Community Development Department

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2101 – Hearing Impaired: 711
www.carson.org/obd

Date: February 23, 2015 **ITEM 5.1**

To: Redevelopment Authority Citizens Committee
Meeting of March 2, 2015

From: Lee Plemel, Community Development Director

Subject: Update regarding Downtown Carson Street Project and discussion regarding the RACC's role as a project oversight committee.

Discussion:
This item is to update the RACC on activities related to the Downtown Carson Street Project. Following are the key dates leading up to the final design for the project, with upcoming dates as identified in the approved design contract.

- November 6, 2014 – The Board of Supervisors approved the Downtown Carson Street Project design concepts, including a "three-lane" design (one lane each direction plus a center turn lane) and wider sidewalks, with some on-street parking.

- November 12, 2014 – The Public Works Department released a Request for Proposals (RFP) to solicit proposals from engineering and design teams to create the final construction designs for the project.

- February 5, 2015 – The Board of Supervisors approved a contract with Lumos & Associates to provide professional service for street architecture, roadway design, utility design, and landscape design services for the Downtown Carson Street Urban Design Project, which includes design for the Carson Street project, Curry Street project, and 3rd Street project.

- Early April, 2015 – Design "theming" workshop.

- April-June 2015 – Process an ordinance to establish the Commercial Area Vitalization (CAV) District within the downtown area to help pay for ongoing project maintenance costs.

- May 4, 2015 – **RACC meeting:** Update on theming workshop and preliminary design considerations.

- July 6, 2015 – **RACC meeting:** Review and comment on "30%" project design plans.

- July 16, 2015 – Board of Supervisors meeting: Approval of 30 % design.

- September 8, 2015 – **RACC meeting:** Review and comment on "60%" project design plans.

- November 2, 2015 – **RACC meeting:** Review and comment on "90%" project design plans.

- November 19, 2015 – Board of Supervisors meeting: Approval of 90 % design.

- December 31, 2015 – Complete project design due.

The design consultants will soon start design work on the project based on the three-lane Carson Street concept approved by the Board of Supervisors. The RACC and RTC (Regional Transportation Commission) have been identified as the "oversight" committees for the project. The Board of Supervisors has identified that the purposes of the oversight committees are:

- *To provide a forum for public information and comment at various stages of design and construction.*

  As noted in the schedule above, there are three meetings scheduled with RACC at various points in the Downtown Project design process. These meetings will be opportunities for the general public to review the current status of plans and provide comments to the design team and City staff before that particular phase of design goes to the Board of Supervisors.

- *To provide a forum for public information and comment regarding the status of the project budget during design and construction.*

  The periodic RACC meetings will also be opportunities for the public and RACC to review and comment on the project budget as it pertains to the design. There is limited funding allocated to each of the three projects that fall under the design contract—Carson Street, Curry Street, and 3rd Street Plaza—and the projects must be designed to stay within these budgets. Cost estimates will be developed and modified as the project progresses, including long-term maintenance costs for various design alternatives. RACC may make recommendations to the design team and Board of Supervisors regarding design elements to keep the projects within the allocated budgets.

- *To provide recommendations to the Board of Supervisors for its consideration regarding final design elements.*

  In addition to public comment, the RACC members will have the ability to comment and make recommendation on the various stages of project design. The three-lane design concept has been selected by the Board of Supervisors as the alternative that will be developed into detailed construction plans. Alternative lane configurations will not be considered further during this design process.

  However, many design details remain to be determined, starting with the general "theme" of the design elements. Items such as surface materials (e.g. concrete versus pavers), planters, seating areas, and other streetscape amenities will be considered within available budget constraints. The RACC's role will be to review the draft designs presented by the design team, consider public feedback regarding the design elements, and make recommendations to the design team and Board of Supervisors regarding

those design elements. The Board of Supervisors has final authority on all decisions related to design and project budget matters.

The Public Works Downtown Carson Street Urban Design Project manager, Danny Rotter, and a representative of the consultant design team will be available at the meeting to answer questions regarding the scope of work for project design services.

If you have any questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org.

Attachments:
1) Approved scope of work for project design services.

LUMOS & ASSOCIATES

January 21, 2015

Mr. Daniel Rotter, P.E. - Engineering Manager
Carson City Public Works
3505 Butti Way
Carson City, Nevada 89701

Subject: ***Downtown Carson Street Urban Design***
Proposal for Design Services

Dear Mr. Rotter:

Lumos & Associates, Inc. is pleased to provide you with this proposal for streetscape architecture, roadway design, utility design, and landscape design services for the Downtown Carson Street Urban Design project, Curry Street, and the 3rd Street Plaza

We understand the current project includes the revitalization of Carson Street from Williams Street to 5th Street in conformance with the 2005 Downtown Envision Plan and subsequent 2014 update, Curry Street between Musser and Robinson, and closure of 3rd Street to vehicles for redevelopment into the 3rd Street Plaza (consistent with the conceptual layout provided to the Board of Supervisors on their November 20, 2014 meeting).

This scope of work incorporates (and provides as attachment hereto) our subconsultants scope and fee. For each task listed below, I have also included those on the team with responsibility to complete that task. If team member changes are necessary, they will only be made with approval of Carson City Public Works.

Project Scope - Downtown Carson Street Urban Design

Task 1 – Geotechnical Investigation

Lumos will provide a field investigation that will consist of six (6) test pits within the proposed area. Lumos will collect samples of each soil type encountered in the excavations. Lumos will provide USA Dig Clearance and Excavation/Backfill/Patching/Traffic Control services. The excavation depths will extend to a depth of ten (10) feet, or practical refusal, whichever is more shallow.

Lumos will provide an engineering intern during the excavation of the test pits to log the holes and collect samples. Lumos' engineering intern will also provide inspection of backfill and patching of the test pits.

Lumos & Associates will then provide the following tests on selected samples collected from each of the areas:

- Soil Classifications
- Sieve Analysis
- Atterberg Limits
- Proctor

800 E. College Parkway, Carson City, NV 89706 / Tel: 775.883.7077 / Fax: 775.883.7114 / www.lumosengineering.com

- Corrosivity
- R-Value

Lumos & Associates will then provide a final Geotechnical Report. The preparation of the report will be supervised by a Registered Professional Engineer in the State of Nevada and will include the following items:

- Table of Contents
- Project Location, Background, and Purpose
- Test Pit Excavation Location Map
- Exploration Logs with Number, Depth, and Soil Classifications (full description)
- Site Conditions
- Field Investigation
- Test Results (Sieve Analysis, Atterberg Limits, Proctor Tests, and R-Value)
- Ground Water Depth, if encountered
- Earthwork Recommendations
- Pavement Structural Section Recommendations

Responsible Team Member(s): Lumos - Mitch Burns

Task 2 – Project Basemap

Lumos will begin the project by determining the existing right of way limits and densifying project control along the alignment. Field surveying measurements will be used to determine the location of monuments and evidence that affect the existing right of way. All existing street centerline monuments will be located so the location can be perpetuated and reset during construction. After the final right of way limits are determined, a Record of Survey will be prepared and filed with the Recorder in accordance with Nevada Revised Statutes 625.340 through 625.380 and the Nevada Administrative Code 625.651 through 625.740.

During this first phase, project control points will be established along each block that will be used for the basemap survey as well as future construction survey control. Control points will be set using a combination of GPS and conventional survey methods where appropriate for the horizontal location. A differential level loop will be complete between all set control for the vertical location. All control will be based upon modified NAD83 Nevada Zone West and NAVD88 referencing the Carson City Control Network.

Using a combination of 3D scanning and conventional survey methods, Lumos will develop a basemap of the project alignment. The basemap will show all existing infrastructure, roadways, overhead utilities, drainage features, and surface evidence of underground utility locations. All available utility as builts will be incorporated into the basemap for comparison to the field collected surface evidence for a best fit approximation of underground locations. Mapping will be prepared at 1 foot contour interval accuracy and in accordance with national map accuracy standards. Survey limits will be from face of building to face of building and approximately 50 feet down each side street. This section will be along Carson Street from the intersection of 5th Street north to the intersection of William Street.

Responsible Team Member(s): Lumos - Greg Phillips

Task 3 – Project Initiation / 30% Design
This task includes project initiation activities and preparation of our 30% design package for the Downtown Carson area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 30% drawings for the project improvements will include the horizontal layout of the proposed improvements, landscape area designations, sidewalks, driveways, striping, way finding placeholders, other miscellaneous streetscape architecture elements appropriate for this stage of the design, and preliminary utility alignment (horizontal only at this stage). Dimensions and grading will be provided as required for 30% design and to identify any fatal flaws. Draft technical specifications and construction cost estimates will also be submitted at this stage. We assume that any comments from our 30% design submittal may be incorporated into our 60% submittal without need to revise the 30% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 4 – 60% Design
This task includes preparation of our 60% design package for the Downtown Carson area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 60% drawings for the project improvements will include further refinement of the 30% submittal package and will incorporate comments received from City Staff, the public (from the public outreach meetings), project stakeholders, and the CMAR. In addition, our 60% documents package will include horizontal and vertical layout and detailing of the proposed improvements consistent with this level of progress submittal. Updated technical specifications and construction cost estimates will also be submitted. We assume that any comments from our 60% design submittal may be incorporated into our 90% submittal without need to revise the 60% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 5 – 90% Design
This task includes preparation of our 90% design package for the Downtown Carson area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 90% drawings for the project improvements will include further refinement of the 60% submittal package and will incorporate comments received from City Staff, project stakeholders, the CMAR, and our internal QA/QC review. In addition, our 90% documents package will include

final horizontal and vertical layout and construction level detailing of the proposed improvements. Final technical specifications and construction cost estimates will also be provided. We assume that any comments from our 90% design submittal may be incorporated into our final submittal without need to revise the 90% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell

Task 6 – Final Construction Documents
This task includes preparation of our Final Construction Documents package for the Downtown Carson area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our Final Construction Documents submittal for the project improvements will incorporate comments received from City Staff, project stakeholders, the CMAR, and our final internal QA/QC review. In addition, we will finalize our technical specifications and construction cost estimates for submittal to the CMAR in preparation of their GMP proposal or for the City to competitively bid.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell

<u>Project Scope - 3rd Street Plaza</u>

Task 7 – Geotechnical Investigation
Lumos will provide a field investigation that will consist of two test pits within the proposed area. Lumos will collect samples of each soil type encountered in the excavations. Lumos will provide USA Dig Clearance and Excavation/Backfill/Patching/Traffic Control services. The excavation depths will extend to a depth of ten (10) feet, or practical refusal, whichever is more shallow.

Lumos will provide an engineering intern during the excavation of the test pits to log the holes and collect samples. Lumos' engineering intern will also provide inspection of backfill and patching of the test pits.

Lumos & Associates will then provide the following tests on selected samples collected from each of the areas:

- Soil Classifications
- Sieve Analysis
- Atterberg Limits
- Proctor
- Corrosivity
- R-Value

Lumos & Associates will then provide a final Geotechnical Report. The preparation of the report will be supervised by a Registered Professional Engineer in the State of Nevada and will include the following items:

- Table of Contents
- Project Location, Background, and Purpose
- Test Pit Excavation Location Map
- Exploration Logs with Number, Depth, and Soil Classifications (full description)
- Site Conditions
- Field Investigation
- Test Results (Sieve Analysis, Atterberg Limits, Proctor Tests, and R-Value)
- Ground Water Depth, if encountered
- Earthwork Recommendations
- Pavement Structural Section Recommendations

Responsible Team Member(s): Lumos - Mitch Burns

Task 8 – Project Basemap
The same approach and procedure for the determination of right of way and project basemap development will be used as outlined in Task 2. The limits for this task will include face of building to face of building along 3rd Street in between Carson Street and Curry. Additional overlap will be extended into the parking lots and areas where there are no buildings.

Responsible Team Member(s): Lumos - Greg Phillips

Task 9 – Project Initiation / 30% Design
This task includes project initiation activities and preparation of our 30% design package for the 3rd Street Plaza. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 30% drawings for the project improvements will include the horizontal layout of the proposed improvements, landscape area designations, sidewalks, striping, way finding placeholders, other miscellaneous streetscape architecture elements appropriate for this stage of the design, and preliminary utility alignment (horizontal only at this stage). Dimensions and grading will be provided as required for 30% design and to identify any fatal flaws. Draft technical specifications and construction cost estimates will also be submitted at this stage. We assume that any comments from our 30% design submittal may be incorporated into our 60% submittal without need to revise the 30% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 10 – 60% Design
This task includes preparation of our 60% design package for the 3rd Street Plaza. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.
Our 60% drawings for the project improvements will include further refinement of the 30% submittal package and will incorporate comments received from City Staff, the public (from the public outreach meetings), project stakeholders, and the CMAR. In addition, our 60% documents package will include horizontal and vertical layout and detailing of the proposed improvements consistent with this level of progress submittal. Updated technical specifications and construction cost estimates will also be submitted. We assume that any comments from our 60% design submittal may be incorporated into our 90% submittal without need to revise the 60% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 11 – 90% Design
This task includes preparation of our 90% design package for the 3rd Street Plaza. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 90% drawings for the project improvements will include further refinement of the 90% submittal package and will incorporate comments received from City Staff, project stakeholders, the CMAR, and our internal QA/QC review. In addition, our 90% documents package will include final horizontal and vertical layout and construction level detailing of the proposed improvements. Final technical specifications and construction cost estimates will also be provided. We assume that any comments from our 90% design submittal may be incorporated into our final submittal without need to revise the 90% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell

Task 12 – Final Construction Documents
This task includes preparation of our Final Construction Documents package for the 3rd Street Plaza. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our Final Construction Documents submittal for the project improvements will incorporate comments received from City Staff, project stakeholders, the CMAR, and our final internal QA/QC review. In addition, we will finalize our technical specifications and construction cost estimates for submittal to the CMAR in preparation of their GMP proposal or for the City to competitively bid.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell

PK Electrical - Karen Purcell

Project Scope - Curry Street Urban Design

Task 13 – Geotechnical Investigation

Lumos will provide a field investigation that will consist of two test pits within the proposed area. Lumos will collect samples of each soil type encountered in the excavations. Lumos will provide USA Dig Clearance and Excavation/Backfill/Patching/Traffic Control services. The excavation depths will extend to a depth of ten (10) feet, or practical refusal, whichever is more shallow.

Lumos will provide an engineering intern during the excavation of the test pits to log the holes and collect samples. Lumos' engineering intern will also provide inspection of backfill and patching of the test pits.

Lumos & Associates will then provide the following tests on selected samples collected from each of the areas:

- Soil Classifications
- Sieve Analysis
- Atterberg Limits
- Proctor
- Corrosivity
- R-Value

Lumos & Associates will then provide a final Geotechnical Report. The preparation of the report will be supervised by a Registered Professional Engineer in the State of Nevada and will include the following items:

- Table of Contents
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- Exploration Logs with Number, Depth, and Soil Classifications (full description)
- Site Conditions
- Field Investigation
- Test Results (Sieve Analysis, Atterberg Limits, Proctor Tests, and R-Value)
- Ground Water Depth, if encountered
- Earthwork Recommendations
- Pavement Structural Section Recommendations

Responsible Team Member(s): Lumos - Mitch Burns

Task 14 – Project Basemap

The same approach and procedure for the determination of right of way and project basemap development will be used as outlined in Task 2. The limits for this task will include face of building to face of building and approximately 50 feet down each side street. This section will be along Curry Street from the intersection of Musser Street north to the intersection of Robinson Street

Responsible Team Member(s): Lumos - Greg Phillips

Task 15 – Project Initiation / 30% Design
This task includes project initiation activities and preparation of our 30% design package for the Curry Street area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 30% drawings for the project improvements will include the horizontal layout of the proposed improvements, landscape area designations, sidewalks, driveways, striping, way finding placeholders, other miscellaneous streetscape architecture elements appropriate for this stage of the design, and preliminary utility alignment (horizontal only at this stage). Dimensions and grading will be provided as required for 30% design and to identify any fatal flaws. Draft technical specifications and construction cost estimates will also be submitted at this stage. We assume that any comments from our 30% design submittal may be incorporated into our 60% submittal without need to revise the 30% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 16 – 60% Design
This task includes preparation of our 60% design package for the Curry Street area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 60% drawings for the project improvements will include further refinement of the 30% submittal package and will incorporate comments received from City Staff, the public (from the public outreach meetings), project stakeholders, and the CMAR. In addition, our 60% documents package will include horizontal and vertical layout and detailing of the proposed improvements consistent with this level of progress submittal. Updated technical specifications and construction cost estimates will also be submitted. We assume that any comments from our 60% design submittal may be incorporated into our 90% submittal without need to revise the 60% drawings.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell
Kelly & Associates - David Kelly

Task 17 – 90% Design
This task includes preparation of our 90% design package for the Curry Street area improvements. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale.

Our 90% drawings for the project improvements will include further refinement of the 90% submittal package and will incorporate comments received from City Staff, project stakeholders,

the CMAR, and our internal QA/QC review. In addition, our 90% documents package will include final horizontal and vertical layout and construction level detailing of the proposed improvements. Final technical specifications and construction cost estimates will also be provided. We assume that any comments from our 90% design submittal may be incorporated into our final submittal without need to revise the 90% drawings.
Our current proposed scope of work for Curry Street ends at our 90% submittal to CCPW. We understand Final Construction Documents will be prepared at a later date.

Responsible Team Member(s): Design Workshop - Steve Noll
HDR - Lolene Terry
Lumos - Tim Russell
PK Electrical - Karen Purcell

Project Scope - Time and Material Tasks

Task 18 – Grant Procurement

The preparation of a typical grant application for Carson City will consist of four tasks, described below:

1. Data Collection – will consist of gathering, analyzing, and identifying any gaps in information necessary to complete the grant application.
2. Application Preparation – will consist of the writing, analysis, graphic layout, and preparation of any required Benefit-Cost Analysis.
3. Application Editing – will consist of revising the application to incorporate comments received from City Staff and other stakeholders.
4. Final application – will produce application for submittal.

Responsible Team Member(s): HDR - Stephanie Shipp

Task 19 – Owner Initiated Meetings

The design team will be available to facilitate and/or attend meetings not otherwise specified in our agreement. Work performed under this task will be billed on a time and materials basis in accordance with our current fee schedule.

Task 21 – On-Call Services

The design team will be available to complete additional work not otherwise specified in this scope of services and as requested by the client. Lumos shall receive written authorization from the client prior to commencing any work under this task. Work performed under this task will be billed on a time and materials basis in accordance with our current fee schedule.

Task 22 – Reimbursables

Any fees or other associated project costs incurred by Lumos and Associates to obtain copies of previous plans or reports, additional mapping, permit fees paid by Lumos, or other unforeseen reimbursable expenses will be billed under this task at cost plus 15%. Additional production of plans and specifications as requested by the client will also be billed under this task on a time and materials basis in accordance with our current fee schedule.

Assumptions / Exceptions

Lumos has made the following assumptions in preparation of this proposal:

- We understand the current project schedule to for design to take place during 2015 and construction of Carson Street and the 3rd Street Plaza to commence in 2016. Final Design and construction of the Curry Street improvements will take place two years thereafter.
- The project limits are defined as:
    - Carson Street - From William to 5th Street
    - 3rd Street Plaza - From Carson Street to Curry Street
    - Curry Street - From Robinson Street to Musser Street
- Improvements to the connecting blocks between Carson and Curry Streets are not included in this project.

Fees

The tasks described in the Scope of Work will be completed for the following fees:

Task	Description		Fee
	Downtown Carson Street Urban Design		
Task 1	Geotechnical Report		$8,560
Task 2	Project Basemap		$38,253
Task 3	Project Initiation / 30% Design		$210,289
Task 4	60% Design		$210,676
Task 5	90% Design		$171,602
Task 6	Final Construction Documents		$107,539
		Fixed Fee Total:	$746,919
	3rd Street Plaza Design		
Task 7	Geotechnical Report		$4,280
Task 8	Project Basemap		$4,066
Task 9	Project Initiation / 30% Design		$17,200
Task 10	60% Design		$22,904
Task 11	90% Design		$20,406
Task 12	Final Construction Documents		$13,258
		Fixed Fee Total:	$82,114
	Curry Street Design		
Task 13	Geotechnical Report		$4,280
Task 14	Project Basemap		$18,725
Task 15	Project Initiation / 30% Design		$56,103
Task 16	60% Design		$69,729
Task 17	90% Design		$58,156
		Fixed Fee Total:	$206,993
	Time and Material Tasks		
Task 18	Grant Procurement	(Estimate - T/M)	$25,000
Task 19	Owner Initiated Meetings	(Estimate - T/M)	$15,000
Task 20	On-Call Services	(Estimate - T/M)	$15,000
Task 21	Reimbursables	(Estimate - T/M)	$45,000

Lumos and Associates, Inc. will send monthly progress billings on this project. The amount of these billings will be based upon the percentage of work completed. The terms are 'Due Upon Receipt' and accounts are past due after 30 days. Accounts over 30 days old will be subject to interest at the rate of 1 ½% per month and such collection action as may be necessary to collect the account. In addition, a "Stop Work Order" may be issued on past due accounts. In this case, no further work will be performed until the account is brought current.

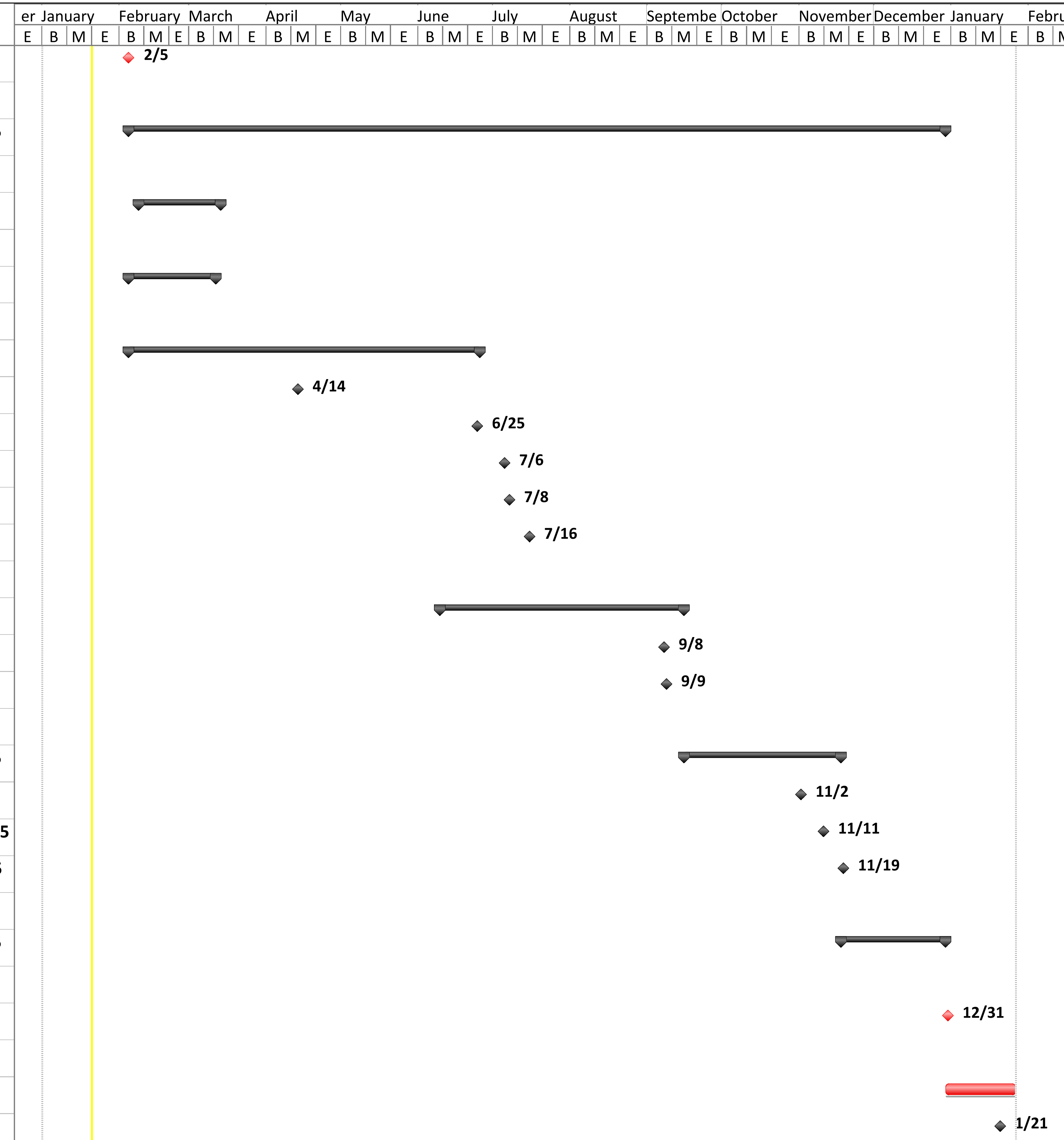
Thank you again for allowing Lumos & Associates to provide you with this proposal. Please do not hesitate to call me if you have questions.

Sincerely,

Michael D. Bennett, P.E., WRS
Location Principal

Cc: Darren Schulz, P.E. - Director, Carson City Public Works

ID	Task Name	Duration	Start	Finish
1	Board Awards Design Contract	0 days	Thu 2/5/15	Thu 2/5/15
2				
3	**Project Management - Design Phase**	**234 days**	**Thu 2/5/15**	**Tue 12/29/15**
4				
5	**Project Base Map**	**25 days**	**Mon 2/9/15**	**Fri 3/13/15**
12				
13	**Geotechnical Report**	**25 days**	**Thu 2/5/15**	**Wed 3/11/15**
19				
20	**30% Design**	**101 days**	**Thu 2/5/15**	**Thu 6/25/15**
40	**Themeing Workshop**	**0 days**	**Tue 4/14/15**	**Tue 4/14/15**
41	**Public Open House**	**0 days**	**Thu 6/25/15**	**Thu 6/25/15**
42	**RACC Meeting**	**0 days**	**Mon 7/6/15**	**Mon 7/6/15**
43	**RTC Meeting**	**0 days**	**Wed 7/8/15**	**Wed 7/8/15**
44	**Board of Supervisors Meeting**	**0 days**	**Thu 7/16/15**	**Thu 7/16/15**
45				
46	**60% Design**	**70 days**	**Wed 6/10/15**	**Tue 9/15/15**
64	**RACC Meeting**	0 days	Tue 9/8/15	Tue 9/8/15
65	**RTC Meeting**	0 days	Wed 9/9/15	Wed 9/9/15
66				
67	**90% Design**	**45 days**	**Wed 9/16/15**	**Tue 11/17/15**
73	**RACC Meeting**	**0 days**	**Mon 11/2/15**	**Mon 11/2/15**
74	**RTC Meeting**	**0 days**	**Wed 11/11/15**	**Wed 11/11/15**
75	**Board of Supervisors Meeting**	**0 days**	**Thu 11/19/15**	**Thu 11/19/15**
76				
77	**Final Construction Documents**	**30 days**	**Wed 11/18/15**	**Tue 12/29/15**
81				
82	Complete Design Due	0 days	Thu 12/31/15	Thu 12/31/15
83				
84	**GMP Negotiation**	20 days	Wed 12/30/15	Tue 1/26/16
85	**Board of Supervisors Meeting**	**0 days**	**Thu 1/21/16**	**Thu 1/21/16**



Project: Carson Street Streetscape
Date: December 18, 2014

Task | Split | Milestone | Summary | Project Summary | External Tasks | External Milestone | Deadline | Critical | Critical Split | Progress

Discipline Specific Work Scopes

January 19, 2015
Michael Bennett, P.E.
Lumos Associates
800 East College Parkway
Carson City, NV 89706

Subject: HDR Scope of Work Downtown Carson Street Urban Design Project, 3rd Street Plaza and Curry Street

Downtown Carson Street Design

Task 3 Project Initiation / 30% Design

Field Review and Data Gathering

1. HDR will review utility, drainage, and as-built plans gathered by Lumos as part of our initial understanding of the project issues. Review all information from the Carson City Streetscape website and any other data provided by the City.
2. Review areas to be reconstructed for conflicts—i.e. above ground utility boxes, fire hydrants, signs, lights etc.—develop a draft demolition concept.
3. Review existing businesses for access requirements—pedestrian access and ADA issues, parking, delivery access, loading dock access. Use this information to customize the concept plan to meet business needs, while enhancing the street experience.
4. Review existing activities by businesses that may be affected by the plan changes and highlight how they might be integrated into plan. Maintain a list of issues to be resolved.
5. Mark-up plan with names and types of businesses.
6. Develop a brief Field Review Draft Recommendations for discussion with City on preliminary understanding of the project.
7. Develop Draft Project Criteria Document with ADA guidelines, parking space sizing, and turn lane requirements to be followed for the project, horizontal and vertical requirements, lane widths, bicycle standards. Building access standards, fire and other emergency access requirements.
8. In coordination with Lumos and Design Workshop, HDR would develop 30% plans for the general horizontal layout of the curb, sidewalk, parking areas and plaza spaces.
9. Develop Draft Concept Plan depicting general access routes for pedestrians and bicycles, transit opportunities, intersection configurations, potential parking areas, ingress and egress for buildings. The plan would have horizontal layout of the features with only minimal vertical review at critical locations. ADA accessible route will be determined horizontally through the corridor.

10. The Concept plan will include a preliminary striping plan showing lanes, cross walks, parking areas, bike lane and turn lane information. Striping will be pictorial with no annotation.
11. The Concept plan would include preliminary drainage inlet locations and approximate relocations for consideration in the 30% cost estimate.
12. Develop a 30% engineering estimate of the cost of the project for City review. HDR would estimate the roadway, sidewalk areas, hardscape areas, drainage and traffic items necessary to build the project to be included with the overall project estimate. HDR would assist in reasonable bid prices, contingency and other pricing necessary to provide the preliminary estimate.
13. HDR would use AutoCadd to develop the drawings according to CADD standards developed by Lumos.

Deliverables

Field Review Draft Recommendations, Criteria Document, Concept Plans and existing feature plan.

Public Involvement

HDR would attend at least two public meetings to discuss the project with the public. HDR would prepare engineering drawings with boards for the public meeting as necessary. It is assumed two people from HDR would attend the meeting.

Meetings

HDR would attend periodic meetings with the City to discuss the project. It is assumed that there would be two meetings in the 30% work.
HDR would attend weekly meetings with Lumos team to discuss the project.
HDR would attend meetings with other stakeholders to coordinate the work and gather data.

Task4 60% Design

Using the Concept Plans and comments from business owners, HDR will prepare detailed horizontal and vertical plans of the hard scape, curb, gutter, and roadway. The plans will meet the project criteria document, or exceptions will be discussed with the City prior to incorporation.

Plans

The 60% plans will include the following sheets:

a. Title Sheet-1 sheet
b. Location Sketch-1 sheet
c. General Notes—2 sheets

d. Roadway Typicals- suggest only to provide depth of pavement and sidewalk details, curb details.
e. Horizontal, Striping and Signing Plans—1”=20’- 7 sheets
f. Grading and Drainage Plans—1”=20’-7 sheets
g. Traffic Staging Plans- 2 sheets
h. Signal Modifications- 5 sheets(includes only relocation of signal heads)
i. Draft Specifications

Drainage

The hydrology will be reviewing the localized flow only and will not include an analysis of the main line storm drain systems. An analysis of existing flow versus new flow within the localized area will be discussed and as much as possible no new flow will be added to any of the existing mainline storm drain systems. Using flows and pipe sizes and slopes recommended by HDR, drainage profiles will be completed by Lumos engineers in conjunction with utility relocation elements**.**

Quantities and Cost Estimates

Prepare list of bid items and quantities in conjunction with CMAR contractor to assist in developing the cost estimate. Prepare an independent engineers estimate for the quantities to compare with CMAR contractor.

Assist in Potentially Purchase of Long Lead time items

Assist City and CMAR contractor in considering buying long lead time items such as light poles, signal poles as may be necessary to meet schedule requirements of the contractor.

Special Provisions

Prepare draft special provisions for items that require specialty work to assist CMAR contractor in bidding work.

Traffic Staging

HDR will meet with the contractor to discuss traffic staging and review staging ideas with contractor providing general staging layouts for review. No detailed traffic control plans will be prepared by HDR.

Meetings

Meet with property owners to discuss final design issues, final resolution of access and other issues. Develop issue database with resolutions, add new issues for tracking. Assume 10 meetings with property owners.
Meet with CMAR contractor to discuss traffic staging and other constructability issues.
Field Review with CMAR contractor, City and Project Team.

Meet with City on regular basis to inform them on design progression and issue resolution.

Task 5 90% Design

Plans

The plans will include the following sheets:

a.	Title Sheet	1 sheet
b.	Location Sketch	1 sheet
c.	General Notes	2 sheets
d.	Roadway Typical- only pavement depths	2 sheets
e.	Horizontal, Striping, Signing Plans - 1”=20’	7 sheets
f.	Grading and Drainage Plans- 1”=20’	7 sheets
g.	Roadway Details	3 sheets
h.	Surface Drainage Details	3 sheets
i.	Traffic Staging Plans	2 sheets
j.	Signal Modifications	5 sheets
k.	Schedules and Summaries	2 sheets
	Total	**35 sheets**

Drainage Plan and Technical Memo

Develop onsite flows only and coordinate with City on obtaining suitable contributing flows. Review flow spread in roadway section for inlet adequacy. Prepare Storm Drain Plans and technical memo describing any design assumptions and issues.

Quantities and Cost Estimates

Prepare list of bid items and quantities in conjunction with CMAR contractor to assist in developing the cost estimate. Prepare an independent engineers estimate for the quantities to compare with CMAR contractor.

Special Provisions

Revise draft special provisions for items that require specialty work to assist CMAR contractor in bidding work. No detailed traffic control plans will be prepared, special provisions will list timing requirements for business owners.

Meetings

Weekly meetings with project team for coordination of all design features.
Field Review meeting with City, Contractor and Project Team.
Meet with property owners to discuss final design issues, final resolution of access and other issues. Construction staging plan and expectations of closures. Update issue database with resolutions, add new issues for tracking.

Meet with CMAR contractor to discuss traffic staging and other constructability issues.
Review design with CMAR contractor and adjust for comments.
Meet with City on regular basis to inform them on design progression and issue resolution. Provide City final plans and review and resolve comments and incorporate into Final for Construction Plans.

Task 6 Final Construction Documents

Update plans, special provisions and quantities for incorporation into final construction documents.
Provide update to issue database and resolutions for discussions with Business Owners as construction starts.
Attend pre-construction meeting with Contractor to review any final questions or issues prior to start of construction.

3rd Street Plaza

Task 9 Project Initiation / 30% Design

Field Review and Data Gathering

1. HDR will review utility, drainage, and as-built plans gathered by Lumos as part of our initial understanding of the project issues.
2. Review areas to be reconstructed for conflicts—i.e. above ground utility boxes, fire hydrants, signs, lights etc.—develop a draft demolition concept.
3. Review existing businesses for access requirements—pedestrian access and ADA issues and parking. Use this information to customize the concept plan to meet business needs, while enhancing the plaza experience.
4. Review existing activities by businesses that may be affected by the plan changes and highlight how they might be integrated into plan.
5. Develop Field Review Draft Recommendations for discussion with City on preliminary understanding of the project.
6. Develop Draft Project Criteria Document with ADA guidelines, parking space sizing, horizontal and vertical requirements. Building access standards, fire and other emergency access requirements.
7. In coordination with Lumos and Design Workshop, HDR would develop 30% plans for the general horizontal layout of the curb, sidewalk, parking areas and plaza space.
8. Develop a 30% engineering estimate of the cost of the project for review.
9. HDR would use AutoCadd to develop the drawings according to CADD standards developed by Lumos.
10. Revise Concept Plans for City comments and use these materials for discussions with business and adjacent property owners.

Task 10 60% Design

Using the Concept Plans and comments from business owners, HDR will prepare detailed horizontal and vertical plans of the hard scape, curb, gutter, and area. The plans will meet the project criteria document, or exceptions will be discussed with the City prior to incorporation.

Task 11 90% Design

Plans

The plans will include the following sheets:

a. Title Sheet
b. Location Sketch
c. General Notes
d. Grading and Drainage Plans- 1”=20’
e. Details and Striping Plans- 1”=20’

Quantities and Cost Estimates

Prepare list of bid items and quantities in conjunction with CMAR contractor to assist in developing the cost estimate. Prepare an independent engineers estimate for the quantities to compare with CMAR contractor.

Special Provisions

Prepare draft special provisions for items that require specialty work to assist CMAR contractor in bidding work.

Task 12 Final Construction Documents

Update plans, special provisions and quantities for incorporation into final construction documents.

Provide update to issue database and resolutions for discussions with Business Owners as construction starts.

Attend pre-construction meeting with Contractor to review any final questions or issues prior to start of construction.

Curry Street Design

Task 15 Project Initiation / 30% Design

Field Review and Data Gathering

1. HDR will review utility, drainage, and as-built plans gathered by Lumos as part of our initial understanding of the project issues.
2. Review areas to be reconstructed for conflicts—i.e. above ground utility boxes, fire hydrants, signs, lights etc.—develop a draft demolition concept.

3. Review existing activities by businesses that may be affected by the plan changes and highlight how they might be integrated into plan.
4. Develop Field Review Draft Recommendations for discussion with City on preliminary understanding of the project.
5. Develop Draft Project Criteria Document with ADA guidelines, parking space sizing, and turn lane requirements to be followed for the project, horizontal and vertical requirements, lane widths. Lumos and Design Workshop, HDR would develop 30% plans for the general horizontal layout of the curb, sidewalk, and parking areas.
6. The Concept plan will include a preliminary striping plan showing lanes, cross walks, parking areas, and bike lane.
7. Develop a 30% engineering estimate of the cost of the project for City review. HDR would estimate the roadway, sidewalk areas, hardscape areas, drainage and traffic items necessary to build the project to be included with the overall project estimate. HDR would assist in reasonable bid prices, contingency and other pricing necessary to provide the preliminary estimate.
8. HDR would use AutoCadd to develop the drawings according to CADD standards developed by Lumos.
9. Revise Concept Plans for City comments and use these materials for discussions with business and adjacent property owners.

Deliverables

Field Review Draft Recommendations and Concept Plans and existing feature plan.

Meetings

HDR would attend periodic meetings with the City to discuss the project.
HDR would attend weekly meetings with Lumos team to discuss the project.
HDR would attend meetings with other stakeholders to coordinate the work and gather data.

Task 16 60% Design

Using the Concept Plans and comments from business owners, HDR will prepare detailed horizontal and vertical plans of the hard scape, curb, gutter, and roadway. The plans will meet the project criteria document, or exceptions will be discussed with the City prior to incorporation.

Task 17 90% Design

Plans

The plans will include the following sheets:

a. Title Sheet
b. Location Sketch

c. General Notes
d. Horizontal Plans - 1”=20’
e. Grading and Drainage Plans- 1”=20’
f. Signing and Striping Plans- 1”=20’
g. Details
h. Schedules and Summaries

Quantities and Cost Estimates

Prepare list of bid items and quantities to assist in developing the cost estimate.
Prepare an independent engineers estimate for the quantities.

Meetings

Weekly meetings with project team for coordination of all design features.
Field Review meeting with City, and Project Team.

Sincerely,
HDR Engineering Inc.

Paul Pettersen
Senior Project Manager

Ruedy Edgington, P.E.
Vice President

LUMOS & ASSOCIATES

January 19, 2015

Mr. Michael Bennett, P.E.
Via email

Subject: ***Downtown Carson Street Project - Proposal for Curry Street Utility Design***

Dear Michael:

Lumos & Associates, Inc. is pleased to provide you with this proposal for water, sewer, and drainage utility design associated with the Downtown Carson Street Urban Design project, Curry Street, and the 3rd Street Plaza. PK Electric will handle the design of all electrical improvements.

Project Scope - Downtown Carson Street Utility Design

Task 3 – Project Initiation / 30% Design

Included in this task is the development of comprehensive utility mapping for the project area. The underground team will begin by coordinating with the City staff and the contacts of other utilities to obtain as-built information and other utility mapping. This available mapping will then be supplemented by acquisition of USA Digs marking and surface utility features (vaults, manholes, valves, etc.) to allow for the creation of a digital compilation of the available information (survey for the project is under a separate task). If necessary the team will work with the City to pothole areas where existing utility information is either unavailable or questions remain in terms of line sizes or location. Once the comprehensive utility map is complete the underground team will meet with the City staff to review specific areas of concern such as undersized mains, needs for communication conduits and problem drainage areas that can all be worked into the preliminary design drawings.

As the utility design progresses they will refer to the drainage report developed for the project by the surface team to aid in determining the preliminary routing of the drainage flows and preliminary locations for drop inlets and routing of drainage piping. The remaining underground utility replacements will also be laid out as a concept plan. This concept plan will be reviewed with the various utilities impacted (NVEnergy, SWG, Carson City, ATT, etc) to make sure there are no fatal flaws prior to moving forward with the design. During this fatal flaw analysis the utilities will also be asked to provide information on sizing, the need for additional capacity or conduits.

Specific to NVEnergy, the design team will need to develop information on power requirements for lights, and other features along the project corridor along with the existing power services to be able to coordinate with NVEnergy early in the process in terms of new power services or relocation of NVEnergy facilities. If NVEnergy facilities are to be relocated the submittal of information, design agreement, and deposit with NVEnergy early will be important as their process can be

lengthy and they will not proceed on design of their facilities until a deposit is obtained. PK Electrical will design the secondary electrical components for the project.

The utility concept plan will be compared against the roadway preliminary plans to review potential fatal flaws with the new surface improvements (ie a new manhole located within the new curb or wheel path).

Once the utility concept plan has been reviewed with the various utilities and any necessary modifications made, a final potholing plan will be developed to verify the location and depth of existing utilities at critical crossing locations to aid in the design so that utility relocations can be taken into account as part of the budgeting process.

Additionally, during this task of the design the team will also work with the utilities to determine how each business is fed by their utilities. For most, if not all, of the businesses and properties within the project corridor the interruption of utility service (power, water, sewer, communications, etc.) will be something that can be tolerated if minimal but will be unacceptable for long durations. With the service locations in hand and the conceptual utility plan developed the team will begin working on the methods to ensure utility service is maintain to the highest level possible during the construction activities.

The 30% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Coordination between disciplines such as survey, landscape architect, surface design team and subs on the 30% Design is also included in this task.

Task 4 – 60% Design

In addition to further development of the utility design, utility impacts, and the more developed staging of the utility construction will be important to understand at the 60% stage so that we can develop realistic cost and staging plans. These plans will be critical to get the first detailed bid from the CMAR contractor and to begin development of a staging plan that will be workable for the contractor.

Also the design team will continue developing methods of maintaining utility service within the project corridor during construction.

The 60% design would include the following elements and would better define the work to be completed.

1) Location Sketch, General Notes, Legends

2) Develop drainage pipe design to identify potential utility conflicts
3) Continue developing plan and profile designs for utilities.
4) Continue coordination with utility companies on conflicts and further develop relocation strategies
5) Coordinate with design for the power supply and relocation of power for street lighting accent lighting, irrigation and signals.
6) Cost estimate
7) Draft specifications

The 60% utility plans would also be sent to the City for review and comment. The 60% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Task 5 – 90% Design

At the 90% stage of the project, we would be refining details and developing specifications for materials. We would also incorporate any of the business requirements and other public input into the plan set. Our engineers would work collaboratively with the City and the CMAR contractor to develop a best value set of documents. The documents would include:

1) Location Sketch, General Notes, Legends
2) Develop final drainage plan and profiles and details, Final Hydraulic Report
3) Develop final utility relocation plans, any agreements for payment as may be necessary
4) Utility Specifications will include service line requirements, allowable interruptions to service and requirements for service during construction
5) Construction staging and phasing
6) Specifications
7) Estimate

This task will include permit submittals to NDEP, Carson City, and other utilities for final review and comment.

The 90% utility plans would also be sent to the City for review and comment. The 90% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Task 6 – Final Construction Documents

This Task includes the incorporation of all comments from all parties into the plan set and specifications. The documents will then be ready for either bidding or for the CMAR contractor to begin construction.

The final utility plans and specifications would be incorporated with the rest of the plan set and contract documents. The final drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. Reproduction expenses will be billed under the reimbursable task.

Project Scope - 3rd Street Plaza Utility Design

Task 9 – Project Initiation / 30% Design
This task will mirror the efforts under Task 3 and is anticipated to be coordinated at the same time.

Task 10 – 60% Design
This task will mirror the efforts under Task 4 and is anticipated to be coordinated at the same time.

Task 11 – 90% Design
This task will mirror the efforts under Task 5 and is anticipated to be coordinated at the same time.

Task 12 – Final Construction Documents
This task will mirror the efforts under Task 6 and is anticipated to be coordinated at the same time.

Project Scope - Curry Street Utility Design

Task 15 – Project Initiation / 30% Design
Included in this task is the development of comprehensive utility mapping for the project area. The underground team will begin by coordinating with the City staff and the contacts of other utilities to obtain as-built information and other utility mapping. This available mapping will then be supplemented by acquisition of USA Digs marking and surface utility features (vaults, manholes, valves, etc.) to allow for the creation of a digital compilation of the available information (survey for the project is under a separate task). If necessary the team will work with the City to pothole areas where existing utility information is either unavailable or questions remain in terms of line sizes or location. Once the comprehensive utility map is complete the underground team will meet with the City staff to review specific areas of concern such as undersized mains, needs for communication conduits (if any) and problem drainage areas that can all be worked into the preliminary design drawings.

As the utility design progresses they will review the preliminary drainage report developed by the surface team to aid in determining the preliminary routing of the drainage flows and preliminary locations for drop inlets and routing of drainage piping. The remaining underground utility replacements will also be laid out as a concept plan. This concept plan will be reviewed with the various utilities impacted (NVEnergy, SWG, Carson City, ATT, etc) to make sure there are no fatal flaws prior to moving forward with the design. During this fatal flaw analysis the utilities will also be asked to provide information on sizing, the need for additional capacity or conduits.

Specific to NVEnergy, the design team will need to develop information on power requirements for lights, and other features along the project corridor along with the existing power services to be able to coordinate with NVEnergy early in the process in terms of new power services or relocation of NVEnergy facilities. If NVEnergy facilities are to be relocated the submittal of information, design agreement, and deposit with NVEnergy early will be important as their process can be lengthy and they will not proceed on design of their facilities until a deposit is obtained. PK Electrical will design all electrical improvements under a separate scope of work.

The utility concept plan will be compared against the roadway preliminary plans to review potential fatal flaws with the new surface improvements (ie a new manhole located within the new curb or wheel path).

Once the utility concept plan has been reviewed with the various utilities and any necessary modifications made, a final potholing plan will be developed to verify the location and depth of existing utilities at critical crossing locations to aid in the design so that utility relocations can be taken into account as part of the budgeting process.

Additionally, during this task of the design the team will also work with the utilities to determine how each business is fed by their utilities. For most, if not all, of the businesses and properties within the project corridor the interruption of utility service (power, water, sewer, communications, etc.) will be something that can be tolerated if minimal but will be unacceptable for long durations. With the service locations in hand and the conceptual utility plan developed the team will begin working on the methods to ensure utility service is maintain to the highest level possible during the construction activities.

The 30% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Coordination between disciplines such as survey, landscape architect, surface design team and subs on the 30% Design is also included in this task.

Task 16 – 60% Design

In addition to further development of the utility design, utility impacts, and the more developed staging of the utility construction will be important to understand at the 60% stage so that we can develop realistic cost and staging plans.

Also the design team will continue developing methods of maintaining utility service within the project corridor during construction.

The 60% design would include the following elements and would better define the work to be completed.

1) Location Sketch, General Notes, Legends
2) Develop drainage pipe design to identify potential utility conflicts
3) Continue developing plan and profile designs for utilities.
4) Continue coordination with utility companies on conflicts and further develop relocation strategies
5) Coordinate design for the power supply and relocation of power for street lighting accent lighting, irrigation and signals.
6) Cost estimate
7) Draft specifications

The 60% utility plans would also be sent to the City for review and comment. The 60% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Task 17 – 90% Design

At the 90% stage of the project, we would be refining details and developing specifications for materials. We would also incorporate any of the business requirements and other public input into the plan set. Our engineers would work collaboratively with the City to develop a best value set of documents. The documents would include:

1) Location Sketch, General Notes, Legends
2) Develop final drainage plan and profiles and details
3) Develop final utility relocation plans, any agreements for payment as may be necessary
4) Utility Specifications will include service line requirements, allowable interruptions to service and requirements for service during construction
5) Construction staging and phasing
6) Specifications
7) Estimate

This task will include permit submittals to NDEP, Carson City, and other utilities for review and comment.

The 90% utility plans would also be sent to the City for review and comment. The 90% drawings will be prepared on standard engineering 24" x 36" format sheets and at a standard engineering scale. We assume that agency comments will be provided for inclusion with each subsequent plan level submittal. Reproduction expenses will be billed under the reimbursable task.

Project Scope - Time and Material Tasks

Task 21 – On-Call Services

Lumos and Associates will be available to complete additional work and/or attend project meetings not otherwise specified in this scope of services and as requested by the client. Lumos shall receive written authorization from the client prior to commencing any work under this task. Work performed under this task will be billed on a time and materials basis in accordance with our current fee schedule.

Task 22 – Reimbursables

Any fees or other associated project costs incurred by Lumos and Associates to obtain copies of previous plans or reports, additional mapping, permit fees paid by Lumos, or other unforeseen reimbursable expenses will be billed under this task at cost plus 15%. Additional production of plans and specifications as requested by the client will also be billed under this task on a time and materials basis in accordance with our current fee schedule.

Assumptions / Exceptions

Lumos has made the following assumptions in preparation of this proposal:

- Design includes Curry Street from the north side of Robinson St. to the south side of Musser Street along with utility main connections to side streets from Curry Street.
- Design includes Carson Street from the north side of Williams St. to the south side of 5th Street along with utility main connections to the side streets. Utility connections to the side streets will be designed to extend past the major surface improvements along Carson Street so that future tie in scan be made without tearing up the new Carson Street surface improvements. Design also includes utility replacements on 3rd Street between Carson Street and Curry Street.
- Utility design includes water, sewer, storm drain, and conduits for communications that may be requested by the City.
- The design of primary electrical facilities, gas, cable, television, or other 'dry' utilities are not included and are assumed to be the responsibilty of the utility to design.
- Potholing Costs Not Included
- System Modeling Not Included
- Utility fees not included
- Permit fees not included

Design Workshop, Inc.
Landscape Architecture
Land Planning
Urban Design
Strategic Services

January 19, 2015

Mr. Michael D. Bennett, P.E., WRS
800 E. College Parkway
Carson City, NV 89706

PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICES CARSON CITY DOWNTOWN

SCOPE OF WORK

TASK 3 – PROJECT INITIATION/ 30% DESIGN
The following provides an overview of what we envision for the public outreach and coordination with the City, stakeholders and the design team. From the initial project kick off meeting through 30 % conceptual design we anticipate hosting two public meetings where the ideas and thoughts of the community will be discussed, explored and design ideas presented. Our work will be illustrative in nature using digital information for base maps yet using hand sketches, photographs and images to reflect the design concepts for the streetscape. We will be working with the design team to identify issues and conflicts that we may encounter as the design evolves. The following provides detailed tasks associated with 30% design.

Task 3.1 – Prepare Public Involvement Plan
Design Workshop will prepare a strategy for public outreach for the project. The purpose of the Public Involvement Plan (PIP) is to provide an internal working document that outlines the methods for collecting public input and ideas related to the Carson City Improvement project. The PIP will include the following sections

1. Public Meetings
2. Individual Stakeholder Meetings

Task 3.2 – Stakeholder Meetings
Design Workshop will participate in up to ten (10) stakeholder meetings that will be organized and facilitated by Lumos. The following are a few of the stakeholders we anticipate meeting.

- Chamber of Commerce
- Historical Society
- Business Organizations
- State Grounds Keepers?

Task 3.3 – Attend Project Team Meetings
Design Workshop will participate in project team meetings that will be organized and facilitated by Lumos. We have estimated 30 meetings over the course of an 12 month process.

Task 3.4 – Prepare for Public Work Sessions
This includes developing the structure of each meeting, preparing the agenda, handouts, questionnaires and public notification for the meeting and making the necessary arrangements for the facility. Actual materials for each meeting such as PowerPoint presentations, image boards and site specific information is included in each of the specific public meetings described below.

Task 3.5 – Attend and Facilitate Public Meetings
We will facilitate two meetings to engage the community in developing design alternatives for the streetscape. The following is our idea of when these will occur.

1. Meeting #1- During the early stages of the process- focused on theming. A combination of Open House and Key Pad polling will be used.
2. Meeting #2- Nearing 30% Design and focused on materials, site furnishings, landscaping and wayfinding that support the preferred theme. A combination of Open House and small working groups will be used.
3. Two Board of Supervisors presentations

Task 3.6- Site Visit/ Photo Library
We will conduct a site visit to photograph the site, review existing conditions, and analyze areas where future improvements are anticipated. This information will be formulated into and existing conditions/ site analysis diagram for use during public workshops. Photographs will keyed into the drawings and will be available for use throughout the design process.

Task 3.7- Street Tree Assessment
David Kelley will lead the efforts in reviewing trees within the project area that will be removed as part of the road improvements or will remain in place. This assessment will be visual in nature made from the ground level observations.

- For trees that will be removed, we will determine the potential for transplanting based on vigor, structure, root plate and obvious defects or diseases and assess if they are good candidates to consider transplanting.
- For trees that remain, a similar assessment will occur, a determination on if any of the trees should be removed, and for the ones to remain and suggestions for improving pruning and maintenance.

Task 3.8- Site Analysis/ Opportunities and Constraints
A Site Analysis map will be prepared that summarizes our findings regarding the physical existing conditions and environmental aspects (wind, shade, views). In addition, an opportunities and constraints map will identify potential community improvements such as public spaces, connections to neighborhoods, etc. as well as constraints that may limit opportunities. These will be discussed at the first public work session.

Task 3.9- Preliminary Streetscape Plans/ Theming
Based on meetings with key stakeholders where discussions about what makes Carson City unique and potential “theming” and review of historical information provided by the City, we will prepare up to three themes for the project area. These will be conceptual in nature focusing on the type and location of public spaces and connections and how the existing building structures character inspire the various themes. This

information will be presented at the first public meeting and based on the community input, a preferred theme will be prepared. The theme will help to inform the type of materials and furnishings to be used for the street furnishings.

Task 3.10- Preliminary Circulation/ Way finding diagrams
Using the existing wayfinding signage style, we will prepare a framework map suggesting way finding throughout the project area. This will be for both for those traveling in vehicles and for the pedestrians. This framework plan will be presented at the second public meeting where will get feedback from the attendees regarding important community resources to identify and provide way finding to them. This will be done in small working groups during the second public meeting and finalized as part of completed 30% design package.

Task 3.11- Public Space and Arts Program Master Plan
As part of the overall arts program, we will prepare a Public Space and Arts Program master plan. The focus of this plan will be to understand and illustrate the connectivity of the public spaces and events areas and identify potential locations for public art to reinforce the spaces. This will be conceptual in nature focusing on the type and location of public spaces and connections rather that the actual design. This will allow the City to implement the master plan over time as funding becomes available.

Task 3.12- Typical Cross Sections/ Perspectives
To support the proposed streetscape concepts we will also prepare up to eight typical cross sections/ perspectives illustrating existing conditions and improved conditions based on the modified road section and public spaces. These will focus on the vertical and horizontal separation from the road and identify the type of improvements that may occur such as seat walls, planters, etc. We will work with the design team and the City to determine the best locations to illustrate. This information will be presented at the second public meeting.

Task 3.13- Site Furnishings and Materials Image Boards
Based on discussions from the first public workshop, we will prepare up to eight image boards that capture various site furnishings that are anticipated for the project including benches, streetlights, planters, trash receptacles, materials, etc that support the preferred theme. These will be used at the second public meeting as part of an exercise engaging the public in selecting what they feel is the appropriate materials and furnishings.

TASK 4- 60%Design
At this point in the design process we focus will be to develop a preferred design for the streetscape including materials, site furnishings and wayfinding elements. Our drawings will be a combination of digital and hand graphics with the understanding that we are moving toward construction documents. Close coordination with the design team will occur. The following provides detailed tasks associated with 60% design.

Task C4.1- Preliminary Layout/ Materials Plan
Based on ideas from the public and direction from the City, the streetscape design will be refined to a level that clearly identifies location of site improvements. This will clearly identify the various key components to the design such as paving materials, walls, site furnishing, planters, etc.

Task 4.2- Preliminary Grading Plans
A preliminary grading plan will be provided for the project site. This will be used to establish the elevations for various site amenities, coordinate grading and drainage at entrances to existing structures, suggested locations for area drains and rain gardens, wall heights (if proposed) and other landscape feature that may affect the grading of the pedestrian areas and public plazas. This information is intended for design team and City coordination only and will not be presented at public meetings. This information will be refined at the next level and will become part of the civil engineering grading plans.

Task 4.3- Preliminary Planting Plans
A landscape plan that identifies the location of trees, shrub massing, groundcover and planters will be prepared and discussed at the public workshop. A plant list will be provided along with photograph boards of the type of plant material being proposed.

Task 4.4- Landscape Soils Recommendations/ Specifications
David Kelley will be responsible for examination of soil and sub-soil conditions, involving visual examination field assessment of depth, structure, texture, horizon constraints, and nutritional status, will be undertaken in conjunction with Parts I and II above. Fieldwork will require some hand auguring or backhoe excavation (if possible). Soil samples can be archived in anticipation of future need for analysis. Observations will be primarily visual in nature, and a determination will be made of the need for lab analysis. A set of specifications for import soils will be developed based on results of the field assessment

Task 4.5- Preliminary Irrigation Plans
The purpose of the preliminary irrigation plans is to determine where mainlines, water connections and controller information will be located. This information is intended for design team and City for coordination.

Task 4.6- Outline Specifications
The purpose of the outline specifications is to identify the materials and construction methods anticipated for the project. This information is intended for design team and City for coordination and will assist with preliminary pricing.

Task 4.7- Preliminary Construction Details
Preliminary details for the various site improvements and street furnishings will be assembled using previous details or developing new concept details. We anticipate approximately 40-50 details to address things such as paving and joints, walls, stairs, street furnishings and other unique elements that are developed through public outreach.

Task 4.8- Preliminary Cost Estimate
A preliminary cost estimate will be provided at this stage. This will estimated give unit quantities for the streetscape improvements and preliminary costs associated with each item. This information is intended for design team and City for coordination.

TASK 5- 90% Design
At the 90% level of documents, the efforts will be to move our work into full construction documents. The following provides detailed tasks associated with 90 % design.

Task 5.1- Project Management
This includes the time necessary to coordinate our information with the project team and internally for this task.

Task 5.2 – Design Development Drawings
With design approval of the 60% design documents, we will begin finalizing our design into construction document format. This includes preparing the base maps, coordination of title information, sheet names and numbers and coordination between the design team documents.

- Site layout plans
- Site materials plans
- Site planting plans
- Site irrigation plans
- Details (paving, walls, benches, drinking fountains, signage, bike racks, fencing,, planting, irrigation, entry monuments,)

Task 5.3- Draft Specifications
Appropriate specifications for elements associated with landscape construction plans will be provided to Lumos in the format required by the City.

TASK 6- FINAL CONSTRUCTION DOCUMENTS
With a thorough review of our documents internally, by the design team and by the City, we will make the necessary changes to our documents to reflect the comments. We anticipate changes to be moderate at this point and any major changes to the design are not anticipated. The following provides detailed tasks associated with 100% design.

Task 6.1- Project Management
This includes the time necessary to coordinate our information with the project team and internally for this task.

Task 6.2- Construction Document Drawings
Based on review of 90% drawings by the City and design team we will revise the following drawings to 100% complete.

- Site layout plans
- Site materials plans
- Site planting plans
- Site irrigation plan
- Details (paving, walls, benches, drinking fountains, signage, bike racks, fencing,, planting, irrigation, entry monuments,)

Task 6.3- Final Specifications
Final Specifications will be provided based on comments.

Task 6.4- Final Cost Estimate
An updated cost estimate will be provided that reflect 100% drawings.

CARSON, CURRY AND THIRD STREET IMPROVEMENTS
PUBLIC OUTREACH CONSULTING

Prepared for: Michael D. Bennett, P.E., W.R.S

Lumos & Associates

800 East College Parkway

Carson City, Nevada 89706

Prepared by: Tierra Bonaldi, Principal

The Impetus Agency

661 Sierra Rose Drive

Reno, Nevada 89511

January 15, 2015

Dear Mr. Bennett,

On behalf of all of us at the Impetus Agency, we enthusiastically embrace the opportunity to provide public information outreach and marketing consulting services around the improvement projects to Carson, Curry and Third Streets.

The following Scope of Work is proposed to be completed on an "on-call", Time & Materials basis. The Scope of Work includes services that are known to be included with this initial contract, but other services may be requested until the recommended budget is expended.

SCOPE OF WORK

Project Overview

Lumos & Associates has been selected by Carson City as the design firm for commercial corridor improvements including downtown Carson Street, North Carson Street, South Carson Street, Curry Street, and East William Street. Lumos is seeking consulting assistance to provide a public outreach program to solicit input from key stakeholders and the community at large on various design aspects and keep them informed of progress on the design and to help build consensus and rally support and pride.

Public Information Consulting

In support of the City and Lumos' goals, The Impetus Agency will provide highly qualified staff on a Time & Materials basis to keep the public informed of the projects' progress, seek input and help foster engagement and community pride surrounding the improvements.

On-Call Services will include, but not be limited to:

- **Media Relations**

  The Impetus Agency staff will work with the press to regularly inform the public on a timely basis utilizing tactics including but not limited to:

  - Drafting and Distributing Press Releases
  - Holding Press Conferences
  - Conducting Media Tours
  - Drafting Individual News Stories and Pitches to Specific Media
  - Scheduling Interviews
  - Shooting and Delivering Hi-Definition Photos and Videos to News Stations

- **Social Media**

  The Impetus Agency staff will harness the power of social media to disseminate real-time progress and updates utilizing tactics including but not limited to:

  - Listening to feedback and monitoring the conversation on social platforms such as Facebook, Twitter and forums
  - Posting project updates
  - Engaging in conversations
  - Creating relevant content
  - Developing contests and other engagement drivers

- **Community Relations**

  The Impetus Agency staff will participate in one-one-one and small stakeholder meetings, plan, promote and help host periodic public meetings where residents can hear and see design plans and voice opinions and concerns. The Impetus Agency staff will also recommend community events in which to participate and share project design information.

- **Public Awareness Campaign**

  The Impetus Agency staff will develop and launch a dedicated campaign to serve as the project's outreach foundation, engage residents, facilitate community unification, celebrate Carson City life and culture, highlight project successes and inspire private business upgrades and improvements.

- **Advertising and Marketing Materials Consulting**

  The Impetus Agency staff will provide input and recommendations on any advertising, graphic design, website design and management, digital communications, marketing materials and promotional items associated with the project's public outreach.

PK Electrical, Inc.
Engineering · Design · Consulting

681 Sierra Rose Dr.
Suite B
Reno, Nevada 89511
p. 775.826.9010

4600 South Syracuse
9th Floor
Denver, Colorado 80237
p. 303.256.6598

pkelectrical.com

January 15, 2015 (Revised January 16, 2015)

Mr. Michael Bennett, P.E.
Lumos and Associates
800 E. College Parkway
Carson City, NV 89706

Reference: Carson City Downtown Streetscape

Dear Mike:

Thank you for the opportunity to propose to you for electrical engineering services for the above referenced project.

The project is to re-define the Carson Street corridor from William Street south to 5th Street as an urban complete street with wider sidewalks, landscaping, etc. The project also includes creating the 3rd Street Plaza and updating Curry Street from Musser to Robinson.

The electrical design scope of work will include new street lighting, relocating and/or removing the existing street lighting, electrical service points, and coordination with NV Energy for any electrical utility relocations and new service requirements. We will provide photometric calculations and electrical load and voltage drop calculations.

For the 30% design submission, we will provide a narrative of proposed system changes with associated costs. We anticipate meeting with the City early in the 30% design phase to review lighting standards.

Electrical design drawings will be provided at the 60%, 90%, and final levels.

Our participation in the public outreach and Board of Supervisor meetings will not be required. We will participate in design team meetings.

Bid and Construction Phases services are not included in our scope or fee, but may be added as needed.