCarran Interstate Project in West Reno, expressing appreciation for the progress but seeking clarification on project timelines, particularly regarding the reopening of Stoker Avenue and lane configurations.

Mr. Sulahria responded that contractors determine the construction sequence and traffic shifts to ensure worker and driver safety, especially with high-speed traffic nearby. He assured the Board that lanes and sections would reopen as soon as they are safe and ready, emphasizing the contractor's incentive to complete the project efficiently. He noted that certain pavement layers or temperature conditions may be delaying completion but confirmed that updates would continue to be provided through the project's website and public communications.

#### ***Item 7            COMMISSIONER ANNOUNCEMENTS AND UPDATES***

Vice Chair Reese began by acknowledging Mr. Rossi's earlier public comments and encouraged collaboration between the City and relevant staff, including Dale Keller, RTC Engineering Director, to address the concerns raised. Mr. Reese also expressed his willingness to personally visit and walk the affected sites to better understand the issues, per Ms. Martinez's earlier public comments.

Vice Chair Reese then shared an update on a traffic safety project in northwest Reno at Avenida de Landa and Mae Anne Avenue, which originated from community concerns after a student was struck in a crosswalk. He described receiving numerous calls from parents urging action and commended City and RTC staff, including Reno Public Works Director Karrie Koski and Mr. Keller for their swift response.

The team investigated and identified several contributing factors, including overgrown trees, sun glare, and suboptimal traffic patterns. While a permanent traffic signal is already scheduled for installation within 16 months, interim safety improvements were completed within a week. These included new bollards, restriping, and added pavement markings.

Vice Chair Reese praised the team's responsiveness and efficiency, noting that despite common perceptions of government delays, staff acted decisively to improve safety. He concluded by expressing gratitude and commendation to the team for their outstanding work and positive impact on the community.

Chair Hill expressed a desire to better understand the AI customer service system used by MTM, noting frustrations with automated phone trees that make it difficult for callers to reach a live representative. She suggested discussing potential improvements with the provider, especially since

issues arise when callers use different cell phone numbers that may connect them to the wrong user profile.

***Item 8        PUBLIC COMMENT***

No public comment was received.

***Item 9        ADJOURNMENT***

The meeting was adjourned at 10:25 a.m.

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ALEXIS HILL, Chair  
Regional Transportation Commission

**\*\*Copies of all presentations are available by contacting Michelle Kraus at [mkraus@rtcwashoe.com](mailto:mkraus@rtcwashoe.com).**



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.2.1**

To: Regional Transportation Commission

From: Christian Schonlau, Director of Finance/CFO

**SUBJECT: Procurement Activity Report**

**RECOMMENDED ACTION**

Acknowledge receipt of the monthly Procurement Activity Report.

**BACKGROUND AND DISCUSSION**

See attached for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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## ATTACHMENT A

### PROJECTS CURRENTLY ADVERTISED

<b><u>Invitations for Bids (IFB)</u></b>	
<b>Project</b>	<b>Due Date</b>
Buck Drive Circulation Project Rebid	November 12, 2025
7th, 6th and West Street Rehabilitation	November 18, 2025
West Fourth Street Safety Project, McCarran Boulevard to Keystone Avenue	December 4, 2025
Virginia Line BRT	December 9, 2025

<b><u>Request for Proposals (RFP)</u></b>	
<b>Project</b>	<b>Due Date</b>
Construction Management for West Fourth Street Safety Project	November 11, 2025

### REPORT ON INVITATION FOR BID (IFB) 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>
N/A			

### PROFESSIONAL SERVICES/CONSULTING AGREEMENTS

*Per RTC's Management Policy P-13 Executive Director has authority to approve contracts greater than \$25,000 and less than (or equal to) \$100,000.*

<b>Project</b>	<b>Contractor</b>	<b>Contract Amount</b>
University I-80 Crossing Study	LMN Architects	\$99,000
Adaptive Signal Pilot Program	Altitude Signal, LLC	\$98,800
Legal Consulting Services related to EV Market Research	Griffin & Gilles PLLC	\$50,000

### CHANGE ORDERS AND CONTRACT AMENDMENTS WITHIN EXECUTIVE DIRECTOR'S RTC'S P-13 PURCHASING POLICY AUTHORITY

<b>Project</b>	<b>Contractor</b>	<b>Approval Date</b>	<b>CO / Amend. Number</b>	<b>CO / Amend. Amount</b>	<b>Revised Total Contract Amount</b>
N/A					



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.2.2**

To: Regional Transportation Commission

From: Vanessa Lacer, Director of Planning

**SUBJECT: Planning Activity Report**

**RECOMMENDED ACTION**

Acknowledge receipt of the monthly Planning Activity Report.

**BACKGROUND AND DISCUSSION**

See attachment for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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## PLANNING STUDIES

<b>Neighborhood Network Plans 1 &amp; 2</b>	
Marquis Williams, Project Manager	<a href="https://rtcwashoe.com/planning/active-transportation-plan/">https://rtcwashoe.com/planning/active-transportation-plan/</a>
<i>Status: The first Neighborhood Network Plan (NNP), Central Reno, was approved by the RTC Board in August 2025. The second NNP, Central Sparks, was presented to the RTC Board, RTC committees and was available for public review and comment in September 2025. The final Central Sparks NNP was approved by the RTC Board in October 2025.</i>	
<b>Neighborhood Network Plans 3 &amp; 4</b>	
Marquis Williams, Project Manager	<a href="https://rtcwashoe.com/planning/active-transportation-plan/">https://rtcwashoe.com/planning/active-transportation-plan/</a>
<i>Status: The procurement process for Neighborhood Network Plans (NNPs) 3 &amp; 4, Meadowood/Hidden Valley and Sun Valley/Panther Valley, has concluded, with RFP advertisement in June and approval of a vendor contract in September. Planning activities for both plans began in October 2025, and final plans are expected in December 2026.</i>	
<b>Rock Blvd Corridor/Area Study</b>	
Shay League, Project Manager	
<i>Status: The procurement process for the Rock Blvd Corridor/Area Study has concluded, with RFP advertisement in June and approval of a vendor contract in September. Planning activities began in October 2025, and a final plan is expected in December 2026.</i>	
<b>Kirman/Locust/Wells/Taylor Corridor/Area Study</b>	
Xuan Wang, Project Manager	
<i>Status: The procurement process for the Kirman/Locust/Wells/Taylor Corridor/Area Study has concluded, with RFP advertisement in June and approval of a vendor contract in September. Planning activities began in October 2025, and a final plan is expected in January 2027.</i>	
<b>Congestion Management Process</b>	
Xuan Wang, Project Manager	
<i>Status: The procurement process for the Congestion Management Process has concluded and approval of a vendor contract is expected to be sought in December. Planning activities are expected to begin in December 2025, and a final plan is expected in October 2026.</i>	
<b>Truckee River Path Implementation Plan</b>	
Vanessa Lacer, Project Manager	
<i>Status: The procurement process for the Truckee River Path Implementation Plan has concluded and approval of a vendor contract is expected to be sought in December. Planning activities are expected to begin in January 2026, and a final plan is expected in August 2026.</i>	
<b>SS4A Comprehensive Safety Action Plan</b>	
Graham Dollarhide, Project Manager	
<i>Status: RTC was awarded \$1.2 million in federal dollars through the FHWA Safe Streets and Roads for All grant program to develop a regional Safety Action Plan. A contract with FHWA has been executed and an RFP was released in October for consultant support. Approval of a vendor contract is expected to be sought in January 2026. Planning activities are expected to begin in early 2026, and a final plan is expected in 2028.</i>	



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.2.3**

To: Regional Transportation Commission

From: Dale Keller, Deputy Executive Director

**SUBJECT: Engineering Activity Report**

**RECOMMENDED ACTION**

Acknowledge receipt of the monthly Engineering Activity Report.

**BACKGROUND AND DISCUSSION**

See attachment for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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# RTC Engineering Monthly Report

## Active Transportation Projects

### Biggest Little Bike Network

Sara Going, Project Manager

<https://rtcwashoe.com/projects/biggest-little-bike-network/>

**Status:** The project completed a second round of outreach in October which included 5 in-person informational events, a 24/7 virtual meeting room, 3 local news stories, and over 15,000 mailers to residents and property owners on the project corridors. The project team is working to review comments received from the public for consideration in the final design.

### Eagle Canyon Safety and Operations

LaShonn Ford, Project Manager

<https://rtcwashoe.com/projects/eagle-canyon-safety-and-operations/>

**Status:** The project design has reached 90% design. Final Design is underway.

## Capacity/Congestion Relief Projects

### Buck Drive Circulation

Bryan Byrne, Project Manager

<https://rtcwashoe.com/projects/buck-drive-circulation/>

**Status:** Kimley-Horn & Associates has finalized the design, and the project is out to bid. Construction is tentatively anticipated to begin in spring 2026.

### Geiger Grade Road Realignment

Kimberly Diegle, Project Manager

<https://rtcwashoe.com/projects/geiger-grade-road-realignment/>

**Status:** The feasibility study is underway including traffic analysis and environmental review of the study area.

### Military Road Capacity & Safety

Austin McCoy, Project Manager

<https://rtcwashoe.com/projects/military-road-capacity-safety/>

**Status:** The RTC, in cooperation with the City of Reno, is in the final design phase for the project.

### Mill Street Capacity & Safety

Kimberly Diegle, Project Manager

<https://rtcwashoe.com/projects/mill-street-capacity-and-safety/>

**Status:** Construction is ongoing. Visit [MillStreetWidening.com](http://MillStreetWidening.com) for additional information.

### North Valleys North Virginia Street Capacity

Garrett Rodgers, Project Manager

<https://rtcwashoe.com/projects/north-valleys-north-virginia-street-capacity/>

**Status:** Project is currently performing survey, geotechnical investigations, hydrology/hydraulics analysis, traffic modeling and preliminary engineering. Preliminary engineering is advancing from 30% design to 60% design.

## Pembroke Drive Capacity & Safety

Ashley Hurlbut, Project Manager

<https://rtcwashoe.com/projects/pembroke-drive-capacity-safety/>

**Status:** Nichols Consulting Engineers (NCE) has progressed the design to 60%. Coordination with the City of Reno, Washoe County, and utility companies located along Pembroke continues. Project advancing toward final design and working toward final right-of-way setting.

## Pyramid Highway Operations Improvements

Jessica Dover, Project Manager

<https://rtcwashoe.com/projects/pyramid-highway-operations-improvements/>

**Status:** 90% Design Winter 2025; Right of Way Engineering in progress

## Pyramid Wy, Sparks Blvd, Highland Ranch Pkwy Intersection

Austin McCoy, Project Manager

<https://rtcwashoe.com/projects/pyramid-way-sparks-boulevard-highland-ranch-intersection/>

**Status:** Preliminary design and data collection has begun. This project involves providing 60% level design for the Pyramid/Sparks Interchange as well as preliminary (30%) design of the Connector (the new roadway from Pyramid Highway to US 395), identified as Phase 3 in the draft phasing plan of the FEIS.

A packaging plan and phasing evaluation will be conducted for the overall Pyramid Highway/US 395 Connector project to better address potential funding availability for construction implementation. Traffic modeling and analysis will be utilized in a scenario approach to support the packaging and phasing effort alongside public involvement and a National Environmental Policy Act (NEPA) compatibility review.

## Sparks Boulevard Capacity Improvement

Garrett Rodgers, Project Manager

<https://rtcwashoe.com/projects/sparks-boulevard-capacity-improvement-greg-street-to-baring-boulevard/>

**Status:** Construction started Monday September 15, 2025. Initial items of work include tree removals, utility relocations, and structural work within the North Truckee Drain.

The community is encouraged to stay informed of the project. More information is available at SparksBlvdProject.com.

## Vista Boulevard/Disc Drive Intersection Improvement

Alex Wolfson, Project Manager

<https://rtcwashoe.com/projects/vista-boulevard-disc-drive-intersection-improvements/>

**Status:** The new lanes at the Vista Blvd and Disc Drive intersection are now open. Please stay alert for crews performing finishing work.

The following final work items will occur at the intersection in 2026:

- Final traffic signal upgrades (January 2026)
- Final pavement overlay and striping (Spring 2026)

## Corridor Improvement Projects

### Arlington Avenue Bridges NEPA/Design/EDC

Bryan Byrne, Project Manager	<a href="https://rtcwashoe.com/construction-projects/arlington-avenue-bridges-project/">https://rtcwashoe.com/construction-projects/arlington-avenue-bridges-project/</a>
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**Status:** Project is under construction.

Please visit: [ArlingtonBridges.com](https://ArlingtonBridges.com) for up-to-date information and traffic detours.

### Butch Cassidy Drive Extension

Kimberly Diegle, Project Manager	<a href="https://rtcwashoe.com/projects/butch-cassidy-drive-extension/">https://rtcwashoe.com/projects/butch-cassidy-drive-extension/</a>
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**Status:** Final design is underway for the project.

### Keystone Ave Bridge Replacement

Sara Going, Project Manager	<a href="https://rtcwashoe.com/projects/keystone-avenue-bridge-replacement/">https://rtcwashoe.com/projects/keystone-avenue-bridge-replacement/</a>
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**Status:** Continued work with United States Army Corp of Engineers is underway to coordinate necessary geotechnical exploration. The project will continue preliminary design through Spring 2026.

### Lemmon Drive Traffic Improvements and Resiliency

Bryan Byrne, Project Manager	<a href="https://rtcwashoe.com/projects/lemmon-drive-traffic-improvements-and-resiliency/">https://rtcwashoe.com/projects/lemmon-drive-traffic-improvements-and-resiliency/</a>
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**Status:** The project team is progressing toward the 90% design phase as feedback is incorporated and refinements are made. The NEPA studies are also being reviewed and continue to advance on schedule, supporting the overall project timeline.

A public hearing meeting will be scheduled early 2026, with more details to be shared as the date approaches.

More information can be found on the project's website at <https://northvalleysimprovements.com/>

### McCarran Boulevard Safety and Operational Improvements

Jessica Dover, Project Manager	<a href="https://rtcwashoe.com/projects/mccarran-boulevard-safety-and-operational-improvements/">https://rtcwashoe.com/projects/mccarran-boulevard-safety-and-operational-improvements/</a>
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**Status:** Preliminary design is under agency review.

## Sierra Street Bridge Replacement

Bryan Byrne,  
Project Manager

<https://rtcwashoe.com/projects/sierra-street-bridge-replacement/>

**Status:** The project team has successfully completed the 60% design milestone. Work is now shifting toward advancing the plans to the 90% design stage, incorporating feedback received to date and refining project details.

Coordination with the Construction Manager at Risk (CMAR) contractor is ongoing to support constructability reviews, cost evaluations, and scheduling considerations as the design progresses.

For more details, visit the project website at [www.sierrastreetbridge.com](http://www.sierrastreetbridge.com).

## Sun Valley Boulevard Corridor Improvements - Phase 2

Jessica Dover,  
Project Manager

<https://rtc2023.wpengine.com/construction-projects/sun-valley-boulevard-corridor-improvements-phase-2/>

**Status:** NCE is continuing design and Environmental efforts; 60% design anticipated Winter 2025

## West Fourth Street Downtown

Scott Gibson,  
Project Manager

<https://rtcwashoe.com/projects/west-fourth-street-downtown/>

**Status:** This project will start November 3rd with sidewalk work on the north side of the road, then moving on to the south side. There will be a winter break and the contractor will return to complete the Vine intersection and the corridor lighting improvements.

## West Fourth Street Safety

Scott Gibson,  
Project Manager

<https://rtcwashoe.com/projects/west-fourth-street-safety/>

**Status:** This project is out to bid with a bid opening of December 4. The project is expected to be under construction in spring 2026.

## Pavement Preservation Projects

### Arrowcreek/Wedge Rehabilitation

Jessica Dover, Project Manager

<https://rtcwashoe.com/projects/arrowcreek-parkway-wedge-rehabilitation/>

**Status:** Arrowcreek Pkwy is substantially complete

Granite Construction will complete paving in the southbound direction on Wedge Pkwy in October 2025; paving operations in the northbound direction will start during the first week of November 2025

### La Posada Corrective

Bryan Byrne, Project Manager

<https://rtcwashoe.com/projects/la-posada-corrective-project/>

**Status:** The project is at 100% design and is working to bid the project in January 2026.

### Prater Way Rehabilitation

Kimberly Diegle, Project Manager

<https://rtcwashoe.com/projects/prater-way-rehabilitation/>

**Status:** Analysis of corridor configuration alternatives is being finalized, and design is underway.

## Veterans Roundabout Modifications

Jessica Dover

<https://rtcwashoe.com/projects/veterans-roundabout-modifications/>

Construction Project Completion anticipated early November 2025

## Traffic Signal Timing 7

Alex Wolfson

<https://rtcwashoe.com/projects/traffic-signal-timing-7-project/>

The project team is developing new signal timing for the following corridors:

- Pyramid Way: Eagle Canyon to Interstate 80
- N McCarran Blvd: Pyramid to Kings Row
- S McCarran Blvd: Greensboro to Neil Rd
- N Virginia St at Golden Valley Rd
- S Virginia St: S Meadows Pkwy to McCarran Blvd

## E. Lincoln Way Roundabout

Ashley Hurlbut

<https://rtcwashoe.com/projects/legends-roundabouts/>

Construction began July 2025 and was substantially complete by the end of September 2025.

Pedestrian flashers at all crosswalks around the E. Lincoln Way/Scheels Drive roundabout are anticipated to be installed by the end of the year when the equipment arrives.

## Traffic Signal Modifications 24-01

Ashley Hurlbut

<https://rtcwashoe.com/construction-projects/traffic-signal-modifications-24-01/>

Construction was substantially completed September 2025.

## Traffic Signal Modifications (TSM) 25-01

LaShonn Ford

<https://rtcwashoe.com/projects/traffic-signal-modifications-25-01/>

The project has been awarded to a contractor. Construction anticipated to begin Fall 2025.

## Sparks Intelligent Corridors

Alex Wolfson

<https://rtcwashoe.com/projects/sparks-intelligent-corridor/>

The RTC is testing out technology to disseminate connected vehicle data (travel time, delays, etc.) to motorists via a smart phone app. This information can be travel times, road conditions, and incidents, and can also be used to adjust traffic signal operations in real-time.

Interested parties can learn more about this app and project at this link - [https://www.rtcwashoe.com/construction-projects/traction\\_connect/](https://www.rtcwashoe.com/construction-projects/traction_connect/)

The RTC is hoping to gather public feedback on the kinds of services that are useful in order to inform operational decision making moving forward.

## Sparks/Ion Traffic Signal

LaShonn Ford

<https://rtcwashoe.com/projects/sparks-boulevard-ion-drive-traffic-signal/>

Final design is underway. The project is anticipated to advertise this Fall. Construction to start in Spring 2026.

## Traffic Signal Fiber 25-01

Austin McCoy

<https://rtcwashoe.com/projects/traffic-signal-fiber-25-01/>

Project construction is ongoing and is anticipated to be complete in Fall 2025.

## Other Projects

### Virginia Line BRT Improvements

Kimberly Diegle, Project Manager

<https://rtcwashoe.com/projects/virginia-line-brt-improvements/>

**Status:** Final design is complete for the project. NV Energy is proceeding with an overhead to underground utility relocation project, anticipated to start in Fall 2025.

**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>
Eagle Canyon Safety & Operations	Renown Health	\$4,400.00	\$0
La Posada Rehabilitation	Cimarron Master HOA	\$1,000.00	\$0
Military Road Capacity & Safety	Casey Family Trust	\$1,000.00	\$0
Military Road Capacity & Safety	DeAnn Dussault	\$1,000.00	\$0
Military Road Capacity & Safety	DHIR-Reno I, LLC	\$73,015.00	\$0
Military Road Capacity & Safety	North Valleys Development Co.	\$1,000.00	\$0
West Fourth Street Safety	Reno MH & RV Park, LLC	\$5,507.00	\$0

**CONTRACTS UP TO \$100,000**

<b>Project</b>	<b>Vendor</b>	<b>Scope</b>	<b>Amount</b>



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item:** 4.2.4

To: Regional Transportation Commission

From: James Gee, Director of Public Transportation and Operations

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

**RECOMMENDED ACTION**

Acknowledge receipt of the monthly Public Transportation and Operations report for November.

**BACKGROUND AND DISCUSSION**

See attachment for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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**Highlights -**



**RTC Provided Free Transit Services on Veterans Day** – On Tuesday, November 11, in honor of Veterans who served and made sacrifices for our freedom, the RTC offered free rides on all RTC transit services.

**Free Flu Vaccine Clinics Offered** – Free flu shot clinics sponsored by Northern Nevada Public Health, Renown and Remsa Health were offered to the community at each of RTC’s Transit Center locations on November 13 at Fourth Street Station in Reno, and on November 17 at Centennial Plaza in Sparks.



**RTC Donates 3,000 Bus Passes** – To help local families stay connected to essential food resources, RTC donated 3,000 adult two-ride passes to the Washoe County School District. The bus passes will be distributed by the Washoe County School District to families in need as many households in Washoe County face challenges due to the depletion of Supplemental Nutrition Assistance Program (SNAP) benefits. This donation ensures that these families have reliable transportation to access food pantries, community meal sites, and essential services.



**RTC RIDE Key Highlights – October**

- 4 trainees released to Operations for revenue service
- Driver of the Month: David Bennett
- 99% service hours and trips delivered
- SNAP Committee Review
- Bus Request for DMV Trunk or Treat
- Employee Engagement:
  - Halloween Costume Contest & Goodie bag giveaway
- 0 new Grievances filed, 0 withdrawn and settled



**Keolis represented staffing headcount as of October 30, 2025:**

Position	Total Employed	#Needed
Coach Operator Trainees	1	10
Coach Operators	171	0
Dispatchers	6	0
Road Supervisors	6	0
Mechanic A	6	0
Mechanic B	3	1
Mechanic C	4	0
Facilities Technician	2	0
EV Technician	1	0
Utility Worker	13	0
Electronics Tech	2	0
Body Technician	1	0



**RTC ACCESS Key Highlights – October**

**Classes:** October 20, 3 hired, 2 resigned

**Safety:**

- **Accidents:**
  - 0 Preventable
  - 2 Non-preventable
- **Incidents**
  - 6
- **Injuries:**
  - 0
- **YTD Preventable Accident Count:** 15
- **YTD Injury Count:** 2



**October Safety Blitzes –** Wheelchair securement, ADA, and empathy / Slips Trips and Falls.

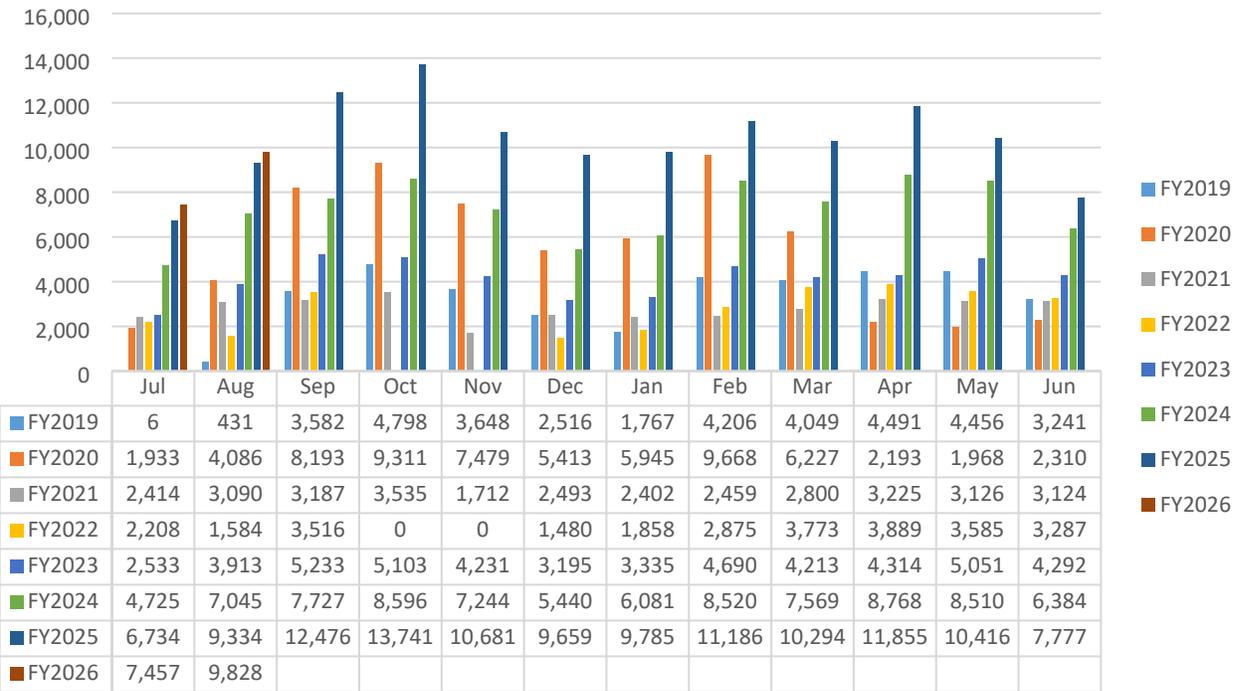
**October Safety Meeting –** Mobility Devices, ADA, Sensitivity.

**MTM represented staffing headcount as of October 26, 2025:**

Position	Total Employed	#Needed
Drivers	55FT – OPT	10FT – 0 PT
Dispatchers	4.5 FT	0
Reservationists	4.5 FTE's	0
Mechanic A	2.5 FT	1
Utility Worker	1	0
Facility/Maintenance Technician	1	0



## TMCC Ridership by Month



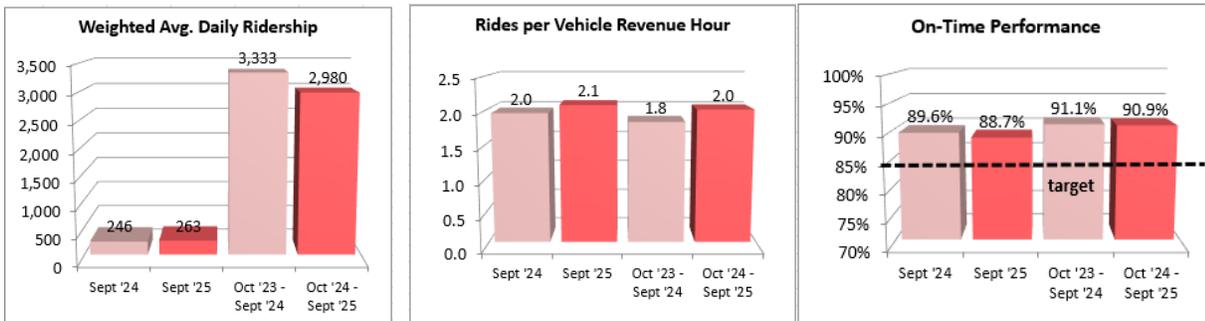
*As a result in methodology for counting trips we have not received ED Pass numbers since August. They will be updated as soon as we get them.*

### **OCTOBER 2025 TRANSIT PERFORMANCE**

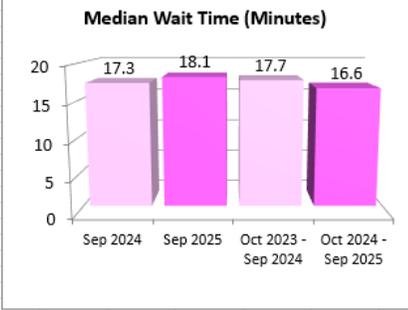
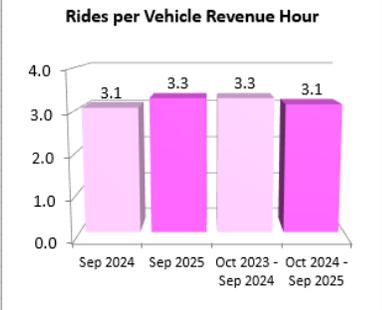
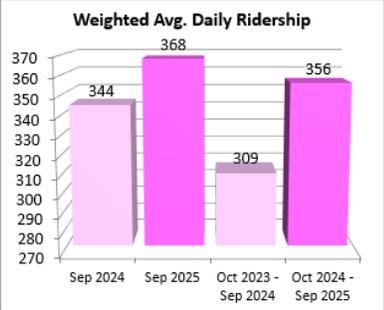
#### **RTC RIDE**

Data unavailable due to change in APC vendor.

#### **RTC ACCESS**



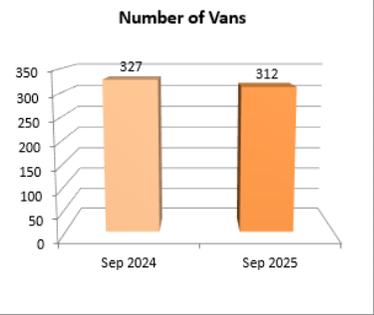
**RTC FlexRIDE**



**TART**

Data unavailable due to change in APC vendor.

**RTC VANPOOL**





**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.2.5**

To: Regional Transportation Commission

From: Josh MacEachern, Public Information Officer

**SUBJECT: Community Outreach and Media Activity Report**

**RECOMMENDED ACTION**

Acknowledge receipt of the monthly Community Outreach and Media Activity Report.

**BACKGROUND AND DISCUSSION**

See attached for Background and Discussion.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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**> RTC Communications  
& Outreach Report  
October 2025**



[www.rtcwashoe.com](http://www.rtcwashoe.com)

# > Outreach Activities

*Josh MacEachern, Project Manager*

## October Overview:

In October 2025, the Regional Transportation Commission (RTC) of Washoe County continued our commitment to enhancing community engagement and advancing transportation initiatives across the region, with focus on:

- Move More with RTC Community Feedback Study.
- Senior outreach at the Family Health Festival, Sparks Senior Center, Reno Senior Center, and Senior Spectrum radio.
- Neighborhood Advisory Board presentations.
- Sparks Boulevard Project outreach.
- Biggest Little Bike Network Project outreach.
- Arrowcreek/Wedge Parkway community updates.
- Veterans Roundabout community updates.
- Mill Street Project community updates.
- Neighborhood Network Plans 3 & 4 outreach planning.
- Legends Roundabouts project completion.

In addition, RTC saw growth across all social media channels.

## October Highlights:

- **59 TV Spots (addendum includes 25 highest viewed).**
- **484,113 Estimated Audience.**
- **\$34,295 Local Ad Value.**
- **Legends Roundabout Ribbon Cutting.**
- **Senior Outreach Events.**
- **Move More with RTC Community Survey completion.**

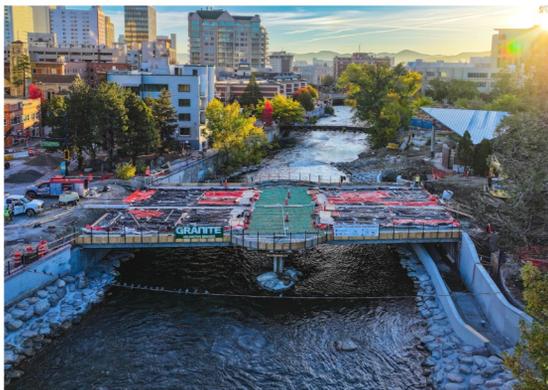
# > Outreach Activities

*Josh MacEachern, Project Manager*

## Press Releases:

- 10.3.25 – Legends RAB Media Opp
- 10.9.25 – Wedge Parkway Southbound Closure
- 10.20.25 – Veterans Parkway Night Work
- 10.30.25 – RTC Donates Bus Passes for Families in Need

## Highlights:



# **> Outreach Activities**

*Josh MacEachern, Project Manager*

## **Public Outreach:**

- **10.1.25 - Sparks Senior Center (Susi)**
- **10.1.25 – Senior Spectrum Interview (Josh)**
- **10.1.25 – Citizen’s Multimodal Advisory Council Meeting**
- **10.1.25 – American Public Works Association Conference (Christian)**
- **10.2.25 – Downtown Reno Partnership Presentation (Sara/Paul)**
- **10.3.25 – Reno Senior Citizen’s Center (Susi)**
- **10.6.25 – Legends Roundabout Ribbon Cutting**
- **10.6.25 – Ward 6 NAB presentation (Paul)**
- **10.7.25 – Fairway Villages HOA Meeting (LaShonn/Josh)**
- **10.8.25 – Family Health Festival (Susi)**
- **10.9.25 – Lear Theater Planning Meeting (Josh)**
- **10.12.25 – Ward 1 NAB presentation (Paul)**
- **10.14.25 – Ward 5 NAB presentation (Paul)**
- **10.14.25 – Truckee Meadows Bicycle Alliance Meeting (Sara/Josh/Thomas)**
- **10.21.25 – Ward 2 NAB presentation (Paul)**

# > Social Media

*Josh MacEachern, Project Manager*

## Facebook

- Viewers: 155.1k
- Content Interactions: 1,409
- Link Clicks: 5,774
- Visits: 2,800
- New Follows: 57
- Followers: 5,167

## Instagram

- Reach: 82k (12% increase MoM)
- Content Interactions: 927
- Followers: 2,470

## X

- Impressions: 3.1k (167% increase MoM)
- Engagements: 93
- Likes: 9
- Followers: 2,263

## YouTube

- Views: 1,726
- Watch time (hours): 52.7
- Subscribers: 507

## Email Marketing

- Subscribers: 3k

# > Video Production

*Paul Nelson, Project Manager*

## The Road Ahead:

- **10.7.25 – Construction Begins on Sparks Boulevard**
- **10.13.25 – Substantial Completion of Legends Roundabouts**
- **10.21.25 – Biggest Little Bike Network Update**
- **10.28.25 – Halloween Safety**

## Other:

- **October RTC Board Meeting**
- **2024 Improvements Presentation Video**

	<b>The Road Ahead: Free Rides on Veterans Day</b> The RTC will provide free rides on its bus services on Veterans Day as a token of appreciation to those who have served our country...	 Public	None	Nov 4, 2025 Published
	<b>The Road Ahead: Halloween Safety</b> Kids will be outside on the night of Halloween, so we have some tips and reminders for drivers during trick-or-treating hours. Daylight...	 Public	None	Oct 28, 2025 Published
	<b>The Road Ahead: Biggest Little Bike Network</b> The RTC plans to break ground on four corridors in downtown Reno to improve bicycle and pedestrian infrastructure. The upgrades will...	 Public	None	Oct 21, 2025 Published
	<b>The Road Ahead: Substantial Construction Complete on Legen...</b> The RTC made several changes to the roundabouts on East Lincoln Way at the Outlets at Legends. The improvements are expected to...	 Public	None	Oct 13, 2025 Published

# > Addendum

📅 Oct 4th 2025 - Oct 31st 2025

## RTC October 2025 Media Hits

25 events

### **i** About This Report

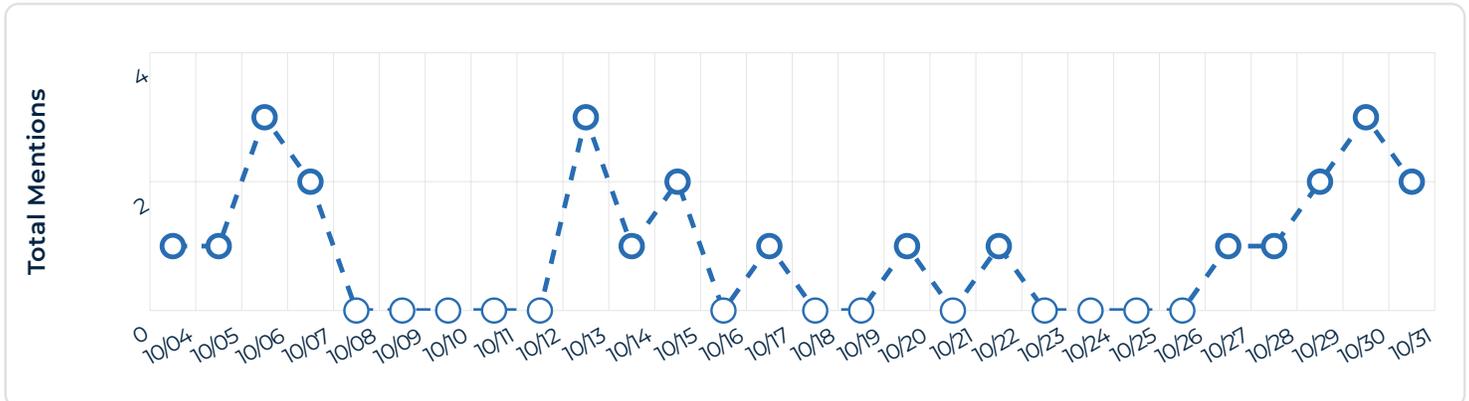
This report summarizes media coverage across Television over the Oct 4th 2025 - Oct 31st 2025 . It includes an overview of mention activity, audience reach insights, and a detailed list of 25 events.

You'll find:

- A daily breakdown of mentions.
- Audience analytics per event type (where available).
- A detailed list of 25 events included in the report.

### **||** Mentions Over Time

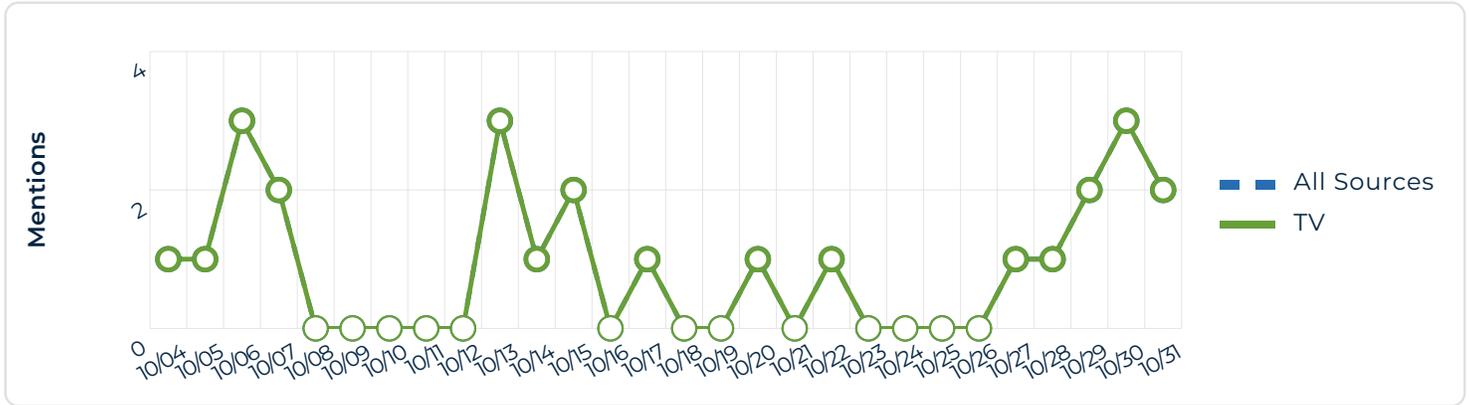
The chart below illustrates how frequently your keywords were mentioned between Oct 4th 2025 - Oct 31st 2025 , across all sources included in this report. Each data point represents the total mentions per day.





# TV Viewership Analytics

Oct 4th 2025 - Oct 31st 2025



## Syndicated Viewership

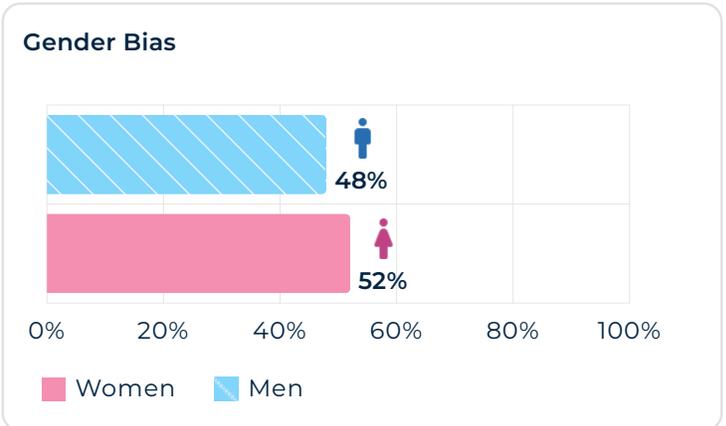
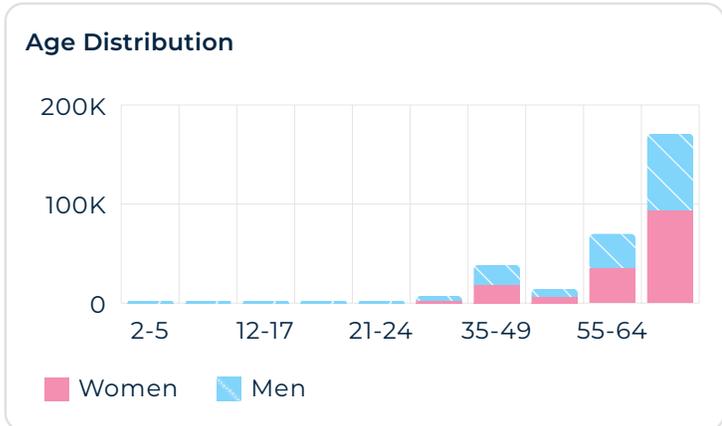
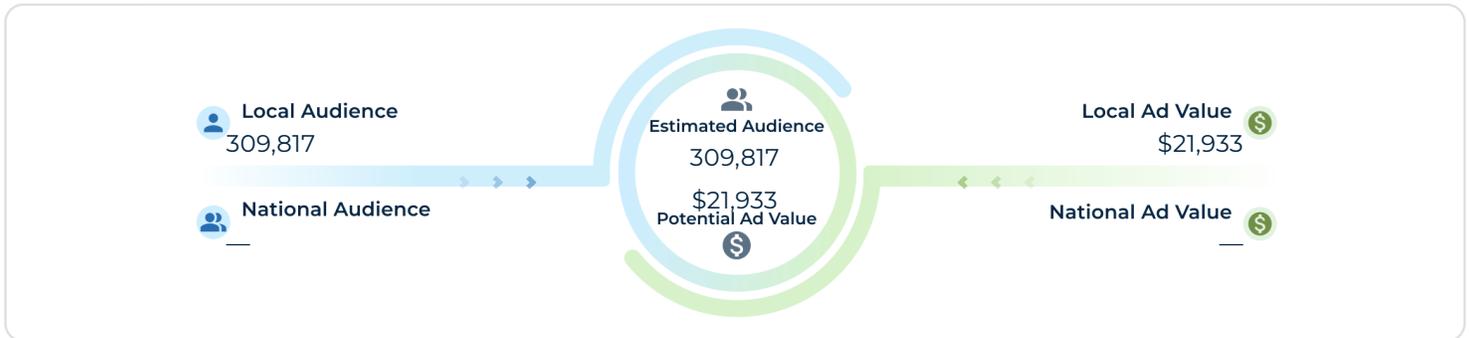
National Viewership —	Local Viewership <b>309,817</b>	# of Distinct Airings <b>3</b>
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## Syndicated Publicity Value

National Publicity Value —	Local Publicity Value <b>\$21,933</b>
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## Gender Bias

♂ 48%	♀ 52%
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*i* Some events may lack audience data due to their type or region.  
Totals reflect only events with available viewership or demographic information.



### KOLO 8 News Now @ 5PM

Event Type: **TV** Audience: **12,365**  
 Date: **Oct 31, 2025 5:05:02 PM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

It's to ensure -- that families can access\*essential resource\*-- like food banks and\*community meal sites\* **rtc** says -- the donation reflects its commitment.. To providing a lifeline to connect community members .. With stability and vital support. President trump... Is calling on\*congressional republican\*....



### Good Morning America

Event Type: **TV** Audience: **9,629**  
 Date: **Oct 31, 2025 7:23:15 AM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

It's to ensure -- that families can access\*essential resource\*-- like food banks and\*community meal sites\* **rtc** says -- the donation reflects its commitment.. To providing a lifeline to connect community members with stability and vital support.



### KOLO 8 News Now @ 6:30PM

Event Type: **TV** Audience: **13,741**  
 Date: **Oct 30, 2025 6:54:28 PM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

It's to ensure - that families can access\*essential resource\*-- like food banks and\*community meal sites\* the **rtc** says - the donation reflects its commitment.. To providing a lifeline to connect community members .. With stability and vital support. ### a family-friendly event...



### KOLO 8 News Now @ 6:30PM

Event Type: **TV** Audience: **13,964**  
 Date: **Oct 30, 2025 6:35:22 PM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

As the **rtc** says - work on the project will shut down.. For the nevada day holiday. The project has resulted in: lane reductions, single lane closures and detours ... While crews work on underground utility improvements, new sidewalks, and more. Construction work is set to resume on monday. The enire project..



### News 4 at 5

Event Type: **TV** Audience: **8,877**  
 Oct 30, 2025 5:00:04 PM Category: **News**  
 Source: **KRNV (NBC)** Country: **US**  
 Market: **Reno, NV**

News 4.com and the **Regional Transportation Commission of Washoe County**, donating 3000 bus passes to help families access food banks. The donation comes as many households in Washoe County face food challenges from the depletion of Snap benefits. The bus passes will be handed out by the Washoe County School District.



### KOLO 8 News Now @ 5:30PM

Event Type: **TV** Audience: **19,273**  
 Oct 29, 2025 5:35:20 PM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

The road ahead, sponsored by **rtc**. I am annie woods for the road ahead with **rtc**. Halloween is this friday, so we're reminding drivers to be on the lookout for little ones as they trick or treat. Jennifer iverson is the program coordinator for safe routes to school here with some tips. Welcome, jennifer.



### 2 News Nevada at 5:00pm

Event Type: **TV** Audience: **12,655**  
 Oct 29, 2025 5:20:06 PM Category: **News**  
 Source: **KTVN (CBS)** Country: **US**  
 Market: **Reno, NV**

**Rtc** says crews will be working on retaining walls. Speed limits will be lowered to 30-miles-per-hour during the project. Up next... A restaurant that blends a cafe and a



### 2 News Nevada at 6:00am

Event Type: **TV** Audience: **8,667**  
 Oct 28, 2025 6:39:50 AM Category: **Other**  
 Source: **KTVN (CBS)** Country: **US**  
 Market: **Reno, NV**

rtc: "The work site is contained, as you can see we have fencing around it and spots that block pedestrian access.



### 2 News Nevada at 4:30pm

Event Type: **TV** Audience: **8,690**  
 Date: **Oct 27, 2025 4:33:35 PM** Category: **News**  
 Source: **KTVN (CBS)** Country: **US**  
 Market: **Reno, NV**

rtc: "You'll see piles of dirt that are being kept on site, those are being watered down continuously to make sure there's not a large amount of dust. Luckily in this phase of construction there's not really any digging going on because it's just concrete pour.



### KOLO 8 Midday @ 11am

Event Type: **TV** Audience: **13,231**  
 Date: **Oct 22, 2025 11:05:12 AM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

. - Laura Freed--- director of administration for **rtc** of Washoe County, -Tyler Stone-- who currently works in strategic planning efforts for Wasco County Oregon. -and Kate Thomas who is currently the interim manager. Commissioners will interview all four--- and rank them in order of their preference.



### News 4 Nightly at 6pm

Event Type: **TV** Audience: **9,578**  
 Date: **Oct 20, 2025 6:10:06 PM** Category: **News**  
 Source: **KRNV (NBC)** Country: **US**  
 Market: **Reno, NV**

**RTC** asks that you use posted detours or alternate routes like South Virginia Street and Steamboat Parkway, to make things a little bit easier. The job should be completed by Wednesday amid a federal government shutdown. Homeland security moves forward with a \$170 million purchase of two private jets.



### Good Morning Reno 6am

Event Type: **TV** Audience: **10,453**  
 Date: **Oct 17, 2025 6:32:34 AM** Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

While no land transfer can happen until that case is resolved--- this right of refusal--- would give **rtc** the first opportunity to purchase the parcels should the city decide to sell them.



### 2 News Nevada at 6:30pm

Event Type: **TV** Audience: **10,535**  
 Oct 15, 2025 6:53:44 PM Category: **News**  
 Source: **KTVN (CBS)** Country: **US**  
 Market: **Reno, NV**

rtc bus stop that normally drops off and picks up across from the 2nd Street Walmart by the old amusement area, for the GSR's new expansion.



### KOLO 8 News Now @ 5:30PM

Event Type: **TV** Audience: **19,273**  
 Oct 15, 2025 5:35:01 PM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

For more information, head to [rtc washoe](#) comm. We're building a better community through quality transportation. The road ahead, sponsored by [rtc](#).



### Good Morning Reno 6am

Event Type: **TV** Audience: **10,624**  
 Oct 14, 2025 6:26:37 AM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

Obviously, the new partnership with [rtc](#), when students have that washoe county id card that they can ride for free. So for your older students, that's going to be a huge benefit. But they do have to organize that. And the school of choice is available for k through 12. Just a couple things to note though.



### KOLO 8 News Now Special Edition

Event Type: **TV** Audience: **10,509**  
 Oct 13, 2025 8:53:20 PM Category: **Other**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

[Rtc](#) is continuing... A "repaving project"... In the area. Access to neighborhood streets will be maintained. But -- side streets may be inaccessible... For brief periods. Flagging controls will be in place. You can see the detours-- listed on your screen. Northbound wedge traffic ...will remain open..



### KOLO 8 Midday @ 11am

Event Type: **TV** Audience: **8,893**  
 Oct 13, 2025 11:03:33 AM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

For more information on her court visit the reno justice court website and click therapeutic courts a traffic reminder for you this midday--- southbound wedge parkway is now closed for about two weeks---- as **rtc** continues a repaving project in the area.



### Good Morning Reno 6am

Event Type: **TV** Audience: **10,551**  
 Oct 13, 2025 6:33:58 AM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

Also today --- southbound wedge parkway will be closing for about two weeks---- as **rtc** continues a repaving project in the area. Access to neighborhood streets will be maintained--- however side streets may be inaccessible for brief periods while pulverizing work is being done.



### 2 News Nevada at 6:00am

Event Type: **TV** Audience: **8,667**  
 Oct 07, 2025 6:42:59 AM Category: **Other**  
 Source: **KTVN (CBS)** Country: **US**  
 Market: **Reno, NV**

rtc: "That was the goal of this project so you where you're going sooner and quicker so you can get through this roundabout more efficiently.">



### Good Morning Reno 6am

Event Type: **TV** Audience: **9,222**  
 Oct 07, 2025 6:05:21 AM Category: **News**  
 Source: **KOLO (ABC)** Country: **US**  
 Market: **Reno, NV**

It also needs to take into account the resources and lack thereof that cold springs has -- and how to improve it stonegate has filed an appeal of some of the planning commission decisions it is now going to the trcukee meadows regional governing board this meeting is happening on october 9th at 6pm at the **rtc** building on



### 2 News Nevada at 5:00pm

Event Type:	<b>TV</b>	Audience:	<b>12,746</b>
Oct 06, 2025 5:05:02 PM		Category:	<b>News</b>
Source:	<b>KTVN (CBS)</b>	Country:	<b>US</b>
Market:	<b>Reno, NV</b>		

rtc: "We've heard from anybody that's traveled in this area over and over again 'i don't know which lane to be in, I don't know where to be on SParks Boulevard, and then to Lincoln, and through the roundabout'.



### News 4 at 5

Event Type:	<b>TV</b>	Audience:	<b>10,258</b>
Oct 06, 2025 5:05:02 PM		Category:	<b>News</b>
Source:	<b>KRNV (NBC)</b>	Country:	<b>US</b>
Market:	<b>Reno, NV</b>		

The **Regional Transportation Commission of Washoe County** and the City of Sparks are celebrating the completion of the Legends Roundabout project. Since July, crews have been working to modify two roundabouts on East



### Good Morning Reno 6am

Event Type:	<b>TV</b>	Audience:	<b>11,234</b>
Oct 06, 2025 6:00:46 AM		Category:	<b>News</b>
Source:	<b>KOLO (ABC)</b>	Country:	<b>US</b>
Market:	<b>Reno, NV</b>		

**Rtc** crews are doing underground utility work at mill and sunshine lane-- and a new sidewalk and pedestrian ramp will be built . You will still have access to nearby businesses -- but the area could see detours or changes to bus stop locations...



### Kolo 8 News Now @ 6pm

Event Type:	<b>TV</b>	Audience:	<b>13,974</b>
Oct 05, 2025 6:23:34 PM		Category:	<b>News</b>
Source:	<b>KOLO (ABC)</b>	Country:	<b>US</b>
Market:	<b>Reno, NV</b>		

. # **rtc** is announcing the completion of the legends roundabouts project at the outlets at legends in sparks. - **rtc** says they have modified two roundabouts on east lincoln way between sparks boulevard and marina gateway drive to reduce crashes, improve lane use, and facilitate safer pedestrian crossings.



### KOLO 8 News Now Special Edition

Event Type: **TV**

Audience: **32,208**

Oct 04, 2025 8:19:06 PM

Category: **Other**

Source: **KOLO (ABC)**

Country: **US**

Market: **Reno, NV**

. # **rtc** is announcing the completion of the legends roundabouts project at the outlets at legends in sparks. - **rtc** says they have modified two roundabouts on east



## REGIONAL TRANSPORTATION COMMISSION

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item:** 4.2.6

To: Regional Transportation Commission

From: Xuan Wang, PHD, PE, PTP, RSP2, Transportation Planning Manager

**SUBJECT: Advisory Committee Report**

### **RECOMMENDED ACTION**

Acknowledge receipt of the Summary Report for the Technical, Citizens Multimodal, and Regional Road Impact Fee Advisory Committees.

### **BACKGROUND AND DISCUSSION**

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), which includes members from the community. The RTC Board approves appointments to this advisory committee.
- The Technical Advisory Committee (TAC), which 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 CMAC met on 11/05/2025 and were given the quarterly update presentation on construction, installation, and maintenance of benches, shelters, and transit stops. Members also received a presentation on the proposed Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP).

The TAC met on 11/06/2025 with Angela Fuss leading the meeting in place of the absent Chair Scott Carey. The committee was presented with two primary items: the approval of the Proposed Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP), including various project changes and funding adjustments. Members also received an informative presentation from NNPH AQMD regarding the implementation of the new Supplemental Environmental Project (SEP) Program.

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There has not been a RRIF TAC meeting since the Board previously met.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.3.1**

To: Regional Transportation Commission

From: Kimberly Diegle, Project Manager

**SUBJECT: Mill Street Capacity & Safety Project PSA Amendment No. 3**

**RECOMMENDED ACTION**

Approve Amendment No. 3 to the contract with Jacobs Engineering Group, Inc., for additional engineering during construction services in connection with the Mill Street Capacity and Safety Project, in the amount of \$45,855, for a new total not-to-exceed amount of \$2,024,705.

**BACKGROUND AND DISCUSSION**

The RTC and Jacobs Engineering entered into a Professional Services Agreement (PSA) on February 18, 2022 to provide design services and engineering during construction for the Mill Street Widening Project in an amount not-to-exceed \$1,539,340. On October 20, 2023, the parties executed Amendment No. 1 to the contract which provided additional design services associated with a requested additional plan submittal, a lighting study, and extended coordination with the right-of-way consultant team for the Mill Street Capacity and Safety Project. The amendment increased the contract by \$439,510, for a new total not-to-exceed amount of \$1,978,850. On December 15, 2023 the parties executed Amendment No. 2 related to a settlement agreement for services performed by Jacobs on the Arlington Avenue Bridges Project for Jacobs to provide RTC with a service credit of \$355,000.

This Amendment No. 3 provides additional funding for engineering during construction services associated with final construction and closeout schedule, RTC-directed changes including building demolition, and additional right of way engineering services related to roadway abandonment, utility easements, and deed transfers to other agencies. Construction of the Project began in April 2025, and is anticipated to be complete in July 2026. Final project close-out is expected to be complete by December 2026.

This item supports the FY2026 RTC Goal, "Complete Project Construction: Mill Street Capacity & Safety".

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**FISCAL IMPACT**

Fuel tax appropriations for this item are included in the FY 2026 Budget.

**PREVIOUS BOARD ACTION**

12/15/2023 - Approved Amendment No. 2 to the contract with Jacobs Engineering Group, Inc.

AMENDMENT NO. 3

The Regional Transportation Commission of Washoe County (“RTC”) and Jacobs Engineering Group, Inc. (“Consultant”) entered into an agreement dated February 8, 2022, as previously amended by Amendment No. 1 dated October 20, 2023, and as previously amended by Amendment No. 2 dated December 15, 2023 (the “Agreement”). This Amendment No. 3 is dated and effective as of \_\_\_\_\_.

RECITALS

WHEREAS, the term of the Agreement is through December 31, 2025;

WHEREAS, the parties have determined that there is a need to amend the agreement to extend the expiration date to December 31, 2026, due to the actual construction and project closeout schedule;

WHEREAS, the parties have determined that there is a need to amend the Agreement to provide additional Engineering During Construction services (Task 8) as described in Exhibit A, at an additional cost of \$45,855;

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

- 1. Section 1.1 shall be replaced in its entirety with the following:

The term of this Agreement shall be from the date first written above through December 31, 2026, unless terminated at an earlier date, or extended to a later date, pursuant to the provisions herein.

- 2. Section 3.2 shall be replaced in its entirety with the following:

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

Design and Bidding Services (Tasks 1 to 6)	\$1,707,240.00
Design Contingency (Task 7)	\$150,000.00
<u>Engineering Services During Construction (Task 8)</u>	<u>\$167,465.00</u>
Total Not-to-Exceed Amount	\$2,024,705.00

- 3. Exhibit A – Scope of Services of the Agreement is replaced in its entirety with the version of Exhibit A attached hereto.

4. Exhibit B – Fee Summary of the Agreement is replaced in its entirety with the version of Exhibit B attached hereto.

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

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

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By: \_\_\_\_\_  
Bill Thomas, AICP, Executive Director

JACOBS ENGINEERING GROUP, INC.

By: \_\_\_\_\_  
Doug Stremel, P.E., Manager of Projects

## **Exhibit A**

# **SCOPE OF SERVICES** **FOR THE** **MILL STREET WIDENING PROJECT**

## **INTRODUCTION**

The Mill Street Widening Project limits are from 300 feet west of Kietzke Lane to Terminal Way and is approximately 0.75 miles in total length. Proposed improvements include widening Mill Street from Kietzke Lane to the I-580 southbound on-ramp from four to five lanes. Proposed improvements on Mill Street from the I-580 northbound on-ramp interchange to Terminal Way include a raised median but do not include widening the road and will maintain the existing four travel lanes. The project improvements exclude the I-580 interchange which was recently improved with NDOT's Spaghetti Bowl Xpress (SBX) Project.

The Scope of Work for the CONSULTANT includes Final Design, Utility Relocation Coordination, support during the bidding process, and Engineering Services during construction. General tasks identified in the base scope of work include utilizing the Stage 2 Design by Horrocks Engineers to complete the 65% design, 90% design, 100% design, final design, cost estimate, special provisions, drainage report, geotechnical investigation, right-of-way services, and public involvement.

## **BACKGROUND**

The RTC and NDOT entered into a Cooperative Agreement that included preliminary design improvements of the Mill Street Future Corridor Expansion incorporated into the Spaghetti Bowl Xpress (SBX) Phase 1 project. As part of the SBX contract, the Design-Builder – Ames Q&D Constructors (AQD) – was responsible for the preliminary design of the Mill Street Widening Project which included the roadway between Kietzke Lane and Terminal Way.

The preliminary design included two stages and was designed by AQD's engineering consultant (Horrocks Engineers). For the Stage 1 design, the consultant developed three (3) roadway widening options: 1) Centerline Widening; 2) Widening North; and 3) Widening South. Ultimately, a hybrid of Option 1 and 2 was chosen – Centerline Widening to the west of I-580 and Widening North to the east of I-580 – which the consultant was instructed to move forward to the Stage 2 Design. The consultant has completed the Stage 2 Design and this Professional Services Agreement Scope of Services will complete the project Final Design and go out to bid for construction.

## TASK 1. PROJECT MANAGEMENT

### 1.1. PROJECT EXECUTION

CONSULTANT will provide project management services for the design through bidding services scope of work for the project and for project close-out activities; assumed to be fifty nine (59) months, February 2022 through December 2026. Project management includes project setup and administration, including preparation and execution of Subconsultant agreements, monthly budget monitoring and invoicing, monthly preparation and reporting of project progress (including work completed and documentation of any changes, actual and anticipated, in scope, schedule, and budget), preparation and monthly updates of the project schedule, continued management of Subconsultants, quality assurance on deliverables, coordination with the RTC Project Manager, and project closeout.

The CONSULTANT Project Manager will be responsible for the ongoing project coordination of CONSULTANT activities for the duration of the work. The CONSULTANT Project Manager shall also maintain communication, as appropriate, with local, state, federal, and private stakeholders as required for the progress of the scope of work detailed in this document. All significant communications shall be documented and reported to the RTC Project Manager. The CONSULTANT Project Manager will coordinate with team leads under his/her responsibility to discuss the progress of the project and identify issues and action items to be addressed.

The Project Manager is responsible for the contracting, coordination, and management of all Subconsultants. The CONSULTANT will be the primary point of contact for the RTC for all team Subconsultants and will be responsible for communicating and coordinating the direction from the RTC to all team members.

### 1.2. PROJECT MANAGEMENT MEETINGS

#### 1.2.1. Project Kickoff Meetings

CONSULTANT will hold a kickoff meeting with RTC, City of Reno, and other agency staff as appropriate, to confirm the project objectives, approach, milestones, stakeholder and outreach approach, and potential project challenges. Six (6) CONSULTANT and Subconsultant staff will attend the meeting. CONSULTANT will prepare a meeting agenda, take and distribute meeting minutes, and track concerns about the project from the attendees.

CONSULTANT will also hold an internal kickoff meeting with CONSULTANT staff, and Subconsultants to internally align the team with the goals of the RTC and the goals of the project.

### 1.2.2. Project Management Meetings

CONSULTANT will facilitate monthly Project Management Team Meetings with the RTC, City of Reno, and other parties, as appropriate, to discuss the design progress, upcoming milestones, scope, schedule, budget, risk status, key technical issues by discipline, and make informed decisions. CONSULTANT will prepare an agenda and distribute meeting notes and the action item log, identifying the person responsible for resolving each item and expected date of completion via email. It is anticipated that up to four (4) CONSULTANT and Subconsultant staff will attend the Project Management Meetings.

CONSULTANT will facilitate weekly Project Management Phone-Meetings with the RTC PM, as appropriate, to discuss the design progress, upcoming milestones, scope, schedule, budget, risk status, key technical issues, and on-going To-Do list status updates.

### 1.2.3. Design Coordination Meetings

CONSULTANT will hold a 1-hour biweekly design coordination meeting with task leads, design staff as appropriate, and Subconsultants to ensure cross-discipline coordination with design and schedule.

### 1.2.4. Right-of-Way Setting Meeting

CONSULTANT will facilitate a right-of-way setting meeting with RTC staff to review all the rights to be acquired and to review the responsibilities of the RTC, CONSULTANT, and Subconsultants, as applicable.

## 1.3. PROJECT MANAGEMENT (PMP)

CONSULTANT will prepare a Project Management Plan (PMP) that will include: Project Instructions, Risk Management Plan, Communications Protocols, Project Directory, Scope, Schedule, Budget, File/Information Sharing/Storage Protocols, and the Health and Safety Plan.

The PMP will be distributed to the CONSULTANT team, including Subconsultants, and will be updated as needed throughout the project duration.

## 1.4. QUALITY MANAGEMENT PLAN (QMP)

CONSULTANT will prepare a Quality Management Plan (QMP) specific to the Mill Street Widening Project. A project Quality Manager will be assigned who be responsible for the development and implementation of the plan and provide initial training. The QMP will apply to both prime and Subconsultant team members. An independent quality review will be

performed at each design deliverable when submitting the 90%, 100%, and Final milestone packages.

## 1.5. FILE AND DOCUMENT MANAGMENT

CONSULTANT will update and maintain the Project Management Plan and all project files (electronic and hardcopy as appropriate) throughout the duration of the project. Copies of all outgoing and incoming correspondence will be provided to the Project Manager, or designee, on a continuing basis and distributed to the RTC Project Manager as needed. Word processing, data bases, spreadsheets, etc. will be prepared using a format compatible with Microsoft Office.

## 1.6. DELIVERABLES

- Monthly Invoices that show staff names, hours, classifications, and billing rates, for each month of the anticipated project schedule
- Monthly Progress Reports to be included with the invoices
- Monthly schedule update
- Meeting Agenda & Minutes for Kickoff Meetings
- Meeting Agenda, Minutes and Action Item Log for Project Management Meetings
- Meeting Agenda, Minutes and Action Item Log for the Design Coordination Meetings
- Project Management Plan preparation and as-needed updates
- Quality Management Plan

## **TASK 2. PUBLIC AND AGENCY INVOLVEMENT**

### 2.1. PUBLIC OUTREACH PLAN AND METHODS

CONSULTANT will develop a Public Outreach and Involvement Plan that outlines specific objectives, organization and roles of stakeholder, and definition/schedule of target activities to accomplish the objectives of the project.

CONSULTANT will meet with the RTC Project Manager, and public information officers to review the overall strategy for public involvement. Following these meetings, CONSULTANT will draft a plan that supports the RTC's objectives and address the needs of the community.

#### 2.1.1. Stakeholder Database

CONSULTANT will develop a strategic and comprehensive stakeholder list. CONSULTANT will obtain an updated list of property owners within ½-mile of the project corridor from the County Assessor's Office. CONSULTANT will obtain lists of homeowner's associations/neighborhood associations within the project area. The stakeholder database will include project team members, elected officials, businesses,

agencies, residents, community organizations and media. The database will include owners name and physical property location for property owners, and mailing and email address for elected officials, and other stakeholders. The database will be Microsoft Excel based and be updated as needed.

### 2.1.2. Website / Digital Outreach

CONSULTANT will establish and secure a domain name and maintain the Project website. The website will be updated monthly, at a minimum, and more often as project activity requires. The website will be for the entire project with an introductory main page, and separate subpages for west and east of I-580. Project information maintained on the website will include project descriptions, project photos, e-mail sign-up and comment page, RTC Project Manager contact information, frequently asked questions (FAQs), project schedules with updates to emphasize current activities, public meeting notices, and public meeting information. The website will include links to the RTC Home Page and any project related videos, including “The Road Ahead” television segments, and the livestream recordings from the public meetings. The website will be designed using WordPress, and all content will be approved by the RTC Public Informational Officer prior to being available to the public.

The comment page will be linked to an RTC domain email address, allowing the RTC to monitor and respond to any comments or project inquiries at their discretion.

CONSULTANT will not be responsible for providing public meeting notices to newspapers and television news media. The RTC Public Information Office will provide these services, as well as posting announcements and project updates to social media such as Facebook, Twitter, Instagram, etc.

### 2.1.3. Project Branding and Logo

CONSULTANT will develop three (3) project branding color and style palettes and three (3) project logo concepts for the RTC to choose from or to provide direction on how to modify/combine the concepts developed into one (1) final project branding color theme, style, and logo. Branding and a project logo will provide a consistent look on public outreach materials, including the website, and project documents.

## 2.2. ONE-ON-ONE STAKEHOLDER MEETINGS

As the project progresses, it is assumed that certain interest groups, individuals, and/or public officials may request specific meetings to discuss project issues, concerns, and/or provide input to the project or process. These groups include residents, businesses, community organizations, Tribal Entities, and/or interested parties. CONSULTANT, Public Involvement Subconsultant, and/or RTC PM will attend individual one-on-one meetings with these groups during the course of the project. The specific need, number, and nature of these meetings will

be dynamic and as necessary; however, forty (40) meetings, attended by two (2) CONSULTANT staff, are assumed in the base fee. CONSULTANT will manage a list of meetings, meeting attendees, and will provide meeting materials for distribution. CONSULTANT will include the RTC Project Manager in all one-on-one meetings.

### 2.3. PUBLIC INFORMATION MEETINGS

Public Information Meetings will be held with businesses, property owners adjacent to the project improvements and other members of the public to discuss project limits, scope, tentative schedule, driveway access, public notification requirements, and concerns of adjacent properties. It is anticipated that two (2) public meetings will be held, once during the 90% design phase and once again, before finalization of the 100% design. Two (2) preparation meetings with RTC staff prior to each meeting are anticipated. Media placement will be coordinated through the RTC public information officer. CONSULTANT Project Manager, Design Manager, Public Information Specialist, and up to two (2) additional CONSULTANT staff will attend the public meetings as appropriate. CONSULTANT will provide up to five (5) total display boards covering the project limits, a PowerPoint presentation, and a project factsheet handout.

The Public Information Meetings will be held at the RTC Engineering Building located at 1105 Terminal Way, Reno, NV. CONSULTANT will provide flyers (in English and Spanish) to RTC for distribution. Translation to Spanish will be provided by the RTC. The RTC will use the Stakeholder Database prepared by the CONSULTANT under Task 2.1.1 to print, address, and mail post cards, including postage costs, themselves. Additionally, public meetings will be promoted on project website and social media.

Public Information Meeting #1 will focus on the design and Right-of-Way impacts. Public Information Meeting #2 will focus on possible construction traffic control and schedule.

### 2.4. REGIONAL TRANSPORTATION COMMISSION BOARD MEETINGS

CONSULTANT will provide PowerPoint presentation to RTC Project Manager and staff for monthly presentations to the RTC Board of Commissioners

CONSULTANT Project Manager and Design Manager will attend the monthly RTC Board Meetings to support the RTC Project Manager during Mill Street Widening presentations and assist in responding to questions from the RTC Board Members. A total of two (2) meetings are anticipated. One (1) preparation meeting with RTC staff prior to each meeting are anticipated. Consultant will provide assistance with graphics and information for the RTC's PowerPoint presentation.

### 2.5. RENO CITY COUNCIL OR NEIGHBORHOOD ADVISORY BOARD MEETING

CONSULTANT will provide PowerPoint presentation to RTC Project Manager and staff for presentation to the Reno City Council or Neighborhood Advisory Board (NAB) meeting, as

required. A total of one (1) Reno City Council or NAB meeting and one (1) preparation meeting for the meeting is anticipated to be attended by the RTC Project Manager and Design Manager.

## 2.6. DELIVERABLES

- Draft Public Outreach and Involvement Plan
- Final Public Outreach and Involvement Plan
- Stakeholder Database
- Project website with secure domain name
- Preparation and Attendance at forty (40) One-on-One Stakeholder Meetings
- Preparation and Attendance at two (2) Public Information Meetings
- Presentation Material and Attendance at two (2) RTC Board Meetings with one (1) preparation meeting for each RTC Board Meeting
- Presentation Material and Attendance at either one (1) Reno City Council Meeting or one (1) Neighborhood Advisory Board Meeting with one (1) preparation meeting.

## **TASK 3. INVESTIGATION OF EXISTING CONDITIONS**

### 3.1. GEOTECHNICAL INVESTIGATION

CONSULTANT will perform geotechnical investigations and associated laboratory testing to develop geotechnical design recommendations for Mill Street.

#### 3.1.1. Records and Field Investigation

In addition to the widening of Mill Street to five lanes from Kietzke Lane to I-580 southbound on ramp, it is assumed the existing lanes will be rehabilitated, possibly via mill and overlay.

CONSULTANT will research existing geotechnical studies and reports, perform field exploration, complete field/laboratory testing, and engineering analyses to allow formulation of geotechnical recommendations for design and construction.

Research will also include review of published geologic maps and fault hazard reports to establish the presence of any documented geologic hazards near the project location.

Field exploration will include up to twelve (12) borings located approximately every 300 to 400 feet along the roadway as well as at other selected locations to adequately reveal the subsurface soil and groundwater conditions for final design improvements. A majority of the borings will be advanced to 5 feet below the existing ground surface, and some selected borings will be advanced to 10 feet depth. Borings will be located within both the eastbound and westbound travel lanes. To more accurately assess internal pavement distresses and

conditions to support a mill and overlay, up to twelve (12) pavement cores are scoped; pavement cores will be performed between boring locations.

Encroachment permits will be required with both NDOT and the City of Reno. For safety reasons, a 3<sup>rd</sup> party traffic control service will be hired for onsite traffic control and preparation of traffic control plans. Underground Service Alert (USA) will be contacted to clear all utilities in the location of the proposed boreholes.

Borings will be backfilled with tamped soil cuttings; borings and pavement cores will be capped with 6- to 8-inches of rapid set, quick strength, DOT approved concrete.

CONSULTANT will complete all necessary geotechnical and pavement analyses (using the 2021 Structural Design Guide for Flexible Pavement) to develop the geotechnical and pavement recommendations. The geotechnical task lead will participate in design team and agency meetings throughout the design process, as appropriate, up to twenty-four (24) hours.

The findings and recommendations will be summarized in a draft report for submittal to governing agencies. A final report will be issued addressing the comments; only one round of review and comments is scoped.

### 3.1.2. Exclusions

None.

### 3.1.3. Deliverables

- Draft Geotechnical Report for Agency Review
- Final Geotechnical Report

## 3.2. PAVEMENT DESIGN

### 3.2.1. Pavement Distress / Condition Survey

CONSULTANT will perform a brief pavement distress/conditions survey within the project limits to provide a qualitative discussion of the distresses on the pavement, identifying the distress conditions, extent of the distress, etc. FHWA Distress Identification Manual for Long-Term Pavement Performance will be used to identify the distress. This survey would not provide the lengths of the various cracks or areas of alligator cracking, fatigue failure, etc. The extend and severity of these distresses will serve to support a selection of pavement rehabilitation or reconstruction alternatives.

For the existing PCC pavement within the intersection of Terminal Way/Greg Street and Mill Street, CONSULTANT will perform a visual assessment of the slab conditions for the

entire PCCP including Terminal Way and Greg Street approaches (~250 LF down each approach). CONSULTANT will identify distressed slabs (cracks, spalls, joint sealant, etc.) and recommend replacement, repair, and/or maintenance options.

CONSULTANT will work with RTC to obtain, if any, PAVER reports compiled by Nichols Consulting Engineers (NCE) for streets that include previous work history, quantitative information on distress, as well as overall pavement condition index (PCI) from their inspections.

### 3.2.2. Falling Weight Deflectometer (FWD) Testing

CONSULTANT will perform Falling Weight Deflectometer (FWD) of the existing pavement. FWD testing, when combined with borings and cores, yields more complete information of the existing pavement and subgrade, filling in gaps in information between bore/core locations, and serving as a tool for back-calculating existing pavement support. The AASHTO preferred method for overlay design is based upon FWD testing results.

### 3.2.3. Heavy Vehicle Traffic Estimate

CONSULTANT will calculate design pavement loading for the project pavements. This design loading will be based upon existing traffic volumes as determined from NDOT Count Stations within the project limits and other RTC or City of Reno information, if available; traffic growth as determined from RTC's Regional Traffic Model; and truck percentages as field measured by CONSULTANT personnel. CONSULTANT will perform 13-hour truck classification counts at one point west of the I-580 interchange and one point east of the I-580 interchange. Counts will occur midweek when traffic is not expected to be impacted by construction, adverse weather, or holiday impacts.

### 3.2.4. Pavement Alternatives Analysis and Design

CONSULTANT will perform pavement design calculations in accordance with the 2021 Structural Design Guide for Flexible Pavement, dated February 2021, pavement design inputs as described above, and professional judgement and experience. Pavement alternatives to be evaluated will be:

- Grind and overlay
- Reconstruction with roadbed modification and asphalt concrete pavement
- Construction of widened sections and/or reconstruction with aggregate base and asphalt concrete
- Full depth asphalt concrete pavement

Pavement alternative selection, pavement designs, construction recommendations, and supporting information shall be documented within a Geotechnical Report/Pavement

Design Report supplied to RTC for review and comment and finalized upon receipt of comments.

### 3.2.5. Deliverables

- Pavement Design Report containing:
  - Pavement Distress/Condition Survey Results
  - FWD test result results
  - Heavy Vehicle Count Spreadsheets
  - Pavement design recommendations
- Identification of existing PCCP pavement distressed slabs and recommend replacement, repair, and/or maintenance options.

### 3.3. EXISTING SUBSURFACE UTILITIES

CONSULTANT will coordinate with NV Energy, TMWA, City of Reno, Charter, AT&T, Verizon, MCI, Zayo and all other utility companies as necessary for obtaining records of existing improvements, upcoming work, facility relocations, and new installations. A total of twelve (12) utility coordination meetings are anticipated through the duration of the project.

CONSULTANT will investigate and locate subsurface utilities within the roadway R/W, and areas reasonably affected, in accordance with the American Society of Civil Engineers Standard guideline for the Collection and Depiction of Existing Subsurface Utility Data, Quality Level C. Additionally, CONSULTANT will coordinate with Utility Owners to remove lids of surface features and document depth of utility device, or invert of pipe, within such surface features.

#### 3.3.1. Utilities

CONSULTANT will verify utilities shown on the Stage 2 Design plans prepared by Horrocks Engineers match existing utilities in the field, update the Utility Conflict Matrix, and include additional utilities west of Kietzke Lane. CONSULTANT will provide RTC a list of utility companies whose utilities are within the project limits or reasonably affected by the project. RTC will issue the initial notification to the utility agencies on the list and CONSULTANT will coordinate with the utility agencies for upcoming work, facility relocation, new installation, ensure utilities likely affected by the project are drawn on the plan and profile, evaluate potential conflicts through field investigation, and investigate conflict resolution strategies.

CONSULTANT will coordinate any utility relocations necessary to accommodate the project with the utility companies. The design and technical specifications required to relocate impacted facilities will be provided by others. CONSULTANT will include the approved utility design(s) and unique technical provision requirements for each utility in

the contract documents. CONSULTANT will assist the RTC in preparation of applications necessary for submission to utility companies for facility relocations, as required.

Coordination costs to be burdened by the RTC with the utility companies will be included in the Engineer's estimate.

No upgrading or expanding of facilities shall be included in the project scope.

Where modifications to existing utility easements are necessary or new utility easements are required, the needed utility easement(s) will be reflected on the plans and provided to the agency or company for their right-of-way acquisition process.

No utility appraisal document preparation or utility acquisition and relocation activities are included.

As it is difficult to estimate the level of effort required to perform this task, a budget estimate of 150 hours is included in this scope of services for Task 3. Should the actual time required to coordinate exceed the budget estimate, CONSULTANT will notify the RTC, and the budget will be adjusted.

### 3.3.2. Exclusions

None.

## 3.4. UTILITY POTHOLING

Where additional detail is required to support the design and avoidance of utility impacts, CONSULTANT shall perform potholing. It is assumed a total of up to 20 potholes will be conducted to locate facilities in the project limits.

## 3.5. TOPOGRAPHIC SURVEY

### 3.5.1. Topographic Survey

CONSULTANT will coordinate with NDOT to obtain topographic survey information obtained from the SBX Phase 1 project. To ensure adequate detailed topography along curb flowlines, ADA compliant pedestrian pathways, and minimization and correct right of way impacts along properties, CONSULTANT will conduct field surveys and office support to provide topographic design surveys for the Mill Street Widening project. The survey information will be provided for the full right-of-way width, and 25 feet maximum beyond as necessary, will include cross-sections at 50-foot intervals. For the adjoining side streets, the existing ground topo shall extend 500' past the intersection with Mill Street. Field survey will include but is not limited to, centerline elevations, existing stripping, edge of pavement, curb/gutter, sidewalks, ADA ramps, multiuse paths, retaining walls, ditch

features, hinge points, location/invert/rim elevations of all sewer and storm drain manholes and cross-manholes, location/invert/rim elevations of culverts, invert and rim elevations for all water and gas valves/boxes/vaults, location/invert/rim elevations of storm drain inlets/catch basins, utility poles/anchors, fences, signs, existing survey monuments, location of underground utility carsonite markers (if any), and any other key existing features.

Verification and densification of the location control provided, which is twelve construction control monuments supplied from the SBX contractor with the following datum and bearing source.

Vertical Datum:

Elevations are based on NAVD88 Holding published LOIS LPN 1566.

Bearing Source:

Bearings of the Construction Control Monuments provided were derived from Nevada State Plane Coordinates NAD83 Datum West Zone Using LIOS LPN 1566 archived at NDOT under file LPN 1566. Coordinates and distances reflect a single combination ground to grid factor of 0.9998110357 and have been converted to ground coordinates. Monuments are stamped with "NDOT" and Monument name unless noted in the description  
All coordinates were scaled from 0,0.

### 3.5.2. Deliverables

- MicroStation V8i file with topographic linework
- MicroStation InRoads Existing Ground Surface with 3D breaklines
- Label callouts for rim and pipe inverts of Storm Drains, Sewer Systems, and other utilities
- One (1)-Foot existing ground contour intervals at a scale of 1"=20' for full width of existing right of way and 150' beyond each side street intersection return

## 3.6. RIGHT-OF-WAY MAPPING

CONSULTANT will provide the following services for this project:

- Verify property ownerships and Assessor's Parcel Numbers (APNs) within the project limits from the Stage 2 Design, as well as obtain copies of any recorded maps that identify road rights-of-way and property lines. RTC will provide information obtained for the Mill Street Complete Streets Project.
- Prepare right-of-way based on field survey of centerline monuments, section corners, and record maps. The field survey fee for this task includes up to a total of 100 right-of-way centerline monuments, property corners, section corners, and applicable public land survey monuments within the project limits.

- Set new right-of-way corners based on acquisitions, prepare and file Record of Survey(s).
- Prepare right-of-way plan sheets as part of the overall construction plan sheet set. Identify the affected parcels by APN, address and ownership name. Right-of-way plans will include any and all existing easements, new easements, and property acquisitions.

### 3.7. RIGHT-OF-WAY ENGINEERING SERVICES

CONSULTANT will provide the following services for this project:

- Obtain and review current preliminary title reports (PTR) for the affected ownerships along Mill Street. For budgetary purposes, it is estimated that forty-one (41) property ownerships will be affected resulting in forty-one (41) right-of-way acquisitions.
- Review title reports to determine if any easements exist that will affect the proposed route design – if any easements exist, copies of the easement documents will be obtained, and they will be delineated on the base mapping.
- Where necessary, locate information not provided in the PTR, as necessary, perform research with the County of Washoe to obtain available record maps, assessor’s parcel map, vesting ownership deeds, and easement documents to provide to the Project Team and identify existing rights of way.
- Visually inspect each property (aerial and street-level views) and note the effects of all proposed acquisitions; work with design engineers to ensure proposed acquisitions are minimal.
- Develop temporary and/or permanent easement documents including legal descriptions and sketch maps for use by the RTC per the RTC standards.
- Develop fee acquisition documents including legal descriptions and sketch maps for use by the RTC per the RTC standards.
- Develop legal descriptions and sketch maps for use by RTC, per the RTC standards, for transfers of right-of-way to the City of Reno or NDOT, as applicable.
- Develop legal descriptions and sketch maps for use by RTC, per the RTC standards, for disposal of remnant parcel not needed for the project.
- Develop Permission to Construct sketch maps for use by the RTC per the RTC standards.
- Prepare a preliminary estimate of probable cost estimate, including temporary and/or permanent easements, acquisitions, and relocations based on readily available published information, and guidance from the SBX project. This estimate shall be for internal RTC use only for preliminary cost budget purposes.

#### 3.7.1. Exclusions

- CONSULTANT will not prepare an estimate of the total services and incidental costs associated with each real estate acquisition (appraisals, acquisition and title/escrow, legal services, etc.).
- CONSULTANT will not include easement, acquisition, or relocation costs in the Engineer's Probable Cost Option.

### 3.8. TRAFFIC VOLUME VERIFICATION

#### 3.8.1. Data Collection

CONSULTANT will utilize the information found in Headway's Mill Street Corridor Study dated 12/10/2021. Additional traffic data collection will not be evaluated under this contract.

#### 3.8.2. Update Travel Demand Forecast

CONSULTANT will utilize the information found in Headway's Mill Street Corridor Study dated 12/10/2021. Additional travel demand forecasts will not be evaluated under this contract.

#### 3.8.3. Traffic Operations Report

CONSULTANT will utilize the information found in Headway's Mill Street Corridor Study dated 12/10/2021. Signal timing will not be evaluated under this contract.

Final design will include:

- Single left turn lane from westbound Mill Street to the Northbound I-580 entrance ramp.
- Layout and design for traffic signal at Golden Lane/Redwood Place and Mill Street and abandon Louise Street. Signal timing will be provided by the RTC and/or the City of Reno.

#### 3.8.4. Deliverables

None.

### 3.9. ACCESS MANAGEMENT

According to the RTCs 2050 Regional Transportation Plan, Mill Street is classified as a "Medium Access Control Arterial" and will be utilized for this project. The CONSULTANT will review property access locations and provide recommendations, included shared driveway options, for select locations with special operational or safety concerns in a memorandum

report. Access Management will be evaluated with the proposed design of raised median islands.

The existing median along Mill Street just east of Matley Lane is currently a two-way-left-turn lane (TWLTL) configuration. Headway's Traffic Analysis reports recommends eliminating the TWLTL configuration, and access to and from Mill Street from Matley Lane will be reconfigured and confined to right-in/right-out only movements.

### 3.10. SAFETY ASSESSMENT

CONSULTANT will obtain the Traffic Crash Data from NDOT for the years 2015 - 2017. CONSULTANT will identify existing hot spots and/or trends for special consideration. Characterization of the crash types and trends will be used to identify potential countermeasures that could be incorporated in the project design. Site specific crash analysis and diagramming is not included as a high-level, predictive type evaluation is intended.

### 3.11. DATA COLLECTION

CONSULTANT will obtain the Stage 2 Design (PDF and electronic CADD files) from the RTC. Additional, as-built data (pdf and electronic CADD files) for Mill Street, Terminal Way, and surrounding side streets within the project will be obtained from the City of Reno.

CONSULTANT will coordinate with NDOT to obtain the current electronic design files for the SBX improvements on Mill Street. CONSULTANT will continue regular coordination with NDOT to ensure design/as-built information is updated.

### 3.12. ENVIROMENTAL SUPPORT – OPTIONAL TASK

If necessary, CONSULTANT will perform limited environmental analysis services for this project, which will not have any federal funding applied to it.

The completed EIS for NDOT's Reno Spaghetti Bowl Project encompasses the portion of Mill Street in the vicinity of NDOT's I-580 Right-of-Way.

Kietzke Lane is also NDOT Right-of-Way, however, improvements along Kietzke Lane include revised intersection returns with Mill Street to accommodate widening along Mill Street. No widening or lane configuration revisions are proposed for Kietzke Lane.

If any right-of-way acquisitions outside the limits of the Reno Spaghetti Bowl EIS require a Phase I Environmental Analysis, or if any right-of-way acquisitions require a Phase II Environmental Analysis to be completed at RTC's direction, RTC will provide authorization and funding under Task 7 - Design Contingency.

## **TASK 4. 90% DESIGN**

### **4.1. DESIGN CRITERIA & SOFTWARE**

#### **4.1.1. Design Criteria**

CONSULTANT will develop design criteria for Mill Street. Design standards will be established based on:

- Standard Specifications for Public Works Construction (Orange Book), Revision 8 of the 2012 Edition
- AASHTO Policy for Geometric Design of Highways and Streets (Green Book), 2011
- Manual on Uniform Traffic Control Devices 2010
- AASHTO Roadside Design Guide, 2011
- Guide for the Planning, Design, and Operation of Pedestrian Facilities, AASHTO, 2004
- RTC 2050 Regional Transportation Plans
- Truckee Meadows Regional Drainage Manual, latest version

If any structural design is needed beyond what is included in the Orange Book, The NDOT Structures Manual, 2008, and subsequent revisions, shall be used for design criteria.

CONSULTANT will prepare draft design criteria, consisting of a tabular format document of critical criteria and a summarized listing of the governing standards and references, for review by the RTC and other agencies for review and approval. A meeting will be held with the RTC and agencies to reconcile any outstanding review comments and prepare and submit the Final Design Criteria. CONSULTANT will review existing geometry for Stage 2 Design plans for consistency with the agreed upon standards.

Should the RTC direct the use of future releases of these references that would significantly alter the scope of work or increase the level of effort required to complete the work, incorporating these changes will be negotiated as additional services before additional work is initiated.

#### **4.1.2. Software**

Project design and plans will be produced using MicroStation V8i and InRoads SS2, with the understanding that master files can be translated to AutoCAD at the completion of final design for final delivery to the RTC, if required. ProjectWise will be used to organize CADD files, included those of the Subconsultants.

#### 4.1.3. Deliverables

- Draft Design Criteria for Agency Review
- Final Design Criteria

#### 4.2. 90% DESIGN

The magnitude of design changes from the 60% Stage 2 Design prepared by others require a 65% design level submittal for Agency review prior to advancing the design to 90%. The 65% design submittal shall include 65% level drainage report, cost estimate, and plans (96 plan sheets). Agency comments on the 65% design shall be compiled and responded to. CONSULTANT shall organize a 65% design review comment meeting to discuss questions about the Agency comments.

##### 4.2.1. Drainage Analysis

CONSULTANT will review previously received agency review comments that have not been addressed yet. CONSULTANT will provide responses to the comments and hold a review meeting to ensure Agencies are in acceptance of proposed solutions, and all comments adequately addressed.

CONSULTANT will utilize the Mill Street Future Improvements – Drainage Memorandum, dated September 14, 2021 prepared by Horrocks Engineers as the basis of their drainage design.

This scope is based upon the drainage criteria outlined by the *Truckee Meadows Regional Drainage Manual (TMRDM)*, *Truckee Meadows Structural Controls Design and Low Impact Development Manual*.

CONSULTANT will estimate street surface flow characteristics (i.e., depth, velocity, spread width/dry lane, and velocity time depths) using Manning’s Equations for 5-, 10-, and 100-year design storm events.

CONSULTANT will evaluate existing drainage facilities to ensure they meet drainage criteria using Manning’s Equation for storm drain facilities and drop inlets.

CONSULTANT will complete a 65% and 90% Design of the proposed drainage facilities (culverts, roadside ditches, drop inlets, and storm drain facilities) to meet drainage criteria. Where possible, use of and tie-ins into existing drainage systems along Mill Street will be incorporated into the design.

##### 4.2.2. Lighting and Electrical Design

Electrical design will include any required new street lighting, relocating, and/or removing the existing street lighting, miscellaneous electrical connections (if any), electrical service

points for lighting and signalized intersections, and coordination with NV Energy for any electrical utility relocations and any new service requirements. The project will be Flat Rate Corridor Lighting; therefore, CONSULTANT will provide the lighting analysis, and NV Energy is responsible for the lighting design, including electrical load and voltage drop calculations.

Full Lighting Study shall be completed by CONSULTANT'S subconsultant, PK Electrical.

- Field measurements to obtain current lighting levels along Mill Street from Kietzke Lane to Terminal Way.
- Determination if existing lighting levels meeting city of Reno lighting standards for pedestrians and roadways.
- Photometric calculations and plan showing existing and suggested/proposed layout for new street lighting to meeting the standards as necessary.
- Report outlining proposed recommendations.
- Opinion of probable construction cost.
- Measurements taken at up to five (5) representative sections of Mill Street at ~20' increments along the roadway, with measurements taken at the middle of each sidewalk, travel lanes, and the median/centerline. Photometric meter's light sensor will be placed directly on the ground.
- CONSULTANT will provide escorts, including company vehicle with flashing lights and a flagger, for safety during measurements.

#### 4.2.3. 90% Roadway, Signing, Striping, Right of Way, Geometric, Utilities, Removals, Structural and Details

Incorporating the result of the Headway's Mill Street Corridor Study Traffic Analysis report dated December 10, 2021, and the RTC Final Design Open Items Matrix, CONSULTANT will advance the Stage 2 Design prepared by Horrocks Engineers, and prepare 65% and 90% preliminary design plans, a corresponding 65% and 90% preliminary opinion of probable construction cost estimate, and 90% technical specifications.

Design changes and refinements of the geometric layout include:

- Refinement of Mill Street alignment near Kietzke Lane to accommodate the third eastbound lane west of Kietzke Lane while minimizing impacts to gas stations and avoiding RSIC Tribal Lands.
- Removal of dedicated right turn lane from westbound Mill Street to northbound Kietzke Lane to minimize right of way impacts, with verification from Headway Transportation, LLC, on their traffic analysis report.
- Modifications at Kietzke Lane / Mill Street intersection to ensure adequate sight distance and truck turning movements.
- Changed single left turn lane from westbound Mill St. to northbound I-580 ramp to a dual left turn lane to coordinate with recently constructed SBX project improvements. Required edge of pavement refinements along Mill Street to accommodate the dual left turn lane.
- Modification of full width bus pullout lane along westbound Mill Street between the I-580 northbound exit ramp and Matley Lane to minimize private property impacts.

- Modifications at Matley Lane / Mill Street intersection to accommodate large truck movements for right-in / right-out only movements.
- Analysis of bicycle and pedestrian safety along eastbound Mill Street approaching I-580 southbound entrance ramp. Reviewed options to keep the bike lane adjacent to the curb and gutter rather than to the left side of the dedicated right turn lane or combine the bicycles and pedestrians on a 10' wide multi-use path.
- Realignment of sidewalk at northwest corner of Golden Lane intersection to accommodate signal poles without encroaching onto Tribal Property.
- Design coordination and changes resulting from appraisals, fee acquisitions, and temporary construction easements.
- Additional utility design coordination.

Evaluate the geometric layout for a new traffic signal at Golden Lane and Mill Street, with a new roadway (requiring right-of-way acquisitions) to the south to complete the fourth leg of the intersection. This signal would replace the RRFB installed with the SBX project to increase pedestrian safety. The installation of a signal at Golden Lane would require a right-in right-out only movement at Reservation Road. In addition, Louise Street and Redwood Place would either be abandoned or terminated with a cul-de-sac rather than intersect with Mill Street. The operational analysis was completed in Headway's Mill Street Corridor Study dated 12/10/2021. No additional operational analysis will be done by CONSULTANT.

CONSULTANT shall provide extensive evaluation of the Golden Lane Extension alignment options that to evaluate impacted right-of-way, billboard impacts, and coordination of the traffic signal nearby billboard locations.

#### 4.2.4. Landscape and Aesthetics

Mill Street is an existing commercial corridor with minimal landscaping/aesthetics adjacent to Mill Street. Although not anticipated, if any landscape or aesthetic design is necessary, RTC will provide authorization and funding under Task 7 - Design Contingency.

#### 4.2.5. 65% and 90% Plan Sets

The sixty (60) plan sheets included in the Stage 2 Design will be advanced to the 90% level of detail. Additional sheets to be included are:

- Geometric Control and additional Grading Plans (8): Geometric control and grading plan information for median islands, separated sidewalks, ADA ramps, driveways, and any other feature needing geometry/grading defined for construction
- Additional Traffic Signal plans (5)
- Utility specific generated design (water, gas, etc.), as necessary from utility conflicts (10)
- Detailed analysis for lighting and/or electrical (4)
- Retaining Wall or other Special Structural Features (3)

- Additional Detail Sheets (10)
- Site reconstruction plans including landscape and aesthetic design for remediation of impacts to adjacent properties (10)

Approximately 110 Sheets total

Exclusions from the 90% Scope of Work:

- Cross Sections will not be included in the plans or provided to the agency(s)
- No public art design is included, nor identification of potential location(s)
- No soundwalls or soundwall aesthetic design is included
- Utility Companies are responsible for their own design and plan sheets.

#### 4.2.6. 65% and 90% Cost Estimate

CONSULTANT will prepare a detailed unit price engineer's estimate of probable construction cost.

#### 4.2.7. 90% Technical Provisions

CONSULTANT will provide detailed technical specifications as determined during the 90% design. Technical provisions will reference Revision 8 of the 2012 Edition of Standard Specifications for Public Works Construction (Orange Book) for standard construction items.

#### 4.2.8. 65% and 90% Design Submittal

CONSULTANT will submit 90% Design Documents and instructions for providing review comments to the agencies and utility companies as summarized below:

- RTC and City of Reno
  - 1 PDF copy of 11"x17" 65% and 90% design plans, Design Exception Summary (as necessary).
  - 1 PDF copy of 90% Technical Specifications
  - 1 PDF copy of 65% and 90% Engineer's opinion of probable construction cost estimate
  - 1 Electronic Distribution of Review Comment Instructions & Comment Form
- Utility Companies with facilities in the area:
  - 1 PDF copy of 11"x17" 65% and 90% design plans
  - 1 PDF copy of 90% Technical Specifications
  - 1 Electronic Distribution of Review Comment Instructions & Comment Form

#### 4.2.9. Constructability, Cost Estimate, and Technical Specification Review

Subconsultant Pre-Construction Services Group will provide an independent constructability review of the 65% design plans, an independent review of the 65% cost estimate, and provide a draft construction schedule. All reviews will be summarized into a formal report to be submitted to the RTC.

Subconsultant Pre-Construction Services Group will provide an independent constructability review of the 90% design plans, an independent review of the 90% cost estimate, an independent review of the technical specifications, and provide a draft construction schedule. All reviews will be summarized into a formal report to be submitted to the RTC.

### **TASK 5. FINAL DESIGN**

#### 5.1. 100% DESIGN

CONSULTANT will organize a 90% review comment reconciliation meeting with the RTC and other agencies. Six (6) CONSULTANT team members are anticipated to attend the comment reconciliation meeting. The agreed upon revisions will be incorporated into the plans, allowing the CONSULTANT to finalize the design plans, specifications, and engineer's estimate to 100%.

CONSULTANT will submit 100% plans, specifications, and engineer's estimate to RTC, City of Reno, and utility companies with facilities in the project limits to verify all comments have been responded to, reconciled, and incorporated into the plans.

Subconsultant Pre-Construction Services Group will provide an independent constructability review of the 100% design plans, an independent review of the 100% cost estimate, an independent review of the technical specifications and update the construction schedule prepared at 100% design. All reviews will be summarized into a formal report to be submitted to the RTC.

##### 5.1.1. 100% Design Submittal

CONSULTANT will submit 100% Design Documents and instructions for providing review comments to the agencies and utility companies as summarized below:

- RTC and City of Reno
  - 1 PDF copy of 100% design plans, technical specifications, Design Exception Summary (as necessary), and construction cost estimate; full versions of drainage and geotechnical reports

- 1 Electronic Distribution of Review Comment Instructions & Comment Form
- Utility Companies with facilities in the area:
  - 1 PDF of 100% design plans
  - 1 PDF copy Technical Specifications
  - 1 Electronic Distribution of Review Comment Instructions & Comment Form

## 5.2. FINAL DESIGN

Once the agencies verify that all review comments have been addressed and no additional changes are required, CONSULTANT will sign and stamp the design plans and technical specifications for use as an advertised project.

### 5.2.1. Final Design Submittal

CONSULTANT will provide full size PDFs and a PDF of the Technical Specifications via a USB or FTP to the RTC for posting on their ProcureWare website for advertisement.

## 5.3. NDOT ENCROACHMENT PERMIT

CONSULTANT will prepare and submit to NDOT color coded plans and drainage checklist for work performed within NDOT right-of-way for Contractor's required encroachment permit.

## **TASK 6. BIDDING SERVICES**

CONSULTANT will provide services during bidding for the project. CONSULTANT Project Manager and Design Manager will attend the RTC hosted pre-bid meeting, respond to any Request for Information (RFIs) during the bidding period, and prepare any addenda that may be required.

CONSULTANT Project Manager and Design Manager will attend the project bid opening, review the bids received for any irregularities, and create a tabulation of the bid results in an excel spreadsheet-based format to verify the quantities and costs of the bid items.

After bid opening and award, CONSULTANT will prepare a Conformed Set of Specifications for distribution to the project and construction teams. All RTC and Contractor signed pages and any addenda will be incorporated into a final set of project specifications. CONSULTANT will also prepare a conformed set of plans, if any changes are required resulting from RFIs during the bidding process.

## **TASK 7. DESIGN CONTINGENCY**

This is a contingency for miscellaneous increases within the scope of this contract in the performance of services under Tasks 1 to 6, and Task 8. If CONSULTANT determines that it is necessary to perform work to be paid out of contingency, CONSULTANT shall provide a letter detailing the need, scope, and not-to-exceed budget for any proposed work. Work under this task shall proceed only with the RTC Project Manager's prior written approval.

## **TASK 8. ENGINEERING SERVICES DURING CONSTRUCTION**

CONSULTANT will provide project management services for the scope of work of this task for the duration of construction and preparation of the Record Drawings, assumed to occur from March 2025 through December 2026, a duration of twenty-two (22) months. Project management includes task setup and administration, continued management of Subconsultants, quality assurance on deliverables, coordination with the RTC Project Manager and Construction Management Team, and task closeout.

CONSULTANT will provide engineering services during construction assumed to be from March 2025 through December 2026. The CONSULTANT Project Manager will be responsible for the ongoing coordination with the RTC Project Manager and the construction management team's Construction Manager; including attending weekly construction progress meetings and as necessary field site visits to the project construction site to observe the progress and the general quality of the work, and project specific questions.

CONSULTANT will review and prepare written responses to Requests for Information (RFIs) from the Contractor for resolution of conflicts, providing clarifications, and/or interpretations of the plan and/or specifications prepared by CONSULTANT. CONSULTANT will maintain document control for the questions and responses.

CONSULTANT will review submittals and shop drawings as requested by the construction management team to ensure accuracy and conformance with the project plans and specifications.

CONSULTANT shall participate in the final inspection field review and shall coordinate with the construction management team regarding deficiencies to be included as part of the project punch/deficiency list.

Upon the Contractor achieving final project acceptance, or upon receipt of the as-built drawings from the Contractor, CONSULTANT shall complete a Record Drawing set of plan accounting for all known field revisions occurring during construction. Revision shall be shown in blue ink and shall be inserted by electronic methods. Each sheet of the plan set shall be dated and marked "RECORD DRAWING." CONSULTANT shall furnish one (1) USB Drive containing images of the Record Drawings to the RTC, Washoe County, and NDOT. The images shall be 11" x 17" and in .tiff or .pdf format with a resolution of not less than 300 dpi.

### AMENDMENT NO. 3

CONSULTANT shall provide additional Project Management man-hours to facilitate the extended duration and level of effort for Engineering During Construction. Increase from 120 hours to 200 hours.

#### 8.1 ADDITIONAL DESIGN AND RIGHT OF WAY SUPPORT

CONSULTANT shall provide additional engineering design, coordination, research, and revised plan sheets for utility extensions to the ZRA remainder parcel to finalize the right of way settlement conditions with ZRA Enterprises.

CONSULTANT shall revise demolition plans for 2080 Mill St to be included in Change Order #1.

CONSULTANT shall perform additional Right of Way Engineering tasks during construction in accordance with Task 3.7 including:

- Redwood Place Abandonment
  - Assist with completing the master application for abandonment of Redwood Place to the adjacent owners.
    - Five (5) sketch maps and five (5) legal descriptions will need to accompany the master application
      - Existing Redwood Place
      - West half for abandonment
      - East half for abandonment
      - West half combined with APN 013-081-31
      - East half combined with APN Remainder 013-082-14
    - Miscellaneous abandonment application assistance
- TMWA Easement on ZRA Remainder – one (1) sketch map and one (1) legal description
- TMWA Easement along Redwood Place – one (1) sketch map and one (1) legal description
- NVE Easement on ZRA within abandonment area - one (1) sketch map and one (1) legal description
- NVE Easement on Murph’s Land Holdings within abandonment area – one (1) sketch map and one (1) legal description
- APN 013-082-19 (Previously Dittler)
  - Modify sketch map to show RTC and Grantor
  - Modify legal description to reflect utilities within the parcel begin conveyed to City of Reno
- APN 013-082-15 (Previously Gunn)
  - Calculate Gunn remainder / check calculations
  - Prepare one (1) sketch map and one (1) legal description
- APN 013-082-10ZRA Remainder
  - Prepared one (1) sketch map and one (1) legal description
- APN 012-220-36 Litak, - Revise utility easement to encompass conduits as constructed
  - Prepared one (1) sketch map and one (1) legal description



EXHIBIT B

Jacobs Fee Summary for Mill Street Widening (Kietzke Lane to Terminal Way) Final Design - vAmendment-03 - 11/07/2025																									
Tasks		Classifications, Hours, and Fee																							
Project Title	Sr. Project Manager	Sr. Project Engineer	Project Manager	Structural Engineer III	Project Engineer IV	Project Engineer III	Project Engineer II	Project Engineer I	ROW	Office Survey Calcs/Utility	Field Survey Chief	Office Utility/Survey	Field Utility/Survey	ROW PLS	QA/QC Manager Sr	QA/QC Manager	CADD Tech	Technical Editor / QC	Project Accountant	Admin / Project Controls	Hours	Subtask Cost	Sub-Consultants	Total Costs	
Task	Rate	\$250.00	\$195.00	\$190.00	\$165.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$155.00	\$185.00	\$120.00	\$150.00	\$230.00	\$250.00	\$185.00	\$115.00	\$100.00	\$65.00	\$70.00				
<b>1.0 Project Management</b>		60	0	422	0	0	0	52	0	0	26	0	0	0	4	0	0	8	8	96	454	1130	\$ 146,890	\$ -	
1.1 Project Management Activities, Scheduling, Monthly Invoicing, Accounting, File Management		60		200																96	350	706	\$ 83,740		
1.2.1 Kickoff Meetings				8	0			4			2	0		0							8	22	\$ 2,930		
1.2.2 Project Management Meetings & Weekly PM Coordination Call				48				48			24										48	168	\$ 22,680		
1.2.3 Design Coordination Meetings (see Task 4 for add hours)				120																		120	\$ 22,800		
1.2.4 Right of Way Setting Meeting				30																		30	\$ 5,700		
1.3 Project Management Plan				4										4				8				16	\$ 2,600		
1.4 Quality Management Plan				6															4		24	34	\$ 3,220		
				6															4		24	34	\$ 3,220		
																						0	\$ -		
																						0	\$ -		
<b>2.0 Public Outreach</b>		0	0	137	0	0	0	4	0	0	4	0	0	0	0	0	80	0	0	0	225	\$ 36,390	\$ 54,150		
2.1 Public Outreach Plan				5																		5	\$ 950		
2.1.1-2.1.3 Stakeholder Database/Website/Branding				20																		20	\$ 3,800		
2.2 One-On-One Stakeholder Mtgs (40 @ 2hr/each)				80																		80	\$ 15,200		
2.3 Public Information Mtgs (2 mtgs + 2 prep/mtg)				24				4			4							80				112	\$ 14,920		
2.4 RTC Board Meetings (2 mtgs w/ 1 prep/mtg)				4																		4	\$ 760		
2.5 Reno City Council -OR- NAB (1 mtg + 1 prep/mtg)				4																		4	\$ 760		
																						0	\$ -		
SUB Taylor Made Solutions																						0	\$ -	\$ 54,150	
																						0	\$ -		
<b>3.0 Project Development</b>		0	0	16	4	0	0	44	24	368	638	250	140	600	188	45	0	16	0	0	0	2333	\$ 381,510	\$ 123,025	
3.1 Geotechnical Investigation				4	4			4						16								28	\$ 4,360		
3.2 Pavement Design																						0	\$ -		
SUB Construction Materials Inc.																						0	\$ -	\$ 85,025	
3.3 Existing Subsurface Utilities																						0	\$ -		
Existing Utility Locate Verification												60	80									140	\$ 19,200		
3.3.1 Utility Coordination											150											150	\$ 23,250		
3.4 Utility Potholing												24										24	\$ 4,440		
SUB Potholing																						0	\$ -	\$ 25,000	
3.5 Topographic Survey																						0	\$ -		
Control - Verify and Densify												26	64									90	\$ 14,410		
Topographic Survey												40	280									320	\$ 49,400		
Drafting Topo / Ext. Ground .dtm											24	80										104	\$ 13,320		
SUB First Take Aerial																						0	\$ -	\$ 3,000	
SUB Traffic Control																						0	\$ -	\$ 10,000	
3.6 Existing Right of Way (Find Existing and Set New)																						0	\$ -		
Find Existing Corners												60	60	32								152	\$ 27,460		
Accurate R/W & Boundary Maps/CADD												24		16								40	\$ 7,400		
Set New Right of Way Corners - File Record of Survey												40	100	100	40							280	\$ 48,900		
3.7 Right of Way Engineering Services																						0	\$ -		
Title Packages (41 @ 8/hr each)										328												328	\$ 54,120		
Develop Legals and Sketch Maps (41 @ 12hr/each)											400			100								500	\$ 85,000		
QA/QC legals/sketch maps (41 @ 1 hr/each)																41						41	\$ 10,250		
PRELIM Cost Est				12						40						4						56	\$ 9,880		
3.8 Traffic Volume Verification - No Work																						0	\$ -		
3.9 Access Management								20														20	\$ 2,700		

EXHIBIT B

Task	Project Title	Sr. Project Manager	Sr. Project Engineer	Project Manager	Structural Engineer III	Project Engineer IV	Project Engineer III	Project Engineer II	Project Engineer I	ROW	Office Survey Cales/Utility	Field Survey Chief	Office Utility/Survey	Field Utility/Survey	ROW PLS	QA/QC Manager Sr	QA/QC Manager	CADD Tech	Technical Editor / QC	Project Accountant	Admin / Project Controls	Hours	Subtask Cost	Sub-Consultants	Total Costs
Rate		\$250.00	\$195.00	\$190.00	\$165.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$155.00	\$185.00	\$120.00	\$150.00	\$230.00	\$250.00	\$185.00	\$115.00	\$100.00	\$65.00	\$70.00				
3.10	Safety Assessment							20														20	\$ 2,700		
3.11	Data Collection								24									16				40	\$ 4,720		
3.12	Environmental Support - OPTIONAL TASK																					0	\$ -		
																						0	\$ -		
<b>4.0</b>	<b>90% - Design</b>	0	350	86	36	202	1426	542	790	20	66	0	20	0	0	40	60	630	24	0	30	4322	\$ 619,710	\$ 83,325	
4.1	Design Criteria and ProjectWise Setup							16										60				76	\$ 9,060		
<b>4.2</b>	<b>90% Design</b>																								
1.2.3	Bi-Weekly Coord Calls- scope included in task 1.2.3				16	30		60		20	30	20						30				206	\$ 29,490		
4.2.1a	65% Drainage Analysis and Memo						40												8			48	\$ 6,800		
4.2.1	Drainage and Report							80	10									16	8	6		120	\$ 15,060		
4.2.2a	65% Lighting & Electrical																					0	\$ -	\$ 10,000	
4.2.2	Lighting & Electrical		18				18															36	\$ 6,210		
SUB	PK Electrical																					0	\$ -	\$ 54,000	
4.2.3a	65% Design Roadway, Signing, Striping, Removals, Details, Utilities		80				800		300													1180	\$ 171,600		
4.2.3	Roadway (Removals, Geo, Utilities, Signing, Striping, Details, Structures)		80		20	60	440	250	432									300				1582	\$ 214,890		
	RTC Final Design Open Items Matrix			16				32	8		16											72	\$ 10,800		
	Signal at Golden/Mill					96		56														152	\$ 23,400		
	Appraisal Coordination and Design Changes		80				80											16				176	\$ 29,440		
	Additional Utility Cordination		80																			80	\$ 15,600		
4.2.4	Landscape & Aesthetics - OPTIONAL TASK																					0	\$ -		
4.2.5a	65% Plan Set																60	180				240	\$ 31,800		
4.2.5	90% Plan Set																	20				20	\$ 2,300		
4.2.6a	65% Cost Estimate		8				40		40													88	\$ 12,360		
4.2.6	Cost Estimate			4		8		24			8											44	\$ 6,560		
4.2.7	Specifications			60		8		16			8								8			100	\$ 16,920		
4.2.8a	65% Design Submittal and Agency Review		4				8														16	28	\$ 3,100		
4.2.8	Submittal			2														8			8	18	\$ 1,860		
4.2.9a	65% Constructability, ICE, Risk/Value, Schedule - By PCSG																					0	\$ -	\$ 5,000	
4.2.9	Constructability, ICE, Risk/Value, Schedule			4				8			4											16	\$ 2,460		
SUB	PCSG																					0	\$ -	\$ 14,325	
	QA/QC															40						40	\$ 10,000		
																						0	\$ -		
<b>5.0</b>	<b>Final Design</b>	0	0	74	36	85	0	324	44	0	26	0	0	0	8	48	0	264	24	0	60	993	\$ 137,875	\$ 25,845	
5.1	100 % Design and Submittal																								
	90% Comment Review & Resolution			8	2	4		16			8										16	54	\$ 7,030		
	100% Roadway				24	48		150	16									180				418	\$ 54,750		
	100% Drainage and Report							24										8	12	4		48	\$ 5,640		
	100% Signal at Golden					8		8														16	\$ 2,400		
	100% Lighting & Electrical																					0	\$ -		
SUB	PK Electrical																					0	\$ -	\$ 11,000	
	Right-of Way Setting Meeting			8				8			8				8			16				48	\$ 7,520		
	100% Cost Estimate			4		4		24														32	\$ 4,660		
	100% Specifications			24		4		8			4								6			46	\$ 7,520		
	100% Constructability, ICE, Schedule																					0	\$ -		
5.1.1	100% Submittal			2														8		8		18	\$ 1,860		
	100% QA/QC															24						24	\$ 6,000		
																						0	\$ -		
5.2	PS&E Final Design and Submittal																								
	100% Comment Review & Resolution			8	2	4		16			4										16	50	\$ 6,410		
	PS&E Roadway				8	8		32	4									40				92	\$ 12,040		
	PS&E Drainage and Report							8										4	2	8		22	\$ 2,300		
	PS&E Lighting & Electrical																					0	\$ -		

**EXHIBIT B**

Project Title	Sr. Project Manager	Sr. Project Engineer	Project Manager	Structural Engineer III	Project Engineer IV	Project Engineer III	Project Engineer II	Project Engineer I	ROW	Office Survey Cales/Utility	Field Survey Chief	Office Utility/Survey	Field Utility/Survey	ROW PLS	QA/QC Manager Sr	QA/QC Manager	CADD Tech	Technical Editor / QC	Project Accountant	Admin / Project Controls	Hours	Subtask Cost	Sub-Consultants	Total Costs	
Task	Rate	\$250.00	\$195.00	\$190.00	\$165.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$155.00	\$185.00	\$120.00	\$150.00	\$230.00	\$250.00	\$185.00	\$115.00	\$100.00	\$65.00	\$70.00				
SUB	PK Electrical																					0	\$ -	\$ 3,000	
	PS&E Cost Estimate			4		4		12														20	\$ 3,040		
	PS&E Specifications			8		1		2														25	\$ 3,225		
	PS&E Constructability, ICE, Construction Schedule																					0	\$ -		
5.2.1	PS&E Submittal			8				8														24	\$ 3,520		
	PS&E QA/QC															24						24	\$ 6,000		
																						0	\$ -		
SUB	PCSG (100% and PS&E)																					0	\$ -	\$ 11,845	
																						0	\$ -		
5.3	NDOT Encroachment Permit							8	24													32	\$ 3,960		
																						0	\$ -		
<b>6.0</b>	<b>Bidding Services</b>	0	0	26	0	0	0	10	0	0	2	0	0	0	0	0	12	0	0	0	0	50	\$ 7,980	\$ 1,540	
	Pre-Bid Meeting			4																		4	\$ 760		
	RFIs during Bidding - Plans and Specs			12				6			2							4				24	\$ 3,860		
	Bid Opening & Bid Tabulations			6																		6	\$ 1,140		
	Conformed Plans & Specs			4				4														16	\$ 2,220		
SUB	PK Electrical																					0	\$ -	\$ 1,000	
SUB	PCSG																					0	\$ -	\$ 540	
																						0	\$ -		
<b>7.0</b>	<b>Contingency - RTC</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 150,000	\$ -	
	Design Contingency As Approved By RTC																					0	\$ 150,000		
																						0	\$ -		
<b>8.0</b>	<b>Engineering Services During Construction</b>	0	0	457	16	16	0	86	40	94	65	0	0	0	0	0	104	0	60	80	1018	\$ 155,565	\$ 11,700		
	Project Management / Doc Control	0		200																60	80	340	\$ 47,500		
	Weekly Construction Meetings			160																		160	\$ 30,400		
	RFIs			40	8	8		74			40											194	\$ 29,190		
	Submittals			16	8	8																32	\$ 5,680		
	As-Builts			8				12														100	\$ 12,340		
																						0	\$ -		
SUB	PK Electrical																					0	\$ -	\$ 9,000	
SUB	PCSG																					0	\$ -	\$ 2,700	
8.1	Additional Design for ZRA Remainder Parcel			20					40													60	\$ 8,600		
	Additional Right of Way Support			13						94	25											132	\$ 21,855		
	<b>Hours Per Staff</b>	60	350	1218	92	303	1426	1062	898	482	827	250	160	600	200	133	60	1114	56	156	624	10071			
	<b>Base Scope Direct Labor Costs</b>	\$ 15,000	\$ 68,250	\$ 231,420	\$ 15,180	\$ 49,995	\$ 213,900	\$ 143,370	\$ 107,760	\$ 79,530	\$ 128,185	\$ 46,250	\$ 19,200	\$ 90,000	\$ 46,000	\$ 33,250	\$ 11,100	\$ 128,110	\$ 5,600	\$ 10,140	\$ 43,680		\$ 1,635,920	\$ 299,585	
	<b>Direct Expenses</b>																						\$ 89,200		
	Misc. Exp.	\$ 2,200																							
	Reproduction for Submittals	\$ 5,000																							
	R/W Title Reports (Assume 41 @ \$2,000)	\$ 82,000																							
	<b>TOTAL PROPOSED BASE FEE / TOTAL SUB-CONSULTANT SERVICES / TOTAL</b>																						\$ 1,725,120	\$ 299,585	\$ 2,024,705



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item:** 4.3.2

To: Regional Transportation Commission

From: Amanda Callegari, Engineering Manager

**SUBJECT: Engineering Program Management MSA Amendment No. 1**

**RECOMMENDED ACTION**

Approve Amendment #1 to the Master Services Agreement with Avenue Consultants, Inc. for services associated with alternative project delivery support, program process improvement, and project management support, in the amount of \$335,000, for a new total not to-exceed amount of \$935,000.

**BACKGROUND AND DISCUSSION**

The Master Services Agreement (MSA) with Avenue Consultants, Inc. was established as a result of RTC Request for Proposals (RFP) No. 25-06 for Engineering Department Program Management Services. The MSA provides the Engineering Department with consultant support for delivering Construction Manager at Risk (CMAR) projects, enhancing program processes, and performing other project management services over a two-year period (December 2024–December 2026).

Specific Task Orders have been issued under the MSA to support the Sierra Street Bridge Replacement CMAR Project, as well as other project management activities such as staff training, development of template contracts and agreements, and project risk management support.

In October 2025, RTC Engineering staff conducted a Project Delivery Selection Approach meeting for the Keystone Avenue Bridge Replacement Project. Following an evaluation of project goals, complexities, and potential risks, the CMAR delivery method was identified as the most effective approach to achieve successful outcomes while mitigating key challenges.

Amendment No. 1 to the Master Services Agreement with Avenue Consultants, Inc. will provide program management and staff support resources necessary to administer CMAR pre-construction phase activities for the Keystone Avenue Bridge Replacement Project.

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This amendment increases the existing MSA by \$335,000 to fund a specific Task Order for CMAR pre-construction support services. The detailed scope of work and associated fee will be finalized and negotiated during the task order development process.

If Item 6.1 Keystone Bridge Replacement CMAR is not approved, then this item for Engineering Program Management MSA Amendment No. 1, will not be finalized.

**FISCAL IMPACT**

Fuel tax appropriations for this item are included in the FY 2026 budget.

**PREVIOUS BOARD ACTION**

12/20/2024 - Approved a contract with Avenue Consultants, Inc., for services associated with alternative project delivery support, program process improvement, and project management support, in an amount not-to-exceed \$600,000.

AMENDMENT NO. 1

The Regional Transportation Commission of Washoe County (“RTC”) and Avenue Consultants, Inc. (“CONSULTANT”) entered into an agreement dated December 20, 2024. This Amendment No. 1 is dated and effective as of \_\_\_\_\_.

RECITALS

WHEREAS, the parties have determined that there is a need to amend the Agreement to provide additional alternative project delivery services;

WHEREAS, the RTC is changing the project delivery method on the Keystone Avenue Bridge Replacement Project from design bid build (DBB) to construction manager at risk (CMAR);

WHEREAS, program manager support is needed to successfully administer this additional alternative delivery project;

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

1. Article 1, Section 1.5 shall be replaced in its entirety with the following:

The term of this Agreement shall be from the date first written above through December 31, 2027, unless terminated at an earlier date, or extended to a later date, pursuant to the provisions herein. A new Task Order cannot be issued subsequent to that expiration date; however, the period of performance of a Task Order may extend beyond that expiration date for the term specified in the Task Order. The provisions of this Agreement will remain in full force and effect during the term of the Task Order.

2. Article 3, Section 3.3 shall be replaced in its entirety with the following:

The maximum amount payable to CONSULTANT for all Task Orders resulting from this Agreement shall not exceed \$935,000.

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

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

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By: \_\_\_\_\_  
Bill Thomas, AICP, Executive Director

AVENUE CONSULTANTS, INC.

By: \_\_\_\_\_  
Blake Unguren, P.E., Executive Vice President



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.3.3**

To: Regional Transportation Commission

From: LaShonn Ford, Project Manager

**SUBJECT: Steamboat Parkway/Rio Wrangler Parkway Roundabout Project  
Professional Services Agreement**

**RECOMMENDED ACTION**

Approve a contract with GCW, Inc., for design services and optional engineering during construction services for the Steamboat Parkway/Rio Wrangler Parkway Roundabout Project, in an amount not-to-exceed \$926,950.

**BACKGROUND AND DISCUSSION**

This PSA with GCW, Inc., is for professional design services for the Steamboat Parkway / Rio Wrangler Parkway Roundabout Project in the amount of \$439,600 and optional EDC in the amount of \$377,350. Project contingency in the amount of \$110,000 is also included in the agreement.

This roundabout is identified in the RTP, and will improve intersection safety and operations with Regional Road Impact Fee (RRIF) funding. The consultant will perform risk assessment and a value engineering study for roundabouts at Steamboat/Rio Wrangler and Rio Wrangler/McCauley, which will identify strategies to mitigate impacts to adjacent waterways, structures, and ROW while also delivering the improvements in the most economical manner. Once the chosen concept is identified, the team will progress the design to develop the construction plans.

GCW, Inc. was selected from the Traffic Engineering Program and the Intelligent Transportation Systems (ITS) Program qualified list of consultants to provide civil engineering, design, and construction management services. The complete scope of services is included in Exhibit A of the attached Professional Services Agreement. GCW's scope, schedule and fee indicate the amount for design services is within the appropriated budget.

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The anticipated schedule for this agreement is as follows:

- NTP: November 2025
- Preliminary Design: Spring 2026
- Final Design and Bidding: Summer 2027
- Construction: Summer- Winter 2027

**FISCAL IMPACT**

RRIF funds for this item are included in the FY 2026 budget.

**PREVIOUS BOARD ACTION**

2/21/2025 - Approved the qualified list of consultants to provide civil engineering, design, and construction management services for the Traffic Engineering Program and the Intelligent Transportation Systems (ITS) Program.

**AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

This agreement (this “Agreement”) is dated and effective as of \_\_\_\_\_, 2025, by and between the Regional Transportation Commission of Washoe County (“RTC”) and GCW, Inc. (“CONSULTANT”).

WITNESSETH:

WHEREAS, RTC has selected GCW, Inc. from the Street and Highway Program shortlist to perform professional engineering design and engineering during construction (EDC) services in connection with the Steamboat/Rio Wrangler Roundabout Project.

NOW, THEREFORE, RTC and CONSULTANT, in consideration of the mutual covenants and other consideration set forth herein, do hereby agree as follows:

ARTICLE 1 – TERM AND ENGAGEMENT

- 1.1. The term of this Agreement shall be from the date first written above through March 31, 2028, unless terminated at an earlier date, or extended to a later date, pursuant to the provisions herein.
- 1.2. CONSULTANT will promptly, diligently and faithfully execute the work to completion in accordance with applicable professional standards subject to any delays due to strikes, acts of God, act of any government, civil disturbances, or any other cause beyond the reasonable control of CONSULTANT.
- 1.3. CONSULTANT shall not proceed with work until both parties have executed this Agreement and a purchase order has been issued to CONSULTANT. If CONSULTANT violates that prohibition, CONSULTANT forfeits any and all right to reimbursement and payment for that work and waives any and all claims against RTC, its employees, agents, and affiliates, including but not limited to monetary damages, and any other remedy available at law or in equity arising under the terms of this Agreement. Furthermore, prior to execution and issuance of a purchase order, CONSULTANT shall not rely on the terms of this Agreement in any way, including but not limited to any written or oral representations, assurances or warranties made by RTC or any of its agents, employees or affiliates, or on any dates of performance, deadlines, indemnities, or any term contained in this Agreement or otherwise.

ARTICLE 2 - SERVICES OF CONSULTANT

2.1. SCOPE OF SERVICES

The scope of services consists of the tasks set forth in Exhibit A.

## 2.2. SCHEDULE OF SERVICES

Tasks and subtasks shall be completed in accordance with the schedule in Exhibit A. Any change(s) to the schedule must be approved by RTC's Project Manager.

## 2.3. CONTINGENCY

Contingency line items identified in the scope of services are for miscellaneous increases within the scope of work. Prior to the use of any contingency amounts, CONSULTANT shall provide a letter to RTC's Project Manager detailing the need, scope, and not-to-exceed budget for the proposed work. Work to be paid for out of contingency shall proceed only with the RTC Project Manager's written approval.

## 2.4. OPTIONS

RTC shall have the right to exercise its option(s) for all or any part of the optional tasks or subtasks identified in Exhibit A. CONSULTANT will prepare and submit a detailed scope of services reflecting the specific optional services requested, a schedule for such services, and a cost proposal. RTC will review and approve the scope of services and RTC and CONSULTANT will discuss and agree upon compensation and a schedule. CONSULTANT shall undertake no work on any optional task without written notice to proceed with the performance of said task. RTC, at its sole option and discretion, may select another individual or firm to perform the optional tasks or subtasks identified in Exhibit A.

## 2.5. ADDITIONAL SERVICES

CONSULTANT will provide additional services when agreed to in writing by RTC and CONSULTANT.

## 2.6. PERFORMANCE REQUIREMENTS

Any and all design and engineering work furnished by CONSULTANT shall be performed by or under the supervision of persons licensed to practice architecture, engineering, or surveying (as applicable) in the State of Nevada, by personnel who are careful, skilled, experienced and competent in their respective trades or professions, who are professionally qualified to perform the work, and who shall assume professional responsibility for the accuracy and completeness of documents prepared or checked by them, in accordance with appropriate prevailing professional standards. Notwithstanding the provision of any drawings, technical specifications, or other data by RTC, CONSULTANT shall have the responsibility of supplying all items and details required for the deliverables required hereunder.

Any sampling and materials testing shall be performed by an approved testing laboratory accredited by AASHTO or other ASTM recognized accrediting organization in the applicable test methods. If any geotechnical or materials testing is performed by a sub-consultant, that laboratory shall maintain the required certification. Proof of certification shall be provided to RTC with this Agreement. If certification expires or is removed during the term of this Agreement, CONSULTANT shall notify RTC immediately and propose a remedy. If an acceptable remedy cannot be agreed upon by both parties, RTC may terminate this Agreement for default.

CONSULTANT shall provide only Nevada Alliance for Quality Transportation Construction (NAQTC) qualified personnel to perform field and laboratory sampling and testing during the term of this Agreement. All test reports shall be signed by a licensed NAQTC tester and notated with his/her license number.

2.7. ERRORS AND OMISSIONS

CONSULTANT shall, without additional compensation, correct or revise any deficiencies, errors, or omissions caused by CONSULTANT in its analysis, reports, and services. CONSULTANT also agrees that if any error or omission is found, CONSULTANT will expeditiously make the necessary correction, at no expense to RTC. If an error or omission was directly caused by RTC, and not by CONSULTANT and RTC requires that such error or omission be corrected, CONSULTANT may be compensated for such additional work.

ARTICLE 3 - COMPENSATION

3.1. CONSULTANT shall be paid for hours worked at the hourly rates and rates for testing in Exhibit B. RTC shall not be responsible for any other costs or expenses except as provided in Exhibit B.

3.2. The maximum amount payable to CONSULTANT to complete each task is equal to the not-to-exceed amounts identified in Exhibit B. CONSULTANT can request in writing that RTC’s Project Manager reallocate not-to-exceed amounts between tasks. A request to reallocate not-to-exceed amounts must be accompanied with a revised fee schedule, and must be approved in writing by RTC’s Project Manager prior to performance of the work. In no case shall CONSULTANT be compensated in excess of the following not-to exceed amounts:

Design Services	\$439,600
Design Contingency	\$ 60,000
Engineering During Construction Services	\$377,350
<u>Engineering During Construction Services Contingency</u>	<u>\$ 50,000</u>
 Total Not-to-Exceed Amount	 \$926,950

- 3.3. For any work authorized under Section 2.5, "Additional Services," RTC and CONSULTANT will negotiate not-to-exceed amounts based on the standard hourly rates and rates for testing in Exhibit B. Any work authorized under Section 2.5, "Additional Services," when performed by persons who are not employees or individuals employed by affiliates of CONSULTANT, will be billed at a mutually agreed upon rate for such services, but not more than 105% of the amounts billed to CONSULTANT for such services.
- 3.4. CONSULTANT shall receive compensation for preparing for and/or appearing in any litigation at the request of RTC, except: (1) if such litigation costs are incurred by CONSULTANT in defending its work or services or those of any of its sub-consultants; or (2) as may be required by CONSULTANT's indemnification obligations. Compensation for litigation services requested by RTC shall be paid at a mutually agreed upon rate and/or at a reasonable rate for such services.

#### ARTICLE 4 - INVOICING

- 4.1. CONSULTANT shall submit monthly invoices in the format specified by RTC. Invoices must be submitted to [accountspayable@rtcwashoe.com](mailto:accountspayable@rtcwashoe.com). RTC's payment terms are 30 days after the receipt of the invoice. Simple interest will be paid at the rate of half a percent (0.5%) per month on all invoices approved by RTC that are not paid within thirty (30) days of receipt of the invoice.
- 4.2. RTC shall notify CONSULTANT of any disagreement with any submitted invoice for consulting services within thirty (30) days of receipt of an invoice. Any amounts not in dispute shall be promptly paid by RTC.
- 4.3. CONSULTANT shall maintain complete records supporting every request for payment that may become due. Upon request, CONSULTANT shall produce all or a portion of its records and RTC shall have the right to inspect and copy such records.

#### ARTICLE 5 - ACCESS TO INFORMATION AND PROPERTY

- 5.1. Upon request and without cost to CONSULTANT, RTC will provide all pertinent information that is reasonably available to RTC including surveys, reports and any other data relative to design and construction.
- 5.2. RTC will provide access to and make all provisions for CONSULTANT to enter upon RTC facilities and public lands, as required for CONSULTANT to perform its work under this Agreement.

#### ARTICLE 6 - OWNERSHIP OF WORK

- 6.1. Plans, reports, studies, tracings, maps, software, electronic files, licenses, programs, equipment manuals, and databases and other documents or instruments of service prepared or obtained by CONSULTANT in the course of performing work under this Agreement,

shall be delivered to and become the property of RTC. Software already developed and purchased by CONSULTANT prior to the Agreement is excluded from this requirement. CONSULTANT and its sub-consultants shall convey and transfer all copyrightable interests, trademarks, licenses, and other intellectual property rights in such materials to RTC upon completion of all services under this Agreement and upon payment in full of all compensation due to CONSULTANT in accordance with the terms of this Agreement. Basic survey notes, sketches, charts, computations and similar data prepared or obtained by CONSULTANT under this Agreement shall, upon request, also be provided to RTC.

- 6.2. CONSULTANT represents that it has secured all necessary licenses, consents, or approvals to use the components of any intellectual property, including computer software, used in providing services under this Agreement, that it has full legal title to and the right to reproduce such materials, and that it has the right to convey such title and other necessary rights and interests to RTC.
- 6.3. CONSULTANT shall bear all costs arising from the use of patented, copyrighted, trade secret, or trademarked materials, equipment, devices, or processes used on or incorporated in the services and materials produced under this Agreement.
- 6.4. CONSULTANT agrees that all reports, communications, electronic files, databases, documents, and information that it obtains or prepares in connection with performing this Agreement shall be treated as confidential material and shall not be released or published without the prior written consent of RTC; provided, however, that CONSULTANT may refer to this scope of work in connection with its promotional literature in a professional and commercially reasonable manner. The provisions of this subsection shall not apply to information in whatever form that comes into the public domain. The provisions of this paragraph also shall not restrict CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency, or other entity with proper jurisdiction, or if it is reasonably necessary for CONSULTANT to defend itself from any suit or claim.

## ARTICLE 7 - TERMINATION

### 7.1. CONTRACT TERMINATION FOR DEFAULT

If CONSULTANT fails to perform services in the manner called for in this Agreement or if CONSULTANT fails to comply with any other provisions of this Agreement, RTC may terminate this Agreement for default. Termination shall be effected by serving a notice of termination on CONSULTANT setting forth the manner in which CONSULTANT is in default. CONSULTANT will only be paid the contract price for services delivered and accepted, or services performed in accordance with the manner of performance set forth in this Agreement.

If it is later determined by RTC that CONSULTANT had an excusable reason for not performing, such as a fire, flood, or events which are not the fault of or are beyond the control of CONSULTANT, RTC, after setting up a new performance schedule, may allow

CONSULTANT to continue work, or treat the termination as a termination for convenience.

7.2. CONTRACT TERMINATION FOR CONVENIENCE

RTC may terminate this Agreement, in whole or in part, at any time by written notice to CONSULTANT when it is in RTC's best interest. CONSULTANT shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. CONSULTANT shall promptly submit its termination claim to RTC to be paid CONSULTANT. If CONSULTANT has any property in its possession belonging to RTC, CONSULTANT will account for the same, and dispose of it in the manner RTC directs.

ARTICLE 8 - INSURANCE

- 8.1. CONSULTANT shall not commence any work or permit any employee/agent to commence any work until satisfactory proof has been submitted to RTC that all insurance requirements have been met.
- 8.2. In conjunction with the performance of the services/work required by the terms of this Agreement, CONSULTANT shall obtain all types and amounts of insurance set forth in Exhibit C, and shall comply with all provisions set forth therein.

ARTICLE 9 - HOLD HARMLESS

- 9.1. CONSULTANT's obligation under this provision is as set forth in Exhibit C. Said obligation would also extend to any liability of RTC resulting from any action to clear any lien and/or to recover for damage to RTC property.

ARTICLE 10 - EQUAL EMPLOYMENT OPPORTUNITY

- 10.1. During the performance of this Agreement, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, age, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by RTC setting forth the provisions of this nondiscrimination clause.
- 10.2. CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT, state that well qualified applicants will receive consideration of employment without regard to race, color, religion, sex, age, disability, or national origin.

- 10.3. CONSULTANT will cause the foregoing provisions to be inserted in all sub-agreements for any work covered by this Agreement so that such provisions will be binding upon each sub-consultant.

## ARTICLE 11 - RESOLUTION OF CLAIMS AND DISPUTES

### 11.1. NEGOTIATED RESOLUTION

In the event that any dispute or claim arises under this Agreement, the parties shall timely cooperate and negotiate in good faith to resolve any such dispute or claim. Such cooperation shall include providing the other party with all information in order to properly evaluate the dispute or claim and making available the necessary personnel to discuss and make decisions relative to the dispute or claim.

### 11.2. MEDIATION

If the parties have been unable to reach an informal negotiated resolution to the dispute or claim within thirty (30) days following submission in writing of the dispute or claim to the other party, or such longer period of time as the parties may agree to in writing, either party may then request, in writing, that the dispute or claim be submitted to mediation (the "Mediation Notice"). After the other party's receipt or deemed receipt of the Mediation Notice, the parties shall endeavor to agree upon a mutually acceptable mediator, but if the parties have been unable to agree upon a mediator within ten (10) days following receipt of the Mediation Notice, then each party shall select a mediator and those two selected mediators shall select the mediator. A mediator selected by the parties' designated mediators shall meet the qualification set forth in as provided in Rule 4 of Part C., "Nevada Mediation Rules" of the "Rules Governing Alternative Dispute Resolutions adopted by the Nevada Supreme Court." Unless otherwise agreed to by the parties, in writing, the mediator shall have complete discretion over the conduct of the mediation proceeding. Unless otherwise agreed to by the parties, in writing, the mediation proceeding must take place within thirty (30) days following appointment of the mediator. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Washoe County, Nevada, unless otherwise agreed to by the parties, in writing. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

### 11.3. LITIGATION

In the event that the parties are unable to settle and/or resolve the dispute or claim as provided above, then either party may proceed with litigation in the Second Judicial District Court of the State of Nevada, County of Washoe.

### 11.4. CONTINUING CONTRACT PERFORMANCE

During the pendency of any dispute or claim the parties shall proceed diligently with performance of this Agreement and such dispute or claim shall not constitute an excuse or defense for a party's nonperformance or delay.

#### ARTICLE 12 – PROJECT MANAGERS

- 12.1. RTC's Project Manager is LaShonn Ford, PE, PTOE, or such other person as is later designated in writing by RTC. RTC's Project Manager has authority to act as RTC's representative with respect to the performance of this Agreement.
- 12.2. CONSULTANT' Project Manager is Loren Chilson, PE, or such other person as is later designated in writing by CONSULTANT. CONSULTANT's Project Manager has authority to act as CONSULTANT's representative with respect to the performance of this Agreement.

#### ARTICLE 13 - NOTICE

- 13.1. Notices required under this Agreement shall be given as follows:

RTC: Bill Thomas, AICP  
Executive Director  
LaShonn Ford, PE, PTOE  
RTC Project Manager  
Regional Transportation Commission  
1105 Terminal Way  
Reno, Nevada 89502  
Email: [lford@rtcwashoe.com](mailto:lford@rtcwashoe.com)  
Phone: (775) 332-2136

CONSULTANT: Loren Chilson, PE  
Principal  
GCW, Inc.  
5482 Longley Lane, Suite B  
Reno, Nevada 89511  
Email: [LChilson@gcwengineering.com](mailto:LChilson@gcwengineering.com)  
Phone: (775) 544-9432

#### ARTICLE 14 - DELAYS IN PERFORMANCE

- 14.1. TIME IS OF THE ESSENCE

It is understood and agreed that all times stated and referred to herein are of the essence. The period for performance may be extended by RTC's Executive Director pursuant to the process specified herein. No extension of time shall be valid unless reduced to writing and signed by RTC's Executive Director.

14.2. UNAVOIDABLE DELAYS

If the timely completion of the services under this Agreement should be unavoidably delayed, RTC may extend the time for completion of this Agreement for not less than the number of days CONSULTANT was excusably delayed. A delay is unavoidable only if the delay is not reasonably expected to occur in connection with or during CONSULTANT's performance, is not caused directly or substantially by acts, omissions, negligence or mistakes of CONSULTANT, is substantial and in fact causes CONSULTANT to miss specified completion dates and cannot adequately be guarded against by contractual or legal means.

14.3. NOTIFICATION OF DELAYS

CONSULTANT shall notify RTC as soon as CONSULTANT has knowledge that an event has occurred or otherwise becomes aware that CONSULTANT will be delayed in the completion of the work. Within ten (10) working days thereafter, CONSULTANT shall provide such notice to RTC, in writing, furnishing as much detail on the delay as possible and requesting an extension of time.

14.4. REQUEST FOR EXTENSION

Any request by CONSULTANT for an extension of time to complete the work under this Agreement shall be made in writing to RTC. CONSULTANT shall supply to RTC documentation to substantiate and justify the additional time needed to complete the work and shall provide a revised schedule. RTC shall provide CONSULTANT with notice of its decision within a reasonable time after receipt of a request.

ARTICLE 15 - GENERAL PROVISIONS

15.1. SUCCESSORS AND ASSIGNS

RTC and CONSULTANT bind themselves and their successors and assigns to the other party and to the successors and assigns of such party, with respect to the performance of all covenants of this Agreement. Except as set forth herein, neither RTC nor CONSULTANT shall assign or transfer interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating a personal liability on the part of any officer or agent or any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than RTC and CONSULTANT.

15.2. NON TRANSFERABILITY

This Agreement is for CONSULTANT's professional services, and CONSULTANT's rights and obligations hereunder may not be assigned without the prior written consent of RTC.

15.3. SEVERABILITY

If any part, term, article, or provision of this Agreement is, by a court of competent jurisdiction, held to be illegal, void, or unenforceable, or to be in conflict with any law of the State of Nevada, the validity of the remaining provisions or portions of this Agreement are not affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held invalid.

15.4. RELATIONSHIP OF PARTIES

CONSULTANT is an independent contractor to RTC under this Agreement. Accordingly, CONSULTANT is not entitled to participate in any retirement, deferred compensation, health insurance plans or other benefits RTC provides to its employees. CONSULTANT shall be free to contract to provide similar services for others while it is under contract to RTC, so long as said services and advocacy are not in direct conflict, as determined by RTC, with services being provided by CONSULTANT to RTC.

15.5. WAIVER/BREACH

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

15.6. REGULATORY COMPLIANCE

- A. CONSULTANT shall comply with all applicable federal, state and local government laws, regulations and ordinances. CONSULTANT shall be responsible for obtaining all necessary permits and licenses for performance of services under this Agreement. Upon request of RTC, CONSULTANT shall furnish RTC certificates of compliance with all such laws, orders and regulations.
- B. CONSULTANT represents and warrants that none of the services to be rendered pursuant to this Agreement constitute the performance of public work, as that term is defined by Section 338.010(17) of the Nevada Revised Statutes. To the extent CONSULTANT does engage in such public work, CONSULTANT shall be responsible for paying the prevailing wage as required by Chapter 338 of the Nevada Revised Statutes.

15.7. EXCLUSIVE AGREEMENT

There are no verbal agreements, representations or understandings affecting this Agreement, and all negotiations, representations and undertakings are set forth herein with

the understanding that this Agreement constitutes the entire understanding by and between the parties.

15.8. AMENDMENTS

No alteration, amendment or modification of this Agreement shall be effective unless it is in writing and signed by both parties.

15.9. CONTINUING OBLIGATION

CONSULTANT agrees that if, because of death or any other occurrence it becomes impossible for any principal or employee of CONSULTANT to render the services required under this Agreement, neither CONSULTANT nor the surviving principals shall be relieved of any obligation to render complete performance. However, in such event, RTC may terminate this Agreement if it considers the death or incapacity of such principal or employee to be a loss of such magnitude as to affect CONSULTANT's ability to satisfactorily complete the performance of this Agreement.

15.10. APPLICABLE LAW AND VENUE

The provisions of this Agreement shall be governed and construed in accordance with the laws of the State of Nevada. The exclusive venue and court for all lawsuits concerning this Agreement shall be the Second Judicial District Court of the State of Nevada, County of Washoe, and the parties hereto submit to the jurisdiction of that District Court.

15.11. ATTORNEYS' FEES

In the event of a dispute between the parties result in a proceeding in any Court of Nevada having jurisdiction, the prevailing party shall be entitled to an award of costs and any reasonable attorneys' fees.

15.12. CERTIFICATION REQUIRED BY NEVADA SENATE BILL 27 (2017)

CONSULTANT expressly certifies and agrees, as a material part of this Agreement, that it is not currently engaged in a boycott of Israel. CONSULTANT further agrees, as a material part of this Agreement, it will not engage in a boycott of Israel for the duration of this Agreement. If, at any time during the formation or duration of this Agreement, CONSULTANT is engaged or engages in a boycott of Israel, it will constitute a material breach of this Agreement.

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IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By: \_\_\_\_\_  
Bill Thomas, AICP, Executive Director

GCW, INC.

By: \_\_\_\_\_  
Loren Chilson, Principal

**Exhibit A**

Scope of Services

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**FOR**  
**STEAMBOAT / RIO WRANGLER ROUNDABOUT PROJECT**

**TASKS 1–6: DESIGN SERVICES**

CONSULTANT will provide design, plans, specifications, and engineer’s estimates for a roundabout at the Steamboat Parkway / Rio Wrangler Parkway intersection within the City of Reno.

**1. Project Management**

1. Coordination with RTC project manager and staff will be ongoing throughout the project. Project management and coordination meetings or conference calls will be held with the RTC and other agencies/parties when appropriate. CONSULTANT will coordinate a kick-off meeting and hold monthly thirty (30) minute virtual progress meetings during the course of the project.
2. Coordination with Utilities and appropriate agencies will be ongoing throughout the project. Coordination with property owners will also be performed throughout this project to keep owners apprised of the project and address access to their personal sites.

CONSULTANT will organize and attend up to five (5) agency coordination meetings.

Deliverables:

Invoicing and progress reports, meeting agendas and minutes for kick-off and agency coordination meetings, and action item tracker spreadsheet for monthly meetings.

**2. Risk Assessment & Value Engineering**

1. Evaluation of Conceptual Steamboat / Rio Wrangler Roundabout

CONSULTANT will perform a risk assessment and value engineering review of the current preliminary roundabout design concept for the Steamboat / Rio Wrangler intersection. The evaluation will include proposing revised roundabout geometrics with the intent of avoiding, to the extent possible, Steamboat Creek, wetlands/waters of the United States, bridge widening, major utility relocations, and impacts on adjacent properties. CONSULTANT will provide recommendations to improve the design for construction efficiency, cost reduction, and reduced impacts. CONSULTANT will prepare a basic risk assessment register and identify mitigations.

Deliverables:

Risk Assessment Memorandum discussing and defining mitigations/design revisions

2. Feasibility & Value Engineering Study for Rio Wrangler / McCauley Ranch Roundabout

CONSULTANT will perform a roundabout feasibility and value engineering review of the preliminary roundabout design concept for the Rio Wrangler Parkway / McCauley Ranch Boulevard intersection. The evaluation will include assessment of alternate or compact roundabout geometry or revised central island location within the intersection area that would enable a simpler, more cost effective build with less impact. CONSULTANT will consider the potential future widening of Rio Wrangler Parkway between McCauley Ranch Boulevard and Steamboat Parkway in determining roundabout feasibility and construction timing from a broader programming perspective.

CONSULTANT will provide recommendations to improve the design for construction efficiency, cost reduction, and reduced impacts, if such opportunities are identified.

Deliverables:

Feasibility & Value Engineering Memorandum discussing design improvement options

3. **Preliminary Design (30%, 60%, & 90%)**

1. Investigate Existing Conditions and Field Inventory

CONSULTANT will evaluate the existing intersection conditions and determine potential issues associated with constructing a roundabout.

A minor geotechnical investigation will be performed, limited to the areas where new base and paving is proposed for the roundabout (outside existing roadway). The geotechnical investigation will include coring the existing roadway and evaluating subsurface conditions for conditions outside existing roadway for up to four locations total (two cores and two pits). The report will provide recommendations for excavation considerations, earthwork, over-excavation, and roadway structural section.

2. Topographic Survey and Mapping

CONSULTANT will perform a Topographic Survey locating the physical features in the project area.

3. Subsurface Utility Investigation/Depiction

CONSULTANT will investigate and locate subsurface utilities within the roadway right-of-way, and areas reasonably affected, in accordance with the American Society of Civil Engineers Standard guideline for the Collection and Depiction of Existing Subsurface Utility Data, Quality Level C. Additionally, CONSULTANT will coordinate with Utility Owners to remove lids of surface features and document depth

of utility device, or invert of pipe, within such surface features. Deliverables will include a depiction of subsurface utilities on the plan sheets.

Potholing is not included in this scope of work, but can be performed under the design contingency task if deemed necessary by RTC and CONSULTANT.

#### 4. Utility Coordination

Based on field investigation, at the 30% submittal, CONSULTANT will provide a memorandum and matrix to the RTC with a list of utility companies whose utilities are likely to be within the project limits or reasonably affected by the project. RTC will issue the initial notification to the utility agencies on the list and CONSULTANT will coordinate with the utility agencies for upcoming work, facility relocation and new installation, and to insure utilities likely affected by the project are included in the plans, evaluate potential conflicts through field investigation, and investigate conflict resolution strategies. CONSULTANT will obtain utility information and show existing utilities in the plans based on provided information.

#### 5. Right-of-Way and Easements

CONSULTANT will conduct a survey of existing right-of-way and easement information and identify where improvements may be needed outside existing right-of-way/easements. If right-of-way or new easements are to be acquired, CONSULTANT will provide title reports, legal descriptions/exhibits, and supporting items. CONSULTANT will not be required to set parcel corners or file a Record of Survey, the right-of-way and easement information will be used and placed on the topographic map. Findings will be reported to the RTC project manager. This task includes up to six (6) title reports and six (6) legal descriptions. Additional locations can be included under the design contingency task if needed.

CONSULTANT will act to resolve right-of-way issues early in the project by determining landscape impact issues and coordinating with the HOA(s) and by conducting a right-of-way setting meeting immediately following submittal of the 60% PS&E. CONSULTANT will prepare a right-of-way needs memo with the 60% submittal.

#### 6. Plans, Specifications, and Estimates (30%, 60%, & 90%)

Prepare preliminary plans, an outline of technical specifications, and a preliminary cost estimate suitable for RTC and Local Agency review. Construction plans shall cover an area sufficient for contractor's later use as a base for traffic control plans, e.g., coverage should include traffic control taper areas across intersections.

The 30% submittal will be limited to geometric, signing, striping sheets, describe major work items, and include a summary of any major design changes/evolutions from the conceptual design. The 30% submittal is not intended to be a full PS&E package.

Submittals of the PS&E package will be made at the 60% and 90% design levels.

CONSULTANT will prepare 11" x 17" format plan sheets for the project location.

CONSULTANT will perform a project walk through to evaluate that every aspect of the project scope has been captured.

Develop quantities and opinion of probable costs for major items of work for each intersection / work location.

Upon receipt of comments from the RTC and City of Reno, CONSULTANT will incorporate comments into the final design.

Deliverables:

Electronic copies of the 30%, 60%, and 90% plans in PDF format to each reviewing agency and the RTC

Utilities Memo with 30% PS&E package

Right of Way memo with 60% PS&E package

Exclusions:

Landscape architecture & design, structural engineering services, producing construction phasing, traffic handling, or temporary traffic control plans, United States Army Corps of Engineers or FEMA coordination or permitting, drainage or floodway studies, design of underground utility relocation (except for relocation of storm drain facilities, modifications to storm drain laterals, and street lighting).

**4. Final Design (100% & Final)**

1. Prepare Final Plans and Specifications (100% & Final)

- a. Prepare Final Construction Plans, Contract Documents, and Technical Specifications suitable for construction bid advertisement for the roundabout improvements in accordance with RTC standards and requirements. RTC will provide the boilerplate Contract Documents in MS Word format. The RTC, Local Entity, and Quality Control review comments will be incorporated into the Final Plans and Specifications.

The final construction plans will be on 11" x 17" size sheets and will show all elements of the project construction, including roadway/intersection design, grading, drainage, utility work, signing and striping, lighting, right-of-way lines, and surface treatments. The final plan set will include, at a minimum:

- Cover Sheet
- Notes
- Detail Sheets
- Geometric Plan & Horizontal Control

- Paving Plan
- Grading Plan
- Pedestrian Ramp Grading
- Drainage Plan
- Signing & Striping Plan
- Lighting Plan

The Contract Documents and Technical Specifications will reference the latest edition of Standard Specifications for Public Works Construction (Orange Book) for standard construction items. Technical provisions will be prepared for approved deviations from the Orange Book and unique construction items not adequately covered in the Orange Book. The final plans and specifications will be signed and sealed by a Nevada Registered Professional Civil Engineer in responsible charge of preparation. Plans and specifications will be submitted to the RTC, City of Reno, and other affected parties for review per the following:

- Electronic (pdf) plans and specifications will be acceptable unless hard copies are specifically requested.
- 30%, 60%, & 90% Plans – One 11” x 17” set to RTC, agencies, and other affected parties
- 90% Specifications – One set each to RTC and the local agency(s)
- 100% Plans – One 11”x17” set each to RTC and the local agency(s)
- 100% Specifications – One set each to RTC and the local agency(s)
- Final Working Plan Set – One 11”x17” set each to RTC and the local agency(s)
- Final Working Specification Document – One set each to RTC and the local agency(s), one copy in MS Word format of the Contract Documents and Technical Specifications to RTC.

b. Independent Checker. An independent reviewer will check each plan sheet. A quality control review of the plans, contract documents and technical specifications will be performed which will focus on technical aspects of the plans and specifications and will ensure that all items of work are adequately covered.

## 2. Final Engineer’s Opinion of Probable Construction Costs and Time

Provide a final Engineer's opinion of probable construction costs for the project based on the final design and any alternatives or options. The cost opinion will be in the same format as the bid proposal form included in the contract documents. A quality control review of the cost opinion will be performed by the CONSULTANT. The CONSULTANT will also estimate the number of working or calendar days, as appropriate, for the construction of the project.

### Deliverables:

Electronic copies of PS&E package in PDF format to each reviewing agency and the RTC. One copy in MS Word format of the Contract Documents and Technical Specifications to RTC. Final Engineer’s Estimate.

## **5. Bidding Services**

### **1. Plan Set and Specification Distribution**

CONSULTANT will provide the RTC with final plans and specifications, including addenda, in Portable Document Format (PDF), for use in the Procureware system.

### **2. Pre-bid Meeting**

CONSULTANT will be available during the bidding process to answer technical questions and will conduct the pre-bid meeting. RTC will prepare the pre-bid meeting agenda. All questions and responses will be documented and provided to RTC. CONSULTANT will prepare and provide PDF addenda, if required. All questions regarding legal aspects of the contract documents will be referred directly to RTC. CONSULTANT will prepare and provide a PDF summary of the pre-bid meeting, as directed by the RTC.

### **3. Bid Opening & Award Support**

CONSULTANT will attend the bid opening and review the bids received for irregularities and provide a recommendation for award. CONSULTANT will tabulate bid results into a MS Excel spreadsheet and check multiplication and addition of bid items for mathematical accuracy.

## **6. Design Contingency**

### **1. Contingency**

This is a contingency budget for miscellaneous increases within the scope of this contract during the design phase. CONSULTANT shall provide a letter detailing the need, scope, and not-to-exceed budget for any proposed work. Work under this task shall proceed only with the RTC Project Manager's written approval.

## **TASKS 7-12: CONSTRUCTION SUPPORT SERVICES (OPTIONAL)**

The RTC and CONSULTANT shall review Optional Construction Services following the completion of final design to determine their appropriateness to the project.

### **7. Contract Administration (Optional)**

1. Provide contract administration services as follows:

- Attend the preconstruction conference
- Perform construction coordination
- Review and provide recommendations on contractor's traffic control plans
- Review and comment on or approve contractor's submittals for conformance to the contract documents, including plantmix bituminous pavement and Portland Cement concrete mix designs
- Review and provide recommendations on test results
- Review and provide recommendations on contractor's construction schedule and work progress
- Review construction for acceptance and/or mitigation
- Provide verification and approval of contractor's monthly pay request
- Supervise the inspection, surveying, and material testing activities
- Provide recommendations to the RTC for any necessary construction changes due to field conditions
- Assist in change order review and approval

### **8. Construction Surveying (Optional)**

1. Provide construction staking services at the project location.

### **9. Inspection (Optional)**

1. Provide Inspector

Provide one full-time inspector during all construction activities. **10-hour workdays and a 90 working day contract period** are anticipated. The inspector will:

- Attend the preconstruction conference
- Monitor the work performed by the Contractor and verify that the work is in accordance with the plans and specifications
- Assist in problem resolution with the RTC, contractor personnel, utility agencies, the public and others
- Prepare daily inspection reports, submitted weekly to RTC.
- Provide quantity reports and assist in contractor's monthly progress payments
- Provide verification of the distribution of public relation notices required to be delivered by the contractor, if applicable

- Assist in preparation of the Punch List
- Maintain a field blueline set of drawings to incorporate contractor record drawing mark-ups

## **10. Materials Testing (Optional)**

### **1. Provide Material Testing**

CONSULTANT will provide material testing for compliance with the specifications per the latest edition of the Standard Specifications for Public Works Construction (Orange Book) testing requirements. Materials to be tested will include plantmix bituminous pavement, aggregate base, native subgrade material, structural fill material and Portland Cement Concrete. Test reports, accompanied with CONSULTANT's recommendation regarding acceptance/mitigation of materials, shall be submitted promptly to the RTC.

### **2. Provide On-site Nuclear Gauge Testing & Sampling**

CONSULTANT will provide on-site nuclear gauge testing and sampling during the placement of aggregate base and fill materials, on-site thin-lift Nuclear Gauge testing & sampling for plantmix bituminous pavement placement, and on-site PCC testing & sampling. Laboratory tests will include moisture density curves, Atterberg limits, and sieve analysis. Test frequency shall comply with the latest edition of the Orange Book.

## **11. As-Built Information (Optional)**

### **1. Record Drawings.**

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

Provide a Project Closeout Letter and supporting documents including preconstruction meeting minutes, daily inspection reports, material testing results, and weekly meeting minutes.

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

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

B. Provide new engineer-stamped/signed reproducible drawings identified as the record drawings.

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

**12. Construction Contingency**

1. Contingency

This is a contingency budget for miscellaneous increases within the scope of this contract during the construction phase. CONSULTANT shall provide a letter detailing the need, scope, and not-to-exceed budget for any proposed work. Work under this task shall proceed only with the RTC Project Manager's written approval.

# PROJECT SCHEDULE

Steamboat / Rio Wrangler Roundabout Project  
10/31/2025

TASK	DESCRIPTION	2025		2026												2027											
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	DESIGN SERVICES																										
1	Project Management	K		M		M			M						M												
2	Risk Assessment & Value Engineering		RAM	FM																							
3	Preliminary Design (30%, 60%, & 90%)	TS	G	30%	AR	UM	60%	AR					90%	AR													
	Right-of-Way Acquisition								RS	RWM																	
4	Final Design (100% & Final)															100%		FINAL									
5	Bidding Services																	BID	OPEN								
6	Design Contingency Services																										
	CONSTRUCTION SUPPORT SERVICES																										
7	Contract Administration																										
8	Construction Surveying																										
9	Inspection																										
10	Materials Testing																										
11	As-Built Information																										
12	Construction Contingency Services																										

- K Kick-off Meeting
- M Coordination Meeting / Plan Review Meetings
- RAM Risk Assessment Memo - Steamboat / Rio Wrangler
- FM Feasibility / Value Engineering Memo - Rio Wrangler / McCauley Ranch
- TS Topographic Survey
- G Geotechnical Investigation
- XX% PS&E Package Submittals
- AR Agency Review
- UM Utility Coordination Meeting
- RS Right-of-Way Setting Meeting
- RWM Right-of-Way Memo
- FINAL Final PS&E Package
- BID Advertise for Bids
- OPEN Bid Opening

**Exhibit B**

Compensation

**Exhibit B - Schedule of Services**



**Steamboat / Rio Wrangler Roundabout Project**

Date: 10/22/2025

	Chilson	C deBaca	Olson/ Montoya	Pettinari	Morelli/ Olson	Montoya	Dalton	Adams	Yu	Teal			
	Principal	Supervising Land Surveyor	Two-Person Survey Crew	Sr Project Manager	Project Engineer/ Land Surveyor	One-Person Survey Crew	Senior Designer	Engineering Intern 2	Engineering Intern 1	Project Assistant 1	Contingency	ODCs/SUBS	
Hourly Billing Rate	\$280	\$245	\$235	\$215	\$195	\$185	\$175	\$160	\$150	\$85		\$	
TASKS 1-6: DESIGN SERVICES	Hours												Task Total
Task 1 - Project Management													
Project Coordination	8			40			8						\$ 12,240
Utility Coordination				20									\$ 4,300
Meetings	8			16			8						\$ 7,080
													\$ 23,620
Task 2 - Risk Assessment & Value Engineering													
Evaluate Steamboat/Rio Wrangler Roundabout	8			24			8		8	4			\$ 10,340
Feasibility Review for Rio Wrangler/McCauley	24			52			24		8	4			\$ 23,640
													\$ 33,980
Task 3 - Preliminary Design (30%, 60%, & 90%)													
Investigate Existing Conditions and Field Inventory				6	20		20	10	20	8			\$ 13,970
Topographic Survey and Mapping		20	10	4	60	40							\$ 27,210
Subsurface Utility Investigation/Depiction				8	20		40		36				\$ 18,020
Utility Coordination				8	40		30		8	4			\$ 16,310
Right-of-Way and Easements	8	20		20	20	40	20	20				\$15,000	\$ 44,440
Plans, Specifications, and Estimates	40			80	160		80	180	140	100		\$39,300	\$ 171,200
													\$ 291,150
Task 4 - Final Design (100% & Final)													
Prepare Final Plans and Specifications	20			70	80		100	80	50	16			\$ 75,410
Final Engineer's Opinion of Probable Construction Costs and Time	4			16			20		8				\$ 9,260
													\$ 84,670
Task 5 - Bidding Services													
Plan Set and Specification Distribution				4			8		2	2			\$ 2,730
Pre-bid Meeting				4			2						\$ 1,210
Bid Opening & Award Support				8			2			2			\$ 2,240
													\$ 6,180
Hours	120	40	10	380	400	80	370	290	280	140			
Design Services Totals	\$33,600	\$9,800	\$2,350	\$81,700	\$78,000	\$14,800	\$64,750	\$46,400	\$42,000	\$11,900	\$0	\$54,300	\$ 439,600

Task 6 - Design Contingency \$60,000 \$60,000

	Chilson	C deBaca	Olson/ Montoya	Pettinari	Olson	Montoya	Dalton	Montoya	Engineering Intern 1	Project Assistant 1	Contingency	ODCs/SUBS		
	Principal	Supervising Land Surveyor	Two-Person Survey Crew	Sr Project Manager	Land Surveyor	One-Person Survey Crew	Senior Designer	Surveying Intern	Engineering Intern 1	Project Assistant 1	Contingency	ODCs/SUBS		
Hourly Billing Rate	\$280	\$245	\$235	\$215	\$195	\$185	\$175	\$150	\$150	\$85		\$		
TASKS 7-12: CONSTRUCTION SUPPORT SERVICES	Hours												Task Total	
Task 7 - Contract Administration (Optional)				180			40		20				\$32,940	\$ 81,640
Task 8 - Construction Surveying (Optional)		10	20		20	60		90					\$ 35,650	
Task 9 - Inspection (Optional)													\$174,680	\$ 174,680
Task 10 - Materials Testing (Optional)													\$74,325	\$ 74,325
Task 11 - As-Built Information (Optional)				20			20		20	3			\$ 11,055	
Hours	0	10	20	200	20	60	60	90	40	3				
Construction Support Services Totals	\$0	\$2,450	\$4,700	\$43,000	\$3,900	\$11,100	\$10,500	\$13,500	\$6,000	\$255	\$0	\$281,945	\$ 377,350	

Task 12 - Construction Contingency \$50,000 \$50,000

**Project Total, No Contingency** **\$ 816,950**

**Project Total with Contingency** **\$ 926,950**

## **Exhibit C**

### Indemnification and Insurance Requirements

**Exhibits D, E and F**

**\*\*\*Federally Required Clauses\*\*\***

## EXHIBIT C

### INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICE AGREEMENTS [NRS 338 DESIGN PROFESSIONAL]

#### 1. INTRODUCTION

IT IS HIGHLY RECOMMENDED THAT CONSULTANTS CONFER WITH THEIR INSURANCE CARRIERS OR BROKERS TO DETERMINE THE AVAILABILITY OF THESE INSURANCE CERTIFICATES AND ENDORSEMENTS IN ADVANCE OF PROPOSAL SUBMISSION. IF THERE ARE ANY QUESTIONS REGARDING THESE INSURANCE REQUIREMENTS, IT IS RECOMMENDED THAT THE AGENT/BROKER CONTACT RTC'S FINANCE DIRECTOR AT (775) 332-9511.

#### 2. INDEMNIFICATION

CONSULTANT agrees, subject to the limitations in Nevada Revised Statutes Section 338.155, to save and hold harmless and fully indemnify RTC and the City of including their elected officials, officers, employees, and agents (hereafter, "Indemnitees") from and against any and all claims, proceedings, actions, liability and damages, including reasonable attorneys' fees and defense costs incurred in any action or proceeding (collectively "Damages") arising out of the:

- A. Negligence, errors, omissions, recklessness or intentional misconduct of CONSULTANT or CONSULTANT's agents, employees, officers, directors, subconsultants, or anyone else for whom CONSULTANT may be legally responsible, which are based upon or arising out of the professional services of CONSULTANT; and
- B. Violation of law or any contractual provisions or any infringement related to trade names, licenses, franchises, patents or other means of protecting interests in products or inventions resulting from the use by the Indemnitees of any materials, devices, processes, equipment, or other deliverable (including software) supplied by CONSULTANT under or as a result of this Agreement, but excluding any violation or infringement resulting from the modification or alteration by the Indemnitees of any materials, devices, processes, equipment, or other deliverable (including software) not consented to by CONSULTANT.

CONSULTANT further agrees to defend, save and hold harmless and fully indemnify the Indemnitees from and against any and all Damages arising out the negligence, errors, omissions, recklessness or intentional misconduct of CONSULTANT or CONSULTANT's agents, employees, officers, directors, subconsultants, or anyone else for whom CONSULTANT may be legally responsible, which are not based upon or arising out of the professional services of CONSULTANT.

The Damages shall include, but are not limited to, those resulting from personal injury to any person, including bodily injury, sickness, disease or death and injury to real property or personal

property, tangible or intangible, and the loss of use of any of that property, whether or not it is physically injured.

If the Indemnitees are involved in defending actions of CONSULTANT or anyone else for whom CONSULTANT is legally responsible, CONSULTANT shall reimburse the Indemnitees for the time spent by such personnel at the rate of the Indemnitees pay or compensation for such services.

If an Indemnitee is found to be liable in the proceeding, then CONSULTANT'S obligation hereunder shall be limited to the proportional share of the liability attributed to CONSULTANT.

In determining whether a claim is subject to indemnification, the incident underlying the claim shall determine the nature of the claim.

In the event of a violation or an infringement under paragraph 2.B above and the use is enjoined, CONSULTANT, at its sole expense, shall either (1) secure for the Indemnitees the right to continue using the materials by suspension of any injunction or by procuring a license or licenses for the Indemnitees; or (2) modify the materials so that they become non-infringing. This covenant shall survive the termination of the Professional Services Agreement.

The provisions of this Agreement are separate and severable, and it is the intent of the Parties hereto that in the event any provision of this Agreement should be determined by any court of competent jurisdiction to be void, voidable or too restrictive for any reason whatsoever, the remaining provisions of this Agreement shall remain valid and binding upon said Parties. It is also understood and agreed that in the event any provision should be considered, by any court of competent jurisdiction, to be void because it imposes a greater obligation on CONSULTANT than is permitted by law, such court may reduce and reform such provisions to limitations which are deemed reasonable and enforceable by said court.

### **3. GENERAL REQUIREMENTS**

Prior to the start of any work on a RTC project, CONSULTANT shall purchase and maintain insurance of the types and limits as described below insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONSULTANT, its subconsultants, or their employees, agents, or representatives. The cost of all such insurance shall be borne by CONSULTANT.

### **4. VERIFICATION OF COVERAGE**

CONSULTANT shall furnish RTC with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein, on forms acceptable to RTC. All deductibles and self-insured retentions requiring RTC approval shall be shown on the certificate. All certificates and endorsements are to be addressed to RTC's Finance Director and be received by RTC before work commences. Upon request, CONSULTANT agrees that RTC has the right to review CONSULTANT'S and the Sub's insurance policies, or certified copies of the policies. Copies of applicable policy forms or endorsements confirming required additional insured, waiver of subrogation and notice of

cancellation provisions are required to be provided with any certificate(s) evidencing the required coverage.

## **5. NOTICE OF CANCELLATION**

CONSULTANT or its insurers shall provide at least thirty (30) days' prior written notice to RTC prior to the cancellation or non-renewal of any insurance required under this Agreement. An exception may be included to provide at least ten (10) days' written notice if cancellation is due to non-payment of premium. CONSULTANT shall be responsible to provide prior written notice to RTC as soon as practicable upon receipt of any notice of cancellation, non-renewal, reduction in required limits or other material change in the insurance required under this Agreement.

## **6. SUBCONSULTANTS & SUBCONTRACTORS**

CONSULTANT shall include all Subcontractors and Subconsultants (referred to collectively as "Subs") as insureds under its liability policies OR shall cause Subs employed by CONSULTANT to purchase and maintain separate liability coverages and limits of the types specified herein. If any Subs maintain separate liability coverages and limits, each shall include the RTC and the City of Reno as additional insureds under its commercial general liability policy, subject to the same requirements stated herein, without requiring a written contract or agreement between each of the additional insureds and any sub-consultant or sub-contractor. Any separate coverage limits of liability maintained by Subs shall be at least **\$1,000,000** per occurrence and at least **\$2,000,000** for any applicable coverage aggregates or the amount customarily carried by the Sub, whichever is GREATER. If any Subs provide their own insurance with limits less than required of the Contractor, Contractor shall include Subs in their coverage up to the full limits required of the Contractor. When requested by RTC, CONSULTANT shall furnish copies of certificates of insurance evidencing coverage for each subconsultant. CONSULTANT need not require its non-design subcontractors to carry Professional Errors and Omissions Liability insurance.

## **7. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions that exceed \$25,000 per occurrence or claim must be declared to RTC's Finance Director prior to signing this Agreement. RTC is entitled to request and receive additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retentions. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy must be declared to RTC's Finance Director prior to the change taking effect.

## **8. ACCEPTABILITY OF INSURERS**

Required insurance is to be placed with insurers with a Best's rating of no less than A-VII and acceptable to RTC. RTC may accept coverage with carriers having lower Best's ratings upon review of financial information concerning CONSULTANT and the insurance carrier. RTC reserves the right to require that CONSULTANT'S insurer(s) be licensed and admitted in the State of Nevada or meet any applicable state and federal laws and regulations for non-admitted insurance placements.

## 9. OTHER CONDITIONS

- A. Failure to furnish the required certificate(s) or failure to maintain the required insurance may result in termination of this Agreement at RTC's option.
- B. If CONSULTANT fails to furnish the required certificate or fails to maintain the required insurance as set forth herein, RTC shall have the right, but not the obligation, to purchase said insurance at CONSULTANT's expense.
- C. Any waiver of CONSULTANT's obligation to furnish such certificate or maintain such insurance must be in writing and signed by an authorized representative of RTC. Failure of RTC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of RTC to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONSULTANT's obligation to maintain such insurance, or as a waiver as to the enforcement of any of these provisions at a later date.
- D. By requiring insurance herein, RTC does not represent that coverage and limits will necessarily be adequate to protect CONSULTANT, and such coverage and limits shall not be deemed as a limitation on CONSULTANT's liability under the indemnities granted to RTC in this contract.
- E. If CONSULTANT'S liability policies do not contain the standard ISO separation of insureds condition, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## 10. COMMERCIAL GENERAL LIABILITY

CONSULTANT shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than **\$2,000,000** each occurrence. If such CGL insurance contains a general aggregate limit, it shall be increased to equal twice the required occurrence limit or revised to apply separately to this project.

CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

RTC and any other Indemnitees listed in Section 2. INDEMNIFICATION of this Agreement shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 07/04 or CG 20 33 07/04 or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to RTC or any other Indemnitees under this Agreement. CONSULTANT waives all rights against RTC and any other Indemnitees listed in section 2. INDEMNIFICATION of this Agreement for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. CONSULTANT's insurer shall endorse CGL policy to waive subrogation against RTC with respect to any loss paid under the policy.

## **11. COMMERCIAL AUTOMOBILE LIABILITY**

CONSULTANT shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than **\$1,000,000** each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage for all owned, leased, hired (rented) and non-owned vehicles (as applicable). RTC may agree to accept auto liability for non-owned and hired (rented) vehicles under the CGL if CONSULTANT does not own or operate any owned or leased vehicles.

CONSULTANT waives all rights against RTC, its officers, employees and volunteers for recovery of damages to the extent these damages are covered by the automobile liability or commercial umbrella liability insurance obtained by CONSULTANT pursuant to this Agreement.

## **12. INDUSTRIAL (WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY) INSURANCE**

It is understood and agreed that there shall be no Industrial (Worker's Compensation and Employer's Liability) Insurance coverage provided for CONSULTANT or any subconsultants by RTC. CONSULTANT, and any subconsultants, shall procure, pay for and maintain the required coverages.

CONSULTANT shall maintain workers' compensation and employer's liability insurance meeting the statutory requirements of the State of Nevada, including but not limited to NRS 616B.627 and NRS 617.210. The employer's liability limits shall not be less than **\$1,000,000** each accident for bodily injury by accident or **\$1,000,000** each employee for bodily injury by disease.

CONSULTANT shall provide a Final Certificate for itself and each subconsultant evidencing that CONSULTANT and each subconsultant maintained workers' compensation and employer's liability insurance throughout the entire course of the project.

If CONSULTANT, or any subconsultant is a sole proprietor, coverage for the sole proprietor must be purchased and evidence of coverage must appear on the Certificate of Insurance and Final Certificate.

CONSULTANT waives all rights against RTC, its elected officials, officers, employees and agents for recovery of damages to the extent these damages are covered by the workers compensation and

employer's liability or commercial umbrella liability insurance obtained by Tenant pursuant to this agreement. CONSULTANT shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

### **13. PROFESSIONAL ERRORS AND OMISSIONS LIABILITY**

CONSULTANT shall maintain professional liability insurance applying to liability for a professional error, omission, or negligent act arising out of the scope of CONSULTANT'S services provided under this Agreement with a limit of not less than **\$1,000,000** each claim and annual aggregate. CONSULTANT shall maintain professional liability insurance during the term of this Agreement and, if coverage is provided on a "claims made" or "claims made and reported" basis, shall maintain coverage or purchase an extended reporting period for a period of at least three (3) years following the termination of this Agreement.



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.4.1**

To: Regional Transportation Commission

From: James Gee, Director of Public Transportation and Operations

**SUBJECT: Construction/Maintenance Quarterly Update on Transit Stops**

**RECOMMENDED ACTION**

Acknowledge receipt of this quarterly Construction/Maintenance update on Transit Stops as presented to the Citizens Multimodal Advisory Committee on November 5, 2025.

**BACKGROUND AND DISCUSSION**

The Citizens Multimodal Advisory Committee (CMAC) provides information and advice regarding the construction, installation, and maintenance of benches, shelters, and transit stops for passengers of the RTC transit system as required by Nevada Assembly Bill 214 (2023). The Committee will have this topic as a discussion item at least four times a year.

At the CMAC meeting on November 5, 2025, RTC staff gave a presentation to the Citizens Multimodal Advisory Committee regarding the following:

Improvements Between August and October 2025

- Benches installed at W 4th & Del Curto (Route 11) and S Rock after Greg (Route 54) per public requests.
- Bench added at Sutro before McCarran (Route 15) after construction and pad installation.
- Shelter reinstalled at W 7th & McCarran (Route 4) with bus pullout, large pad, and safety rail after construction.
- Bus stops on Mill (between Yori and Terminal) upgraded through RTC's Mill Street Capacity and Safety Project.

Future/Ongoing Improvements

RTC Bus Stop Improvement 26-01 Project timelines:

- November 2025 – Preliminary Design
- January 2026 – Intermediate Design
- April 2026 – Final Design
- May 2026 – Invitation to Bid
- Summer 2026 – Construction

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 4.5.1**

To: Regional Transportation Commission

From: Bill Thomas, AICP, Executive Director

**SUBJECT: Strategic Roadmap - FY 2026 (Q1)**

**RECOMMENDED ACTION**

Acknowledge receipt of a report regarding quarterly progress on the RTC Strategic Roadmap - FY 2026 (Q1).

**BACKGROUND AND DISCUSSION**

The RTC Strategic Roadmap outlines workplans for staff to accomplish the Board's direction. These workplans include detailed outcomes, champions, approaches, objectives, and measures of success for all goals. The Strategic Roadmap is a critical document that guides the agency's efforts in achieving its mission of building a better community through quality transportation. It ensures that all activities and initiatives are aligned with the Board's strategic priorities and provides a framework for measuring progress and success. When approving the most recent Strategic Roadmap, the Board requested quarterly status updates. This is the next requested quarterly update and includes the status of the RTC Strategic Roadmap for FY 2026 (Q1).

**FISCAL IMPACT**

Funding for this item is included in the approved FY 2026 budget, and there is no additional cost in connection with this agenda item.

**PREVIOUS BOARD ACTION**

7/18/2025 - Acknowledged receipt of the updated RTC Strategic Roadmap for FY 2026-2027.

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**REGIONAL TRANSPORTATION COMMISSION of Washoe County**  
*Engineering & Construction • Planning • Public Transportation*

**FY26 Strategic Plan  
Q1 Progress Update**





# Performance Snapshot Q1 FY2026



On Target

& Achieved

Towards Target 80

Calculating 160 Items

0% Critical

5% Off Target

24% Not Started

0% Deferred



11/11 Strategic Goals  
Achieved & On Target



37/50 Agency Outcomes  
Achieved & On Target

## Our Mission

*Building a better community through  
quality transportation.*

## Strategic Goals

#1

**Expand Public Transportation Utilization:** Provide access to everyone who needs and wants public transportation through a suite of options to meet current ridership and deliver additional opportunities to serve more of our residents.

#2

**Promote Neighborhood Mobility:** More people choosing to walk or ride bikes within neighborhoods and expand the interconnection between neighborhoods.

#3

**Reimagine the Truckee River As A Transportation Corridor:** Exploring opportunities to improve the Truckee River as a transportation corridor.

#4

**Proactively Manage Congestion:** Maintaining or improving systemwide performance without capacity reduction by maximizing the current roadway capacities.

#5

**Improve Network Safety:** Realize a tangible reduction in both the severity and frequency of traffic crashes.

#6

**Sustainable Transportation Funding:** Finding the optimal balance within the region on what we spend on maintenance and investing in developing new roads.

#7

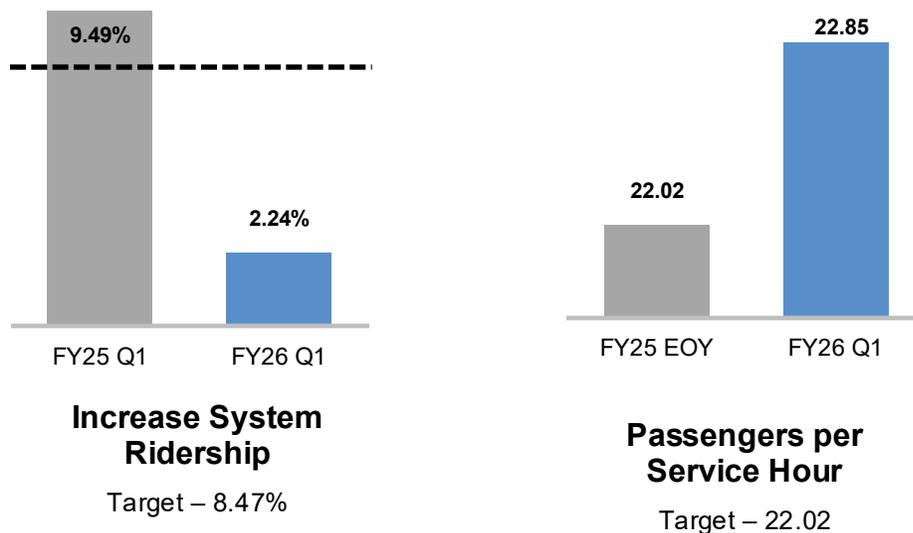
**Be A High-Functioning Organization:** A proactive approach to our work that is responsive to the needs of our staff and community.

# #1 Expand Public Transportation Utilization

## Key Accomplishments

- **Focus on attracting the next generation of riders to include Spanish-speaking population and youth:** Began a free fare for youth program with WCSD. More than 28,000 WCSD students have taken RIDE for free this quarter.
- **Proactively plan for the future growth:** Kicked off design of replacement maintenance facility.

## Key Targets



# #2 Promote Neighborhood Mobility

## Key Accomplishments

- **Expand mode share:** Completed preliminary design for Biggest Little City Bike Network and began design of quick build infrastructure on NNP #1.
- **All neighborhoods have a neighborhood plan:** Initiated NNP #3 and #4.



## #3 Truckee River as a Transportation Corridor

### Key Accomplishments

- **Create a community-coordinated Implementation Plan:** Finalized inventory of existing studies and plans achieved.



## #4 Proactively Manage Congestion

### Key Accomplishments

- **Increase transportation options that connect to growth areas outside of Washoe County Metropolitan Area:** Completed corridor evaluation and traffic analysis on the NE Connector Feasibility Study to continue moving this project forward.
- **Dynamically manage traffic across the region:** Drafted procedure for managing signal operations as part of TMC preparations.

### Key Targets

**10.30**

Target <10.58 mins

**Average Travel Time  
(Peak Times  
Networkwide)**

## #5 Improve Network Safety

### Key Accomplishments

- **Focus on improvements to roadway segments and intersections:** Reached 30% design on University Implementation Study, received NTP with construction from FHWA for the West 4<sup>th</sup> Safety Project, and held public meeting for the 6<sup>th</sup> Street Safety Project.
- **Develop a more data-drive approach to road safety:** Initiate planning for the SS4A Safety Action Plan.

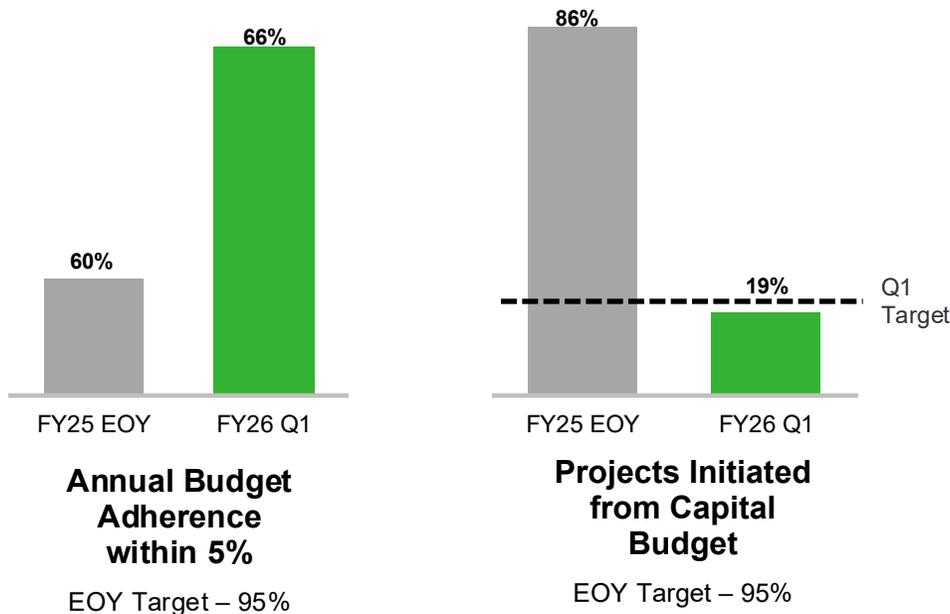


# #6 Sustainable Transportation Funding

## Key Accomplishments

- **Identify funding gaps related to regional road maintenance by jurisdictions:** Began next steps as directed by the Board from Maintenance Study outcomes.
- **Recommendations for policy options for EVs:** Presented Guinn Study to Board and asked for direction on next steps.

## Key Targets



# #7 Be a High-Functioning Organization

## Key Accomplishments

- **Tell the story of RTC projects in the community:** Created toolkit to standardize public community outreach meetings. Also, crafted key messages and storytelling approach per project.
- **Refresh RTC website:** Initiated refresh in compliance with accessibility standards.

## Key Targets





## **REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 5.1.**

To: Regional Transportation Commission

From: Graham Dollarhide, Transportation Planning Manager

**SUBJECT: FFY2025-2029 RTIP Amendment #1**

### **RECOMMENDED ACTION**

Conduct a public hearing regarding approval of Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP); adopt a resolution approving Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program (RTIP).

1. Staff Presentation
2. Public Hearing
3. Action

### **BACKGROUND AND DISCUSSION**

Amendment No. 1 is required to add, remove, and update projects in the RTIP. All projects included in the amendment are led by the Nevada Department of Transportation (NDOT).

A separate air quality analysis for the proposed amendment was not required as the added and amended projects are either exempt from transportation conformity requirements (pursuant to 40 CFR 93.126) or have already complied with this requirement and the associated amendment does not involve a change to the project scope. A corresponding amendment to the Regional Transportation Plan (RTP) is not required, according to the criteria established in RTC's Public Participation Plan (PPP).

A complete list of the projects meeting the amendment threshold and thus requiring formal action, as well as a brief description of the changes to each project, are as follows:

- SR 659 North McCarran Blvd 3R, from N Virginia St to Northtowne Ln. – amendment to project timing
  - Pyramid Hwy/Sparks Blvd Interchange and Connector Improvements - Construction – removal of project to recombine with Pyramid Way Phase 5 Widening project in RTP
  - Reno Towing and Recovery Incentive Program FY25-29 – removal due to project cancellation
  - I-80 WA WB Patrick/Waltham – new project to add auxiliary lane to westbound I-80 at the Waltham Way interchange in Patrick, NV
-

- Surface Treatments on Various Bridge Decks in Washoe County – new project that will improve bridges at various locations around Reno

A public comment period preceded this public hearing (October 30, 2025 – November 19, 2025). The draft documents were posted on the agency website, and a notice was published in the Reno Gazette-Journal and El Sol de Nevada per the RTC Public Participation Plan. No comments have been received as of the drafting of this staff report. Amendment No. 1 was also reviewed and recommended for approval by the RTC Technical Advisory Committee (TAC) and presented to the RTC Citizen Multimodal Advisory Committee (CMAC) at their November 2025 meeting.

### **FISCAL IMPACT**

Funding for the project cost estimates in the proposed amendment have been budgeted based on anticipated federal, state and local revenue sources.

### **PREVIOUS BOARD ACTION**

8/15/2025 - Approved the FFY 2025-2029 RTIP.

## **RESOLUTION 25-20**

### **RESOLUTION AUTHORIZING THE ADOPTION OF AMENDMENT NO. 1 TO THE FEDERAL FISCAL YEARS (FFY) 2025-2029 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) FOR THE RENO-SPARKS URBANIZED AREA.**

**WHEREAS**, Title 23 Code of Federal Regulations, Part 450, and Title 49 Code of Federal Regulations, Part 613, require the preparation of a Regional Transportation Improvement Program (RTIP) by the Metropolitan Planning Organization (MPO) at least every four years; and

**WHEREAS**, the Regional Transportation Commission of Washoe County (RTC) has been designated by the Governor of the State of Nevada as the Metropolitan Planning Organization (MPO) for Washoe County; and

**WHEREAS**, the RTC, through the conduct of a continuing, comprehensive and coordinated transportation planning process carried out in conjunction with the RTC member entities and the Nevada Department of Transportation and in conformance with all applicable federal requirements, prepared the FFY 2025-2029 RTIP which includes all federal and non-federal regionally significant transportation projects; and

**WHEREAS**, the RTC finds Amendment No. 1 to the FFY 2025-2029 RTIP in conformance with the 2050 Regional Transportation Plan (RTP) 2025 Update; and

**WHEREAS**, the RTC finds that pursuant to Title 40 of the Code of Federal Regulations, Part 93, this RTIP amendment conforms with the intent of the State Air Quality Implementation Plan; and,

**WHEREAS**, the RTC finds that current fiscal resources are adequate to develop, operate and maintain the transportation system, and finds that the FFY 2025-2029 RTIP is limited to projects for which funds are available or committed; and

**WHEREAS**, the FFY 2025-2029 RTIP has been prepared through a process of community and agency coordination and participation in accordance with the RTC's adopted Public Participation Plan and all applicable federal requirements;

**NOW, THEREFORE, BE IT RESOLVED** that the Regional Transportation Commission does hereby adopt and endorse Amendment No. 1 to the FFY 2025-2029 Regional Transportation Improvement Program.

## **CERTIFICATE**

The undersigned, duly qualified Chairperson of the Regional Transportation Commission, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on November 21, 2025.

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Alexis Hill, Chair  
Regional Transportation Commission

WA20220020 Plan Revision: 26-01 STATUS Project Changed State

Name: SR 659 North McCarran Blvd 3R, from N Virginia St to Northtowne Ln.  
 Scope: Mill and overlay with SLI, ADA, L&A, and pedestrian safety improvements.

Project Type: Preservation NDOT District: District 2  
 County: Washoe  
 Limits: From N Virginia to Northtown Ln. Milepost begins at 10.58 end at 12.85. Distance (mile): 2.27

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
<2025	J^Y^	\$0	\$130,000	\$0	\$0	\$130,000
>2029	Da`a^U	\$0	\$0	\$9,570,154	\$0	\$9,570,154
2025 - 2029 TOTAL		\$0	\$0	\$0	\$0	\$0
All Years Total		\$0	\$130,000	\$9,570,154	\$0	\$9,700,154

MPO: RTC Washoe Lead Agency: Nevada DOT

Previously Approved Version  
 WA20220020 Plan Revision: 25-00

Name: SR 659 North McCarran Blvd 3R, from N Virginia St to Northtowne Ln.  
 Scope: Mill and overlay with SLI, ADA, L&A, and pedestrian safety improvements.

Project Type: Preservation NDOT District: District 2  
 County: Washoe  
 Limits: From N Virginia to Northtown Ln. Milepost begins at 10.58 end at 12.85. Distance (mile): 2.27

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
2026	LM@MCF EFP @QDNI B	\$0	\$0	\$9,570,154	\$0	\$9,570,154
<2025	J^Y^	\$0	\$130,000	\$0	\$0	\$130,000
>2029	Da`a^U	\$0	\$0	\$0	\$0	\$0
2025 - 2029 TOTAL		\$0	\$0	\$9,570,154	\$0	\$9,570,154
All Years Total		\$0	\$130,000	\$9,570,154	\$0	\$9,700,154

MPO: RTC Washoe Lead Agency: Nevada DOT

WA20230002 Plan Revision: 26-01 STATUS Project Removed Federal

Name: Pyramid Hwy/Sparks Blvd Interchange and Connector Improvements - Construction  
 Scope: Improvements to the Pyramid Way and Sparks Blvd/Highland Ranch intersection, including converting existing intersection to a new grade-separated interchange. Right-of-way and construction phases of project.

Project Type: Interchange/Intersection NDOT District: District 2  
 County: Washoe  
 Limits: From Kiley Pkwy to Wingfield Hills Rd. Milepost begins at 5.05 end at 6.05. Distance (mile): 1.00

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da^a^U	\$0	\$2,000,000	\$120,000,000	\$0	\$122,000,000
2025 - 2029 TOTAL		\$0	\$0	\$0	\$0	\$0
All Years Total		\$0	\$2,000,000	\$120,000,000	\$0	\$122,000,000

MPO: RTC Washoe Lead Agency: RTC Washoe

Previously Approved Version

WA20230002 Plan Revision: 26-00

Name: Pyramid Hwy/Sparks Blvd Interchange and Connector Improvements - Construction  
 Scope: Improvements to the Pyramid Way and Sparks Blvd/Highland Ranch intersection, including converting existing intersection to a new grade-separated interchange. Right-of-way and construction phases of project.

Project Type: Interchange/Intersection NDOT District: District 2  
 County: Washoe  
 Limits: From Kiley Pkwy to Wingfield Hills Rd. Milepost begins at 5.05 end at 6.05. Distance (mile): 1.00

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da^a^U	\$0	\$2,000,000	\$120,000,000	\$0	\$122,000,000
2025 - 2029 TOTAL		\$0	\$0	\$0	\$0	\$0
All Years Total		\$0	\$2,000,000	\$120,000,000	\$0	\$122,000,000

MPO: RTC Washoe Lead Agency: RTC Washoe

WA20250005 Plan Revision: 26-01 STATUS Project Removed Federal

Name: RENO TOWING AND RECOVERY INCENTIVE PROGRAM FY25-29  
 Scope: NDOT will select a Service Provider via the RFP process to manage the Towing and Recovery Incentive Program (TRIP), which reduces incident clearance times and improves traffic safety.

Project Type: Program Funding Buckets NDOT District: District 2  
 County: Washoe  
 Limits: Not Location Specific

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
2025	I FJJ	\$0	\$0	\$0	\$332,500	\$332,500
2025	LM@CH@AF - I O	\$0	\$0	\$0	\$70,000	\$70,000
2025	I FJJ	\$0	\$0	\$0	\$997,500	\$997,500
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da`a^U	\$0	\$0	\$0	\$0	\$0
2025 - 2029 TOTAL		\$0	\$0	\$0	\$1,400,000	\$1,400,000
All Years Total		\$0	\$0	\$0	\$1,400,000	\$1,400,000

MPO: RTC Washoe Lead Agency: Nevada DOT

Previously Approved Version

WA20250005 Plan Revision: 26-00

Name: RENO TOWING AND RECOVERY INCENTIVE PROGRAM FY25-29  
 Scope: NDOT will select a Service Provider via the RFP process to manage the Towing and Recovery Incentive Program (TRIP), which reduces incident clearance times and improves traffic safety.

Project Type: Program Funding Buckets NDOT District: District 2  
 County: Washoe  
 Limits: Not Location Specific

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
2025	I FJJ	\$0	\$0	\$0	\$332,500	\$332,500
2025	LM@CH@AF - I O	\$0	\$0	\$0	\$70,000	\$70,000
2025	I FJJ	\$0	\$0	\$0	\$997,500	\$997,500
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da`a^U	\$0	\$0	\$0	\$0	\$0
2025 - 2029 TOTAL		\$0	\$0	\$0	\$1,400,000	\$1,400,000
All Years Total		\$0	\$0	\$0	\$1,400,000	\$1,400,000

MPO: RTC Washoe Lead Agency: Nevada DOT

WA20250035 Plan Revision: 26-01 STATUS New Project Federal

Name: I-80 WA WB PATRICK/ WALTHAM

Scope: WIDEN FOR WB AUX LANE

Project Type: Traffic Operations

County: Washoe

Limits: Interchange at MP 27.7 to MP 28.3

NDOT District: District 2

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
2025	STATE HIGHWAY FUND	\$155,000	\$0	\$0	\$0	\$155,000
2026	STATE HIGHWAY FUND	\$0	\$10,000	\$0	\$0	\$10,000
2026	NHPP	\$0	\$0	\$2,493,750	\$0	\$2,493,750
2026	STBG FLEX	\$0	\$0	\$831,250	\$0	\$831,250
2026	STATE MATCH - NV	\$0	\$0	\$175,000	\$0	\$175,000
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da`a^U	\$0	\$0	\$0	\$0	\$0
2025 - 2029 TOTAL		\$155,000	\$10,000	\$3,500,000	\$0	\$3,665,000
All Years Total		\$155,000	\$10,000	\$3,500,000	\$0	\$3,665,000

MPO: RTC Washoe

Lead Agency: Nevada DOT

WA20250036 Plan Revision: 26-01 STATUS New Project Federal

Name: Surface Treatments on Various Bridge Decks in Washoe County  
 Scope: Surface Treatments on Various Bridge Decks in Washoe County

Project Type: Bridge/Structures  
 County: Washoe  
 Limits: Bridge #: I-998

NDOT District: District 2

Fiscal Year	Revenue Source	PE	ROW	CON	Other	Total
2026	BRIDGE FORMULA PROGRAM	\$0	\$0	\$2,850,000	\$0	\$2,850,000
2026	STATE MATCH - NV	\$0	\$0	\$150,000	\$0	\$150,000
<2025	J^Y^	\$0	\$0	\$0	\$0	\$0
>2029	Da`a^U	\$0	\$0	\$0	\$0	\$0
2025 - 2029 TOTAL		\$0	\$0	\$3,000,000	\$0	\$3,000,000
All Years Total		\$0	\$0	\$3,000,000	\$0	\$3,000,000

MPO: RTC Washoe

Lead Agency: Nevada DOT



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 6.1.**

To: Regional Transportation Commission

From: Sara Going, PE, Project Manager

**SUBJECT: Keystone Bridge Replacement Project CMAR Delivery Method**

**RECOMMENDED ACTION**

Authorize staff to pursue efforts to deliver the Keystone Bridge Replacement Project using the Construction Manager at Risk (CMAR) project delivery method, on a parallel path with planned and ongoing efforts to use the Design-Bid-Build project delivery method. (For Possible Action)

**BACKGROUND AND DISCUSSION**

There are three main types of project delivery methods for publicly funded transportation projects in Nevada: Design-Bid-Build (DBB); Construction Manager at Risk (CMAR); and Design-Build (DB).

The CMAR delivery method involves procuring a general contractor with specialized experience to serve as a construction manager who assists the RTC in designing the project during the pre-construction phase, and then constructing the project if a construction price, as validated by an Independent Cost Estimator (ICE), is agreed upon by the contractor and the RTC. This general contractor is the “Construction Manager.” The CMAR delivery method is statutorily authorized in NRS 338.1685 et seq.

The CMAR process largely follows the typical DBB process through both the pre-construction and construction phases. However, the uniqueness of CMAR is the involvement of the Construction Manager and ICE during the pre-construction phase to provide constructability and estimating input into the typical design workshops, risk and innovation discussions, and construction schedule development meetings. The other uniqueness of the CMAR process is the Construction Manager's and ICE's development of Opinion of Probable Construction Cost (OPCC) estimates at each major design milestone, all culminating in a Guaranteed Maximum Price (GMP) for construction to secure a construction contract.

In October 2025, the project team held a meeting and used a Project Delivery Selection Approach (PDSA) tool to identify and analyze the advantages and disadvantages associated with both the DBB and CMAR delivery methods, considering the project's goals, challenges, opportunities, risks, and complexities, to form a consensus opinion of the most appropriate delivery method.

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Using this systematic PDSA approach, staff has determined that CMAR is the recommended project delivery method for the Keystone Bridge Replacement Project. The CMAR delivery method offers value in terms of potential innovative construction solutions and project phasing, reductions in permitting risk, and improved understanding and pricing of construction risk. The Construction Manager may be able to shorten the construction schedule, which could generate cost savings and limit community impacts caused by the closure of a vital community arterial. Additionally, the CMAR delivery method will ensure that the limitations of construction activities are carefully managed and coordinated, thereby minimizing the disruption and potential negative impacts on adjacent businesses and residents.

There will be upfront expenditures associated with the CMAR delivery method during the pre-construction phase, including the costs of the construction manager, the ICE, the design team, outside legal counsel, and other consultants, which are estimated to total approximately \$750,000 to \$1,250,000. There will be substantial staff time and resources required. In the event that project instead uses the DBB delivery method, RTC will still be able to benefit from some of those expenditures in terms of benefits to the project (design and cost certainty).

The project is currently at the 30% design stage. The RTC and the consultant team are updating the schedule to reflect the adoption of a CMAR delivery method. Despite this shift, the project remains on track, with final design anticipated to be completed by January 2027. Construction funding has not yet been identified; however, staff are actively pursuing potential bridge discretionary grant opportunities and other available federal formula bridge funding sources.

Staff recommends that the Board approve this item. If the Board approves this item, RTC will pursue efforts to use the CMAR delivery method. If the Board does not approve this item, RTC will move forward with the DBB delivery method.

### **FISCAL IMPACT**

The approval of necessary contracts and agreements would be presented to the RTC Board at a later meeting.

### **PREVIOUS BOARD ACTION**

12/21/2024 - Approved a contract amendment with Parametrix, Inc., for design, environmental documentation, and regulatory permitting support for the Keystone Avenue Bridge Replacement Project NEPA and Design, in an amount not-to-exceed \$6,658,997.



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 6.2.**

To: Regional Transportation Commission

From: James Gee, Director of Public Transportation and Operations

**SUBJECT: Keolis Transit Services, LLC Amendment No. 5 Fixed-Route Transit Services**

**RECOMMENDED ACTION**

Approve Amendment #5 to the contract for operation and maintenance of fixed-route transit services with Keolis Transit Services, LLC, to authorize the Executive Director to exercise RTC's option for the second three option term, and increase the Revenue Vehicle Hour Rate for normal service and special/extra service in the second three option years to \$126.05 in FY27, \$132.35 in FY28, and \$138.97 in FY29, and increase the Fixed Monthly Cost in the second three option years to \$347,783 in FY27, \$365,172 in FY28, and \$383,430 in FY29.

**BACKGROUND AND DISCUSSION**

In March 2019, the Regional Transportation Commission (RTC) entered into a contract with Keolis Transit Services, LLC, for the operation and maintenance of fixed-route transit services. Under this contract, RTC provides the facilities, capital equipment, vehicles, and fuel, while the contractor is responsible for all operations and maintenance. In August 2022, the Board authorized the Executive Director to exercise the first of two 3-year option terms to extend the term of the contract through FY24-FY26.

On June 30, 2026, the first three-year option term of the contract with Keolis Transit Services, LLC, for operations and maintenance of the RTC RIDE fixed-route service, will expire. To ensure the continuation and uninterrupted delivery of services, the RTC must either exercise the option with Keolis to extend the contract term or begin the procurement process to select a new contractor.

Staff recommends the Board exercise the second and final Option Term for FY27, FY28, and FY29. Despite the many challenges Keolis has faced since taking over the contract in July 2019, Keolis' performance has been excellent. Given the economic uncertainty and inflation-related instability, there is no reason to believe that a new procurement would yield cost savings or other benefits for RTC.

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In discussions with Keolis to exercise the option, Keolis has requested an adjustment to the Revenue Vehicle Hour Rate and Fixed Monthly Cost, pursuant to §104B(3) of the agreement, due to the unexpected change in costs and inflationary constraints unanticipated in the Option Term set forth in their Price Proposal in its BAFO and Attachment B (Cost Summary) for the second three option years. Keolis has requested an adjustment to the Revenue Vehicle Hour Rate pursuant to Section §105D(3)(F) which allows for the contractor to propose an adjustment to its Fixed Monthly Payment or Revenue Vehicle Hour Rate in the event of a significant change in prevailing market or economic conditions that directly results in additional costs to the Contractor.

Based on its analysis, staff recommends that the Board approve an increase in the Revenue Vehicle Hour Rate for normal service and special/extra service for the second three options years to \$126.05 in FY27, \$132.35 in FY28, and \$138.97 in FY29, and increase the Fixed Monthly Cost in the second three option years to \$347,783 in FY27, \$365,172 in FY28, and \$383,430 in FY29.

If the Board approves this item, RTC will exercise its option for the second three-year extension.

### **FISCAL IMPACT**

The actual total annual costs are dependent on the actual annual service hours requested by RTC and provided by Keolis. Funding for the Option 2 years would be included in the FY27-FY29 budgets.

### **PREVIOUS BOARD ACTION**

9/20/2024 - Approved Amendment #4 to the contract for operation and maintenance of fixed-route transit services with Keolis Transit Services, LLC, to increase the Service Hour Rate for normal service and special/extra service in years two and three of the first option term to \$103.79 in FY25, and \$109.61 in FY26, and increase the Fixed Monthly Payment in years two and three of the first option term to \$307,831 in FY25 and \$316,166 in FY26.

8/19/2022 - Approved Amendment #3 to the contract for operation and maintenance of fixed-route transit services with Keolis Transit Services, LLC, to increase the Revenue Vehicle Hour Rate for normal service and special/extra service in Base Year 4 to \$81.13 in FY23, and in the first three option years to \$85.19 in FY24, \$88.43 in FY25, and \$89.81 in FY26; and authorized the Executive Director to exercise RTC's option for the first three option years.

5/21/2022 - Approved Amendment #2 to the RTC RIDE Fixed-Route Service Operation and Maintenance Contract with Keolis Transit Services, LLC, to allow for the purchase of certain equipment and supplies, and services authorized in advance by RTC.

4/16/2021 - Approved a version of Amendment #2 that did not include "services" in the scope.

3/15/2019 - Approved the agreement with Keolis Transit Services, LLC, for four years plus two (2), three-year options, for the operation and maintenance of RTC RIDE Fixed-Route Service; and authorized the Executive Director to execute the agreement.

## **CONTRACT AMENDMENT NO. 5**

**WHEREAS**, the Regional Transportation Commission of Washoe County (RTC) and Keolis Transit Services, LLC (Contractor) entered into a contract for the Operation and Maintenance of Fixed-Route Transit Services, dated March 15, 2019 (Contract).

**WHEREAS**, the Contract was previously amended by Amendment #1 dated June 8, 2020, Amendment #2 dated April 16, 2021, Amendment #3 dated July 1, 2022, and Amendment #4 dated July 1, 2024;

**WHEREAS**, the Parties desire to amend the Contract pursuant to Section 104B(3) to exercise the second three-year option term;

**WHEREAS**, Section 105D(3)(F) allows Contractor to propose an adjustment to the Fixed Monthly Payment or Service Hour Rate in the event of a significant change in prevailing market or economic conditions that directly results in additional costs to the Contractor;

**WHEREAS**, Section 105D(3)(G) allows Contractor to propose an adjustment to the Fixed Monthly Payment or Service Hour Rate in the event of an annual variable cost increase of more than five percent (5%);

**WHEREAS**, RTC staff independently reviewed and analyzed Contractor's proposed adjustment to the second option term years along with supporting information;

**WHEREAS**, the parties have agreed to amend the Contract to exercise the second three-year option term, and increase the Fixed Monthly Payment and Service Hour Rate for Option Term Two, Year 1 (FY27), Year 2 (FY28) and Year 3 (FY29) as described herein.

**NOW, THEREFORE**, the RTC and the Contractor agree as follows:

### **Section 1. Attachment B – Fixed Monthly Payment**

Attachment B is modified to increase the Fixed Monthly Payment for Option Term Two, Year 1 from \$274,706 to \$347,783, Year 2 from \$280,401 to \$365,172, and Year 3 from \$287,297 to \$383,430.

### **Section 2. Attachment B – Service Hour Rate**

Attachment B is modified to increase the Service Hour Rate for Option Term Two, Year 1 from \$82.97 to \$126.05, Year 2 from \$84.81 to \$132.35, and Year 3 from \$87.54 to \$138.97.

### **Section 3. Continuing Effect**

Except for the changes made by this amendment, all the provisions of the Contract, as previously amended, remain in full force and effect.

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**IN WITNESS WHEREOF**, this Amendment #5 is dated and effective July 1, 2026.

REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY

By: \_\_\_\_\_  
Bill Thomas, AICP, Executive Director

KEOLIS TRANSIT SERVICES, LLC

By: \_\_\_\_\_  
David Scorey, President and CEO  
Keolis North America



**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 7.1.**

To: Regional Transportation Commission

From: Bill Thomas, Executive Director

**SUBJECT: Executive Director Report**

**RECOMMENDED ACTION**

Monthly verbal update/messages from RTC Executive Director Bill Thomas - no action taken.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 7.2.**

To: Regional Transportation Commission

From: Paul Nelson, Government Affairs Officer

**SUBJECT: Federal Report Discussion**

**RECOMMENDED ACTION**

Monthly verbal update/messages from Paul Nelson, RTC Government Affairs Officer on federal matters related to the RTC - no action will be taken.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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**REGIONAL TRANSPORTATION COMMISSION**

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

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 11/21/2025

**Agenda Item: 7.3.**

To: Regional Transportation Commission

From: Tracy Larkin Thomason, NDOT Director

**SUBJECT: NDOT Report**

**RECOMMENDED ACTION**

Monthly verbal update/messages from NDOT Director Tracy Larkin Thomason or designated NDOT Deputy Director - no action will be taken.

**FISCAL IMPACT**

There is no fiscal impact related to this action.

**PREVIOUS BOARD ACTION**

There has been no previous Board action taken.

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