

**NOTICE OF PUBLIC MEETING OF THE  
CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
WEDNESDAY, MARCH 11, 2015**

**(This meeting will begin immediately after the adjournment  
of the CAMPO meeting, which begins at 4:30 P.M.)**

**COMMUNITY CENTER- SIERRA ROOM  
851 EAST WILLIAM STREET  
CARSON CITY, NEVADA**

**NOTE:** The Carson City Regional Transportation Commission is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Carson City Regional Transportation Commission staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or ppittenger@carson.org, or call Patrick Pittenger at (775) 887-2355 as soon as possible (requests are required prior to 12:00 p.m. on March 9, 2015).

For more information regarding any of the items listed on the agenda, please contact Patrick Pittenger, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted under "Agendas & Minutes" at [www.carson.org](http://www.carson.org), or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

**AGENDA**

**A. ROLL CALL AND DETERMINATION OF A QUORUM**

**B. PUBLIC COMMENT:** Members of the public who wish to address the Regional Transportation Commission may approach the podium and speak on matters related to the Regional Transportation Commission. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future Regional Transportation Commission meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

**C. For Possible Action: APPROVAL OF MINUTES**

**C-1** For Possible Action: Action to approve the minutes of the January 14, 2015 meeting.

**D. AGENDA MANAGEMENT NOTICE:** Items on the agenda may be taken out of order; RTC may combine two or more agenda items for consideration; and RTC may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**E. DISCLOSURES:** Any member of the Commission that may wish to explain any contact with the public regarding an item on the agenda or business of the Commission.

**F. PUBLIC MEETING ITEMS:**

**F-1** Information regarding an update on the Downtown Carson Street Project and discussion regarding the RTC's role as a project oversight committee.

**Staff Summary:** Staff will provide an update on activity regarding the Downtown Carson Street Project and the role of the RTC as it relates to the project going forward.

**F-2** For Possible Action: To accept Public Works' recommendation to approve Amendment No. 4 to Contract No. 1011-126 with Swift Communications, Inc., titled "JAC Bus Advertising Program" to exercise a one-year contract extension from January 1, 2015 to December 31, 2015.

**Staff Summary:** The original two-year term for Contract No. 1011-126 expired on December 31, 2012. The original contract provided for five (5) one-year contract extensions that could be exercised by Carson City, two of which have already been exercised. This request to amend the contract is to exercise a third one-year term extension, from January 1, 2015 to December 31, 2015.

**F-3** For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$9,855.99 for Contract 1415-065 titled Nye Lane Pedestrian Improvements to V & C Construction, Inc.

**Staff Summary:** Carson City received sealed bids for all labor, material, tools and equipment necessary for the Nye Lane Pedestrian Improvements Project. Project consisted of removal and replacement of curb and gutter, driveway, and sidewalk, as well as construction of pedestrian ramps, asphalt patching, and utility adjustments.

**F-4** For Possible Action: To approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$65,000 for the period July 1, 2015 to June 30, 2016, and authorizing the RTC Chairman to sign the application and associated Certifications and Assurances.

**Staff Summary:** Staff has prepared an Independent Living Grant application for Fiscal Year 2016 and this must be submitted to ADSD by March 19, 2015. The grant will be used to partially underwrite the cost of the Senior Bus Pass Program, which provides unlimited rides to senior citizens (60+) on the JAC fixed-route system.

**F-5** Information regarding an update on the Carson City ADA Transition Plan for Transportation Facilities.

**Staff Summary:** Staff will provide an update on activity regarding the ADA Transition Plan for Transportation Facilities to date.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items)**

**G-1** Street Operations Report – January 2015

**Staff Summary:** Monthly Status Report for the Commission's information.

**G-2** Project Status Report

**Staff Summary:** Monthly Status Report for the Commission's information.

**G-3** Future Agenda Items

**H. COMMISSION COMMENTS:** Status reports and comments from the members of the Regional Transportation Commission.

**I. PUBLIC COMMENT:** Members of the public who wish to address the Regional

Transportation Commission may approach the podium and speak on any matter that is not specifically included on the agenda as an action item and allowable under the Open Meeting Law. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future Regional Transportation Commission meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

**J. For Possible Action: ADJOURNMENT**

The next regular meeting is tentatively scheduled for Wednesday, April 8, 2015, immediately after the adjournment of the CAMPO meeting, which begins at 4:30 p.m., at the Sierra Room - Community Center, 851 East William Street.

This agenda has been posted at the following locations  
before 5:00 p.m. on Thursday, March 5, 2015:  
CITY HALL, 201 North Carson Street  
CARSON CITY LIBRARY, 900 North Roop Street  
COMMUNITY CENTER, SIERRA ROOM, 851 East William Street  
CARSON CITY PUBLIC WORKS, 3505 Butti Way  
PLANNING DIVISION, 2621 108 E. Proctor Street



D. AGENDA MANAGEMENT NOTICE (4:32:24) – None.

E. DISCLOSURES (4:32:35) – None.

F. PUBLIC HEARING ITEMS

F-1 FOR POSSIBLE ACTION: THE ELECTION OF OFFICERS FOR THE RTC.

(4:32:48) – Vice Chairperson Smolenski introduced the item.

(4:33:16) – I move to nominate Brad Bonkowski as the new RTC Chairperson.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Kimbrough
<b>SECONDER:</b>	McQueary
<b>AYES:</b>	Smolenski, Bonkowski, Crowell, Kimbrough McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(4:33:47) – MOTION: I move to nominate Jim Smolenski as the Vice Chairperson of RTC.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Bonkowski
<b>SECONDER:</b>	Kimbrough
<b>AYES:</b>	Smolenski, Bonkowski, Crowell, Kimbrough McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

There were no public comments.

(4:34:26) – Mr. Pittenger explained that the Board of Supervisors had appointed Mayor Crowell and Supervisor Bonkowski to the RTC in January, and had reappointed Commissioner Kimbrough for a two-year term in December.

F-2 FOR POSSIBLE ACTION: TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT IN THE AMOUNT OF \$19,034.09 FOR CONTRACT 1314-164 TITLED SAFE ROUTE TO SCHOOL, HELLS BELLS ROAD PEDESTRIAN IMPROVEMENTS TO COONS CONSTRUCTION, LLC.

(4:34:45) – Chairperson Bonkowski introduced the item.

(4:35:15) – Mr. Pittenger presented the agenda materials which are incorporated into the record.

There were no public comments.

**(4:36:05) – MOTION: I move to accept the work as completed, to accept the contract summary as presented, and to approve the release of final payment in the amount of \$19,034.09 for contract 1314-164 titled Safe Route to School, Hells Bells Road Pedestrian Improvements to Coons Construction, LLC.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Smolenski
<b>SECONDER:</b>	Crowell
<b>AYES:</b>	Bonkowski, Smolenski, Crowell, Kimbrough McQueary
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**F-3 INFORMATION ON A PENDING PUBLIC WORKS DEPARTMENT APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG).**

(4:36:53) – Chairperson Bonkowski introduced the item.

(4:37:05) – Mr. Pittenger presented the agenda materials which are incorporated into the record. In response to a question by Chairperson Bonkowski, Mr. Pittenger explained that the CDBG funds are frequently used as a match to Federal Transit Administration funds, allowing the projects to be 100 percent funded.

There were no public comments.

**F-4 INFORMATION ON THE IMPLEMENTATION OF JUMP AROUND CARSON’S EXPANDED EVENING SERVICE.**

(4:40:18) – Chairperson Bonkowski introduced the item. Mr. Pittenger gave a brief background and introduced Graham Dollarhide, Transit Coordinator, to elaborate. Mr. Dollarhide presented the agenda materials which are incorporated into the record. He noted that the extended hours had contributed to the increase in ridership, and that it was “in line with the projected budget”. Mr. Dollarhide also stated that the paratransit transportation had benefited many disabled individuals, especially the dialysis patients who now had more flexibility. He added that they would receive additional promotion from Western Nevada College (WNC), especially when the students could now plan their upcoming classes to take advantage of the expanded service. Vice Chairperson Smolenski was informed that the last departure time from WNC was at 10 p.m. Mr. Pittenger called the added hours successful, and Mr. Dollarhide confirmed for Chairperson Bonkowski that the WNC routes would only run when the College was in session. Commissioner McQueary inquired about snow-plough routes, and was informed that the Jump Around Carson (JAC) routes were “at least secondary”.

**F-5 INFORMATION REGARDING A REQUEST FOR PROPOSALS (RFP) FOR THE DOWNTOWN CARSON STREET URBAN DESIGN PROJECT.**

(4:46:50) – Chairperson Bonkowski introduced the item. Mr. Pittenger presented the agenda materials and stated that the information had also been presented to the Redevelopment Authority Citizens Committee (RACC). He noted that a design team (headed by Loomis Engineering) had been selected, and that a contract approval recommendation to the Board of Supervisors was expected in February. Commissioner Kimbrough inquired about the public input process on the project and was informed that such opportunities will be available as the project moves forward.

There were no public comments.

**G-1: STREET OPERATIONS REPORT – November 2014.**

(4:49:16) – Mr. Pittenger presented the Street Operations Activity Report which is incorporated into the record. Chairperson Bonkowski inquired about the asphalt used in street patching operations and was informed that the 31 tons of asphalt were used for projects beyond pothole repairs.

**G-2: PROJECT STATUS REPORT.**

(4:51:31) – Mr. Schulz presented the Public Works Department’s Monthly Status Report and highlighted the activities on Saliman Road, between Robinson Street and Carson High School, which would cause “pretty serious impacts to traffic” in the upcoming week. He also noted that on Monday, January 16, 2015, Saliman Road would be closed for repair work, taking advantage of the school holiday. Vice Chairperson Smolenski inquired about contractor deadlines and contingencies and was informed that all contracts had completion days, but the contractors had an opportunity to request extensions, especially due to weather issues. Mr. Schulz also explained that the Fifth Street project was on schedule. Chairperson Bonkowski was informed that the \$230,000 initially allocated to Robinson Street would be reprioritized due to the Downtown Project, and would be addressed during the Downtown improvements.

**G-3: FUTURE AGENDA ITEMS.**

(4:56:40) – Mr. Pittenger noted that the WNC sidewalk improvements and the extension of the freeway multi-use path would be included in future agendas. He also noted that the Board of Supervisors would hear an update on the fuel tax revenue tomorrow. Commissioner Kimbrough inquired about representation on the Tahoe Transportation District (TTD) and was informed that based on a Board of Supervisors decision, the RTC Chair would automatically become the representative to the TTD. Chairperson Bonkowski confirmed that he could designate a nominee.

**H. COMMISSION COMMENTS**

(4:59:35) – Commissioner Kimbrough noted that many California issues dominated the TTD discussion; however, Carson City was involved in the bike path and pipeline construction. He also cited a new tourism study that he believed might be of interest to the Commission. Chairperson Bonkowski suggested communicating any items of interest to Staff to determine bringing it to the RTC or not.

**I. PUBLIC COMMENT (5:02:12) – None.**

**J. FOR POSSIBLE ACTION: ADJOURNMENT**

**(5:02:20) – Vice Chairperson Smolenski moved to adjourn. The motion was seconded by Commissioner Kimbrough. The meeting was adjourned at 5:02 p.m.**

The Minutes of the January 14, 2015 Carson City Regional Transportation Commission meeting are so approved this 11<sup>th</sup> day of March, 2015.

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BRAD BONKOWSKI, Chair

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
REQUEST FOR COMMISSION ACTION**

**Date Submitted:** February 25, 2015

**Meeting Date:** March 11, 2015

**To:** Regional Transportation Commission

**From:** Patrick Pittenger, Transportation Manager

**Subject Title:** Information regarding an update on the Downtown Carson Street Project and discussion regarding the RTC's role as a project oversight committee.

**Staff Summary:** Staff will provide an update on activity regarding the Downtown Carson Street Project and the role of the RTC as it relates to the project going forward.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Commission Action:** N/A

**Explanation for Information Item:** This item is to update the RTC 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 13, 2015 – RTC meeting: Update on theming workshop and preliminary design considerations.
- July 8, 2015 – RTC meeting: Review and comment on “30%” project design plans.
- September 9, 2015 – RTC meeting: Review and comment on “60%” project design plans.
- November 17, 2015 – RTC meeting: Review and comment on “90%” project design plans.
- December 31, 2015 – Complete project design due.

The design consultants will soon be starting design work on the project based on the three-lane Carson Street concept approved by the Board of Supervisors. The RTC and Redevelopment Authority Citizens Committee (RACC) 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 RTC 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 RTC meetings will also be opportunities for the public and RTC 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 Third 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. RTC 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 RTC 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 RTC'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, will be available at the meeting to answer questions regarding the scope of work for project design services.

**Applicable Statute, Code, Policy, Rule or Policy:** N/A

**Fiscal Impact:** N/A

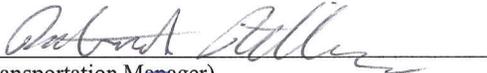
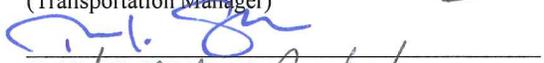
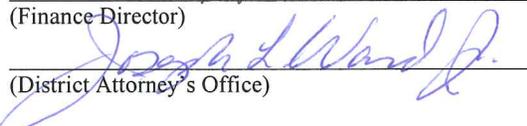
**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** N/A

**Supporting Material:** Approved scope of work for project design services.

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Reviewed By:**  Date: 3/12/15  
(Transportation Manager)  
 Date: 3/2/15  
(Public Works Director)  
 Date: 3/2/15  
(Finance Director)  
 Date: 3/2/15  
(District Attorney's Office)



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



- 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 built 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

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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







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,

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**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
<u>Downtown Carson Street Urban Design</u>		
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
<u>3rd Street Plaza Design</u>		
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
<u>Curry Street Design</u>		
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
<u>Time and Material Tasks</u>		
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 1/2% 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,

A handwritten signature in black ink that reads 'Michael D. Bennett'.

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

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



# 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, 3<sup>rd</sup> 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 Typical- 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
<b>Total</b>	<b>35 sheets</b>

**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.

## **3<sup>rd</sup> 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



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 can 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 responsibility of the utility to design.
- Potholing Costs Not Included
- System Modeling Not Included
- Utility fees not included
- Permit fees not included

# EXHIBIT A

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.

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Asheville | Aspen | Austin | Beijing | Chicago | Denver | Dubai | Houston | Los Angeles | Lake Tahoe  
128 Market Street, Suite #3E, PO Box 5666, Stateline, NV 89449 • (tel) 775-588-5929 • ~~775-588-5929~~ 775-588-5929  
[www.designworkshop.com](http://www.designworkshop.com)

**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 an existing conditions/ site analysis diagram for use during public workshops. Photographs will be 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

## EXHIBIT A

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 than 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.

# DESIGNWORKSHOP

Asheville | Aspen | Austin | Beijing | Chicago | Denver | Dubai | Houston | Los Angeles | Lake Tahoe  
128 Market Street, Suite #3E, PO Box 5666, Stateline, NV 89449 • (tel) 775-588-5929 • 62 01 40 1559  
www.designworkshop.com

## **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.

# DESIGNWORKSHOP

## **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.



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 5<sup>th</sup> Street as an urban complete street with wider sidewalks, landscaping, etc. The project also includes creating the 3<sup>rd</sup> 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.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
REQUEST FOR COMMISSION ACTION**

**Date Submitted:** February 25, 2015

**Meeting Date:** March 11, 2015

**To:** Regional Transportation Commission

**From:** Purchasing and Contracts

**Subject Title:** For Possible Action: To accept Public Works' recommendation to approve Amendment No. 4 to Contract No. 1011-126 with Swift Communications, Inc., titled "JAC Bus Advertising Program" to exercise a one-year contract extension from January 1, 2015 to December 31, 2015.

**Staff Summary:** The original two-year term for Contract No. 1011-126 expired on December 31, 2012. The original contract provided for five (5) one-year contract extensions that could be exercised by Carson City, two of which have already been exercised. This request to amend the contract is to exercise a third one-year term extension, from January 1, 2015 to December 31, 2015.

**Type of Action Requested:** (check one)

- (  ) None – Information Only  
(  ) Formal Action/Motion

**Recommended Commission Action:** I move to accept Public Works' recommendation to approve Amendment No. 4 to Contract No. 1011-126 with Swift Communications, Inc., titled "JAC Bus Advertising Program" to exercise a one-year contract extension from January 1, 2015 to December 31, 2015.

**Explanation for Recommended Commission Action:** On December 8, 2010, the RTC approved Contract No. 1011-126 with Swift Communications, Inc. to manage the JAC bus advertising program, with expenses and revenues equally shared by Carson City and the Contractor. The contract was amended on January 11, 2012 to expand the scope of work to include passenger shelter advertising.

Staff has developed and maintained a good business relationship with the Nevada Appeal. Staff recommends maintaining continuity with the current contractor and building on the success of the bus/shelter advertising program in the next year. There is no change to the scope of work with the proposed Amendment No. 4.

Income from this program is deposited in Revenue Account 225-0000-363.15-00 and used to augment General Fund contributions to the Transit Fund, which provide the local match required to leverage Federal funds to sustain the JAC system. The Carson City share of revenues generated from this program thus far totals \$89,205.55.

**Applicable Statute, Code, Rule or Policy:** Advertising Policy, adopted by CCRTC May 12, 2010

**Project Budget:** N/A

**Fiscal Impact:** None – this is strictly a revenue contract – expected revenue \$30,000 per year.

**Explanation of Impact:** This is an estimate of \$2,500 per month from bus and shelter advertising sales.

**Funding Source:** N/A

**Alternatives:** N/A

**Supporting Material:** Contract Amendment No. 4.

**Prepared By:** Kim Belt, Purchasing and Contracts Manager

**Reviewed By:** *Robert Little* Date: 3/2/15  
(Transportation Manager)

*Mike Jones* Date: 3/2/15  
(Public Works Director)

*Michael Spitzer* Date: 3/2/15  
(Finance Director)

*Joseph H. ...* Date: 3/2/15  
(District Attorney's Office)

**Commission Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 4  
Contract No. 1011-126**

**THIS AMENDMENT** is made and entered into this 11<sup>th</sup> day of March 2015, by and between the City and County of Carson City, a political subdivision of the State of Nevada, hereinafter referred to as the "**CITY**", and **Nevada Appeal/ Swift Communications, Inc.**, hereinafter referred to as the "**CONSULTANT**", and is made to amend the existing contract known as **CONTRACT #1011-126**.

**W I T N E S S E T H :**

**WHEREAS**, during the performance of **CONSULTANT'S** duties pursuant to **CONTRACT # 1110-126** the **CONSULTANT** has requested to exercise the one-year extension and to amend the **Contract Term** of the **CONTRACT**; and

**WHEREAS**, the **CITY** and **CONSULTANT** desire to amend **CONTRACT** to provide **CONSULTANT** authorization to continue with the **Scope of Work**; and

**WHEREAS**, said amendment is at the request of both the **CITY** and **CONSULTANT**, and that significant benefit will be derived by the **CITY** for said amendment.

**NOW, THEREFORE**, in consideration of the aforesaid mutual promises herein, **CITY** and **CONSULTANT**, by and through their respective authorized representatives hereby agree to:

- 1 Amend Paragraph 2.1 of **CONTRACT # 1011-126** to provide in its entirety as follows:  
This Contract shall be effective from January 1, 2011 subject to Carson City Regional Transportation approval (anticipated to be December 8, 2010) to December 31, 2015, with the option to renew for two (2) one-year extensions subject to City approval, unless sooner terminated by either party as specified in **Section 7 Contract Termination**.

**IT IS ALSO AGREED**, that all unaffected conditions, requirements, and restrictions of the Original Contract document remain in full force and effect for the duration of the Contract term.

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 4  
Contract No. 1011-126**

**ACKNOWLEDGMENT AND EXECUTION:**

In witness whereof, the parties hereto have caused this Amendment to be signed and intend to be legally bound thereby.

**CARSON CITY**

Finance Director  
Attn: Kim Belt, Purchasing and  
Contracts Manager  
201 North Carson Street Suite 3  
Carson City, Nevada 89701  
Telephone: 775-283-7137  
Fax: 775-887-2107  
KBelt@carson.org

**CITY'S LEGAL COUNSEL**

Carson City District Attorney

I have reviewed this Contract and approve  
as to its legal form.

By: \_\_\_\_\_  
KIM BELT

By: \_\_\_\_\_  
Deputy District Attorney

DATED \_\_\_\_\_.

DATED \_\_\_\_\_.

**CITY'S ORIGINATING DEPARTMENT**

**BY:** Darren Schulz, Director  
Carson City Public Works Department  
3505 Butti Way  
Carson City, NV 89701  
Telephone: 775-887- 2355  
Fax: 775-887-2164  
dschulz@carson.org

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

DATED \_\_\_\_\_



**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR  
AMENDMENT No. 4  
Contract No. 1011-126**

**CONTRACT ACCEPTANCE AND EXECUTION:**

The Carson City Regional Transportation Commission at their publicly noticed meeting of March 11, 2015, approved the acceptance of Amendment No. 4 to **CONTRACT No.1011-126**. Further, the Carson City Regional Transportation Commission authorizes the Chairperson to set his hand to this document and record his signature for the execution of this contract in accordance with the action taken.

**CARSON CITY, NEVADA**

\_\_\_\_\_  
**BRAD BONKOWSKI, CHAIRPERSON**

DATED this 11<sup>th</sup> day of March, 2015.

**ATTEST:**

\_\_\_\_\_  
**SUSAN MERRIWETHER, CLERK-RECORDER**

DATED this 11<sup>th</sup> day of March, 2015.

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
REQUEST FOR COMMISSION ACTION**

**Date Submitted:** February 25, 2015

**Meeting Date:** March 11, 2015  
**Labor Commissioner PWP #** CC-2014-328

**To:** Regional Transportation Commission  
**From:** Purchasing and Contracts

**Subject Title:** For Possible Action: To accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$9,855.99 for Contract 1415-065 titled Nye Lane Pedestrian Improvements to V & C Construction, Inc.

**Staff Summary:** Carson City received sealed bids for all labor, material, tools and equipment necessary for the Nye Lane Pedestrian Improvements Project. Project consisted of removal and replacement of curb and gutter, driveway, and sidewalk, as well as construction of pedestrian ramps, asphalt patching, and utility adjustments.

**Type of Action Requested:** (check one)

- (  ) None – Information Only
- (  ) Formal Action/Motion

**Recommended Commission Action:** I move to accept the work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$9,855.99 for Contract 1415-065 titled Nye Lane Pedestrian Improvements to V & C Construction, Inc.

**Explanation for Recommended Commission Action:** This project is complete and the contractor is entitled to final payment.

**Applicable Statute, Code, Rule or Policy:** Final payment approval by the Regional Transportation Commission is an internal requirement. The only final payment requirement is in NRS 338 that requires payment be made within 30 days from the completion of work or interest must be paid to the contractor.

**Fiscal Impact:** No additional impact.

**Explanation of Impact:** Funding was approved in a prior Commission Action.

**Project Estimate:** \$115,215.00

**Project Cost:**

Bid Award	\$ 92,086.15
Change Orders	\$ 0.00
Bid Item Qty Adj.	\$ 1,926.01
Total Project Cost	\$ 94,012.16

**Funding Source:** Funding was approved in a prior Commission Action.

**Alternatives:** Bid was awarded on October 8, 2014 in the amount of \$92,086.15, plus a contingency amount not to exceed \$9,208.00.

**Supporting Material:** Contract Summary Memo from Construction Manager and Final Payment Paperwork.

**Prepared By:** Kim Belt, Purchasing and Contracts Manager

**Reviewed By:** *Robert Atkinson* Date: 3/2/15  
(Transportation Manager)

*Chris Jan* Date: 3/2/15  
(Public Works Director)

*Michael Blum* Date: 3/2/15  
(Finance Director)

*Joseph L. Ward Jr* Date: 3/2/15  
(District Attorney's Office)

**Commission Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**  
3305 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**  
3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**  
(Water, Sewer, Wastewater,  
Streets, Landfill,  
Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**BUILDING and SAFETY  
PERMIT CENTER**  
108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2310  
Fx: 775-887-2202

**PLANNING**  
108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2180  
Fx: 775-887-2278

**HEARING IMPAIRED**  
Dial711

**CARSON CITY NEVADA**  
**Consolidated Municipality and State Capital**



**MEMORANDUM**

**To:** Kim Belt, Purchasing and Contracts Manager  
**From:** Rick Cooley, Construction Manager  
**Subject:** **Nye Lane Pedestrian Improvements**  
**Contract No. 1415-065      Project No. 03.1302**  
Completion of Contract Work and Release of Retention  
**Date:** February 10, 2015

This is to advise you that all work required for the subject contract has been satisfactory completed as of January 23, 2015 including all certified payroll requirements. Please prepare the necessary actions to release the retention and make the final payment to the contractor. Please coordinate with Karen White to get on Board of Supervisors meeting agenda.

There were no Change Orders issued for this project. Accounting for adjustments of bid items for actual measured quantities, the final project cost was a net increase of \$1,926.00 over the bid amount.

Please release the retention and any remaining partial payments.

cc: Danny Rotter  
Darren Anderson  
John Platt  
Karen White  
Kate Allen

## Final Payment Summary

Contract No. 1415-065 V & C CONSTRUCTION INC  
Project Name: NYE LANE PEDESTRIAN IMPROVEMENTS

### Change Order Summary

Change Order No. 1	\$ 0.00	Change Order No. 11	\$0.00
Change Order No. 2	\$ 0.00	Change Order No. 12	\$ 0.00
Change Order No. 3	\$ 0.00	Change Order No. 13	\$ 0.00
Change Order No. 4	\$ 0.00	Change Order No. 14	\$ 0.00
Change Order No. 5	\$ 0.00	Change Order No. 15	\$ 0.00
Change Order No. 6	\$ 0.00	Change Order No. 16	\$ 0.00
Change Order No. 7	\$ 0.00	Change Order No. 17	\$ 0.00
Change Order No. 8	\$ 0.00	Change Order No. 18	\$ 0.00
Change Order No. 9	\$ 0.00	Change Order No. 19	\$ 0.00
Change Order No. 10	\$ 0.00	Change Order No. 20	\$ 0.00
Change Orders 1-10	\$ 0.00	Change Orders 11-20	\$ 0.00
Total Change Orders 1-20		\$ 0.00	

### Payment Summary include what was actually paid to the contractor - not the retention

Payment No. 1	\$ 84,156.17	Payment No. 6	\$ 0.00
Payment No. 2	\$ 0.00	Payment No. 7	\$ 0.00
Payment No. 3	\$ 0.00	Payment No. 8	\$ 0.00
Payment No. 4	\$ 0.00	Payment No. 9	\$ 0.00
Payment No. 5	\$ 0.00	Payment No. 10	\$ 0.00
Total Payments 1-5	\$ 84,156.17	Total Payments 6-10	\$ 0.00
Total Payments 1-10		\$ 84,156.17	
Contract Award		\$ 92,086.15	
Approved Change Orders		\$ 0.00	
Adjusted Contract Sum		\$ 92,086.15	
Less Total Payments		\$ 84,156.17	
Balance Due		\$ 7,929.98	
Amount of the Under/Over of the Contract (rounding)		\$ 1,926.01	
RETENTION TO BE RELEASED		\$ 9,855.99	

INTEREST ON RETENTION PAID

**CARSON CITY CONTRACTS  
APPLICATION AND CERTIFICATE FOR PAYMENT**

**PROJECT INFORMATION**  
 Contract No.: 1415-065  
 Project Title: NYE LANE PEDESTRIAN IMPROVEMENTS  
 Contract Date: 10/8/2014  
 Payment No.: 2  
 Period Through: *Bos meeting*

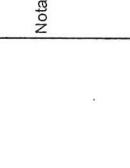
**OWNER:**  
 City of Carson City  
 Public Works - Contracts Division  
 3505 Butti Way  
 Carson City, NV 89701  
 775-887-2355 Fax 775-887-2112

**CONTRACTOR:**  
 V & C CONSTRUCTION, INC.  
 P.O. BOX 1269  
 MINDEN, NV 89423  
 775-267-1967 PHONE # 775-267-1968 FAX #

**PROJECT MANAGER:**  
 RICK COOLEY, PROJECT MANAGER  
 3505 Butti Way  
 Carson City, NV 89701  
 775-283-7302 PHONE # 775-887-2164 FAX #

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application and Certificate for Payment has been completed in accordance with the Contract Documents; that all amounts have been paid by the Contractor for work for which previous Application and Certificate for Payment were issued and payments received from the owner, and that the current payment shown herein is now due.

By: *[Signature]*  
 Contractor: V & C CONSTRUCTION, INC.  
 State of: *Nevada*  
 County of: *Carson City 4th February 15*  
 Subscribed and sworn to before me this *15* day of *February* 20*15*  
 Notary Public: *Karen L White* 3-1-2018  
 My Commission Expires:

Notary Stamp  


CONTINGENCY SUMMARY	Approved for Payment	ADDITIONS	DEDUCTIONS
1 BOS approved Contingency	\$ 9,208.00	\$0.00	\$0.00
2 Change Orders		\$0.00	
3 TOTAL OF CHANGE ORDER	\$0.00		
4 Contingency Balance	\$ 9,208.00		
OVER/UNDER OF BID ITEMS			
Bid Items Over Run		\$3,057.75	
Bid Items Under Run		-\$1,131.75	
<b>TOTAL</b>		<b>\$1,926.00</b>	

**PROJECT MANAGER CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application; the Project Manager certifies to the Owner that to the best of the Project Manager's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified as the current payment due.

AMOUNT CERTIFIED (CURRENT PAYMENT DUE): **\$9,855.99**  
 By: *[Signature]* Date: *2/4/15*  
 RICK COOLEY, PROJECT MANAGER

This Certificate is not negotiable. The AMOUNT CERTIFIED as the current payment due is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CARSON CITY CONTRACTS  
APPLICATION AND CERTIFICATE FOR PAYMENT  
CONTINUATION SHEET

Contract No.: 1415-065  
Project Title: NYE LANE PEDESTRIAN IMPROVE

ITEM NO.	DESCRIPTION OF WORK (from Bid Document)	C		D		E		F	G	H	I		K	L	M
		Scheduled Value (from) (bid doc)	From Previous Application	Work Placed This Period	From Previous Application	Scheduled Value C x G =	From Previous Application D x G =				TOTAL TO DATE J + K =	Over Under On Bid Items			
1	Mobilization, Demobilization and Clean-Up (SC 6.1.2)	1.00	1.00					LS	9,000.00	9,000.00	9,000.00	0.00	9,000.00	0.00	0.00
2	Stormwater Protection (SC 6.1.3)	1.00	1.00					LS	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
3	Traffic Control (SC 6.1.4)	1.00	1.00					LS	2,500.00	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00
4	Removal of Existing Improvements (SC 6.1.5)	1.00	1.00					LS	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
5	Construct PCC Type A Sidewalk on 4" Ag. Base (SC 6.1.6)	1,871.00	1,923.10					SF	5.00	9,355.00	9,615.50	0.00	9,615.50	52.10	260.50
6	Construct PCC Type 1 Curb and Gutter on 6" Ag. Base (SC 6.1.7)	145.00	156.50					LF	21.00	3,045.00	3,286.50	0.00	3,286.50	11.50	241.50
7	Construct PCC Curb Ramp w/Detectable Warning Plate on 4" Ag. Base (SC 6.1.8)	280.00	263.50					SF	15.50	4,340.00	4,084.25	0.00	4,084.25	-16.50	-255.75
8	Construct Residential Type 1 Driveway Apron on 6" Ag. Base (SC 6.1.9)	2,363.00	2,253.50					SF	8.00	18,904.00	18,028.00	0.00	18,028.00	-109.50	-876.00
9	Construct PCC Driveway on 6" of Ag. Base (SC 6.1.10)	2,461.00	2,428.00	62.00				SF	8.15	20,057.15	19,788.20	505.30	20,293.50	29.00	236.35
10	Construct Permanent AC Pavement Patch (4" AC on 6" Agg. E)	1,077.00	1,540.88					SF	5.00	5,385.00	7,704.40	0.00	7,704.40	463.88	2,319.40
11	Adjust Utility Boxes to Grade (SC 6.1.12)	5.00	5.00					EA	500.00	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00
12	Removal and Restoration of Existing Landscaping (SC 6.1.13)	1.00	1.00					EA	6,000.00	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00
13		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
14		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
15		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
16		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
17		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
18		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
19		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
20		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
21		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
22		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
23		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
24		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
25		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
26		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
27		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
28		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
29		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
30		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
31		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
32		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
33		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
34		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
35		0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00
								TOTALS	92,086.15	93,506.85	505.30	94,012.15		1,926.00	
36		0.00	0.00						0.00	0.00	0.00	0.00			
37		0.00	0.00						0.00	0.00	0.00	0.00			
38		0.00	0.00						0.00	0.00	0.00	0.00			
39		0.00	0.00						0.00	0.00	0.00	0.00			
40		0.00	0.00						0.00	0.00	0.00	0.00			
41		0.00	0.00						0.00	0.00	0.00	0.00			
42		0.00	0.00						0.00	0.00	0.00	0.00			
43		0.00	0.00						0.00	0.00	0.00	0.00			
44		0.00	0.00						0.00	0.00	0.00	0.00			
45		0.00	0.00					TOTALS	92,086.15	93,506.85	505.30	94,012.15		1,926.00	

**CARSON CITY CONTRACTS APPLICATION AND CERTIFICATE FOR PAYMENT**

**PROJECT INFORMATION**  
 Contract No.: 1415-066  
 Project Title: NYE LANE PEDESTRIAN IMPROVEMENTS  
 Contract Date: 10/8/2014  
 Payment No.: 1  
 Period Through: 18-Dec-14

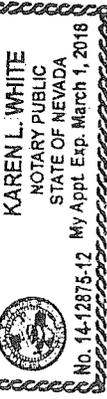
**OWNER:**  
 City of Carson City  
 Public Works - Contracts Division  
 3505 Butti Way  
 Carson City, NV 89701  
 775-887-2355 Fax 775-887-2112

**CONTRACTOR:**  
 V & C CONSTRUCTION, INC.  
 P.O. BOX 1269  
 MINDEN, NV 89423  
 775-267-1967 PHONE # 775-267-1968 FAX #  
 775-283-7302 PHONE # 775-887-2164 FAX #

**PROJECT MANAGER:**  
 RICK COOLEY, PROJECT MANAGER  
 3505 Butti Way  
 Carson City, NV 89701

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application and Certificate for Payment has been completed in accordance with the Contract Documents; that all amounts have been paid by the Contractor for work for which previous Applications and Certificates for Payment were issued and payments received from the owner; and that the current payment shown herein is now due.

By: [Signature]  
 Contractor: V & C CONSTRUCTION, INC. 0  
 State of: Nevada  
 County of: Carson City  
 Subscribed and sworn to before me this 24 day of December, 2014  
 Notary Public: Karen L White 3-1-2018  
 My Commission Expires:



Notary Stamp

**PROJECT MANAGER CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application; the Project Manager certifies to the Owner that to the best of the Project Manager's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified as the current payment due.

CONTINGENCY SUMMARY		ADDITIONS	DEDUCTIONS
1 BOS approved Contingency	\$	9,208.00	\$0.00
2 Change Orders			
3 TOTAL OF CHANGE ORDER		\$0.00	\$0.00
4 Contingency Balance	\$	9,208.00	
<b>OVER/UNDER OF BID ITEMS</b>			
Bid Items Over Run			\$2,821.40
Bid Items Under Run			-\$1,400.70
<b>TOTAL</b>			<b>\$1,420.70</b>

AMOUNT CERTIFIED (CURRENT PAYMENT DUE): \$84,156.17

By: [Signature] Date: 12/19/14  
 RICK COOLEY, PROJECT MANAGER

This Certificate is not negotiable. The AMOUNT CERTIFIED as the current payment due is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



**CARSON CITY**  
CLAIM FORM

Date: January 28, 2015  
Dept: Contracts  
No: 012815

Vendor Number	8883
Name	V & C CONSTRUCTION, INC.
Address	P.O. Box 1269
City, State & Zip	MINDEN, NV 89423

Type or Print Complete Name & Address

Account Number	Description	Amount
	Contract No. 1415-065 Release of Retention	
	Nye Lane Pedestrian Improvements	
	Application and Certificate for work through	
275-0000-206-1405	RETENTION HELD \$0.00	9,350.69
	Contract Amount	\$92,086.15
	Plus Amendments/Change Orders	+0.00
	REVISED Contract Amount	\$92,086.15
	Less Previous Payments	-84,156.16
	Less This Payment	-9,855.99
	REMAINING BALANCE	-1,926.00
	<b>Total Amount</b>	<b>9,350.69</b>

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY** that the above claim and the items, amounts and statements as herein set out are true and correct, that no part thereof has been therefore paid, that the amount claimed is justly due.

Karen L. White  
Prepared by/claimant

Darren Schulz, Public Works Director

The above claim is approved for payment subject to the availability of funds.

GROUP # & CHECK DATE:

Carson City Id No. 88-6000189

**CARSON CITY**  
CLAIM FORM

Date: December 24, 2014  
Dept: Contracts  
No: 122414

Vendor Number	8883
Name	V & C CONSTRUCTION, INC.
Address	P.O. Box 1269
City, State & Zip	MINDEN, NV 89423

Type or Print Complete Name & Address

Account Number	Description	Amount
	Contract No. 1415-065      Payment #1	
	Nye Lane Pedestrian Improvements	
	Application and Certificate for work through December 18, 2014	
275-0000-206-1405	RETENTION HELD (\$9,350.69)	(9,350.69)
	Contract Amount	\$92,086.15
	Plus Amendments/Change Orders	+0.00
	REVISED Contract Amount	\$92,086.15
	Less Previous Payments	-0.00
	Less This Payment	-84,156.17
	REMAINING BALANCE	\$7,929.98
	Total Amount	(9,350.69)

I HEREBY CERTIFY UNDER PENALTY OF PERJURY that the above claim and the items, amounts and statements as herein set out are true and correct, that no part thereof has been therefore paid, that the amount claimed is justly due.

Karen L. White

Prepared by/claimant

Darren Schulz, Public Works Director

The above claim is approved for payment subject to the availability of funds.

GROUP # & CHECK DATE:

1734      1-16-15

Carson City Id No. 88-6000189

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
REQUEST FOR COMMISSION ACTION**

**Date Submitted:** February 26, 2015

**Meeting Date:** March 11, 2015

**To:** Regional Transportation Commission

**From:** Graham Dollarhide, Transit Coordinator

**Subject Title:** For Possible Action: To approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$65,000 for the period July 1, 2015 to June 30, 2016, and authorizing the RTC Chairman to sign the application and associated Certifications and Assurances.

**Staff Summary:** Staff has prepared an Independent Living Grant application for Fiscal Year 2016 and this must be submitted to ADSD by March 19, 2015. The grant will be used to partially underwrite the cost of the Senior Bus Pass Program, which provides unlimited rides to senior citizens (60+) on the JAC fixed-route system.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Commission Action:** I move to approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$65,000 for the period July 1, 2015 to June 30, 2016, and authorizing the RTC Chairman to sign the application and associated Certifications and Assurances.

**Explanation for Recommended Commission Action:** Senior citizens represent over 38 percent of the total ridership on the JAC fixed-route system due to the Senior Bus Pass Program. It is estimated that just over 71,000 trips will be provided for seniors alone in Fiscal Year 2015 (July 1, 2014 – June 30, 2015), which testifies to the beneficial effect of the program and the partnership with ADSD. The requested grant amount reflects a slight increase to past applications due to rising costs of providing service.

**Applicable Statue, Code, Rule or Policy:** Grants Coordination and Tracking Policy

**Fiscal Impact:** An increase in the Transit Fund equal to the amount of the grant award.

**Explanation of Impact:** Staff will be notified of any grant award and the final amount at a later date. Any proposed grant award will be brought before the RTC for approval and execution at that time.

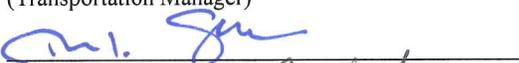
**Funding Source:** Nevada Aging and Disability Services Division

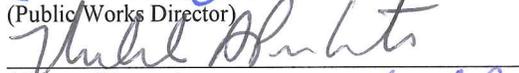
**Alternatives:** N/A

**Supporting Material:** Nevada Aging and Disability Services Division (ADSD) Competitive Grant Application – Social Services.

**Prepared By:** Graham Dollarhide, Transit Coordinator

**Reviewed By:**  Date: 3/2/15  
(Transportation Manager)

 Date: 3/2/15  
(Public Works Director)

 Date: 3/2/15  
(Finance Director)

 Date: 3/2/15  
(District Attorney's Office)

**Commission Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

**TO BE COMPLETED BY ADSD ONLY**

Application Number:  Date & Time Received:   By Mail Received  Revision #:   
 In-Person By:  Received by Email:

**Nevada Aging and Disability Services Division (ADSD)  
 Competitive Grant Application - Social Services (Aging Services)**

Two-Year Grant Cycle for Fiscal Years 2016 and 2017  
 Reporting Period, 1st Year: July 1, 2015 - June 30, 2016

**Due Date:  
 March 19, 2015**

**APPLICANT INFORMATION**

<b>1. TYPE OF APPLICATION:</b> <input type="checkbox"/> New Applicant or Type of Service <input checked="" type="checkbox"/> Currently-Funded ADSD Grant: FY 15 Grant #: <input type="text" value="01-006-10-LX-15"/>	<b>2. AMOUNT REQUESTED:</b> <div style="border: 1px solid black; padding: 5px; text-align: center;">\$65,000</div>	<b>3. TYPE OF ORGANIZATION:</b> <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Governmental
--	---	---

**4. APPLICANT INFORMATION**

SPONSOR	PROGRAM
<b>Name:</b> Carson City Regional Transportation Commission	<b>Name:</b> JAC (Jump Around Carson)
<b>Address:</b> 3505 Butti Way	<b>Address:</b> 3303 Butti Way, Bldg. 1
<b>City, State:</b> Carson City, NV	<b>City, State:</b> Carson City, NV
<b>ZIP Code:</b> 89701	<b>ZIP Code:</b> 89701
<b>County:</b> Carson City	<b>County:</b> Carson City
<b>Sponsor Contact Information</b>	<b>Program Director Contact Information</b>
<b>First &amp; Last Name:</b> Patrick Pittenger	<b>First &amp; Last Name:</b> Graham Dollarhide
<b>Title:</b> Transportation Manager	<b>Title:</b> Transit Coordinator
<b>E-Mail:</b> ppittenger@carson.org	<b>E-Mail:</b> gdollarhide@carson.org
<b>Phone Number:</b> 775-283-7396	<b>Phone Number:</b> 775-283-7583
<b>Fax Number:</b> 775-887-2112	<b>Fax Number:</b> 775-887-2112

**5. EMPLOYER IDENTIFICATION NUMBER (EIN):**

**6. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) #:**

**7. SOURCE FOR FUNDING:**  
 Choose one source from this drop down menu:

**8. TYPE OF SERVICE TO BE FUNDED:**  
 Choose one service from this drop down menu:

**9. SPECIFIC TO THIS FUNDING REQUEST, WHAT SERVICES WILL BE PROVIDED? (Use Bullets)**  
*(Examples for various services: ride to medical appointment, ride to social activities, wash dishes, change linens, meal preparation, training, one-on-one counseling, two phone calls per week, make referrals, grocery shopping, respite care, etc.)*

- ride to medical appointments
- ride to shopping centers
- ride to employment opportunities
- ride to education-related activities
- ride to social activities
- ride to recreational facilities
- ride to government service centers
- ride to Senior Citizens Center
- 
- 

**10. AREAS TO BE SERVED BY PROJECT:**  
*(List city, town, county or statewide service areas)*

**11. PRIORITY POPULATIONS:**  
*(e.g., age 60 and older, rural, minorities, frail, disabled, homeless, etc.)*

- age 60 and older
- seniors with disabilities or low income
- senior in minority groups or with limited English

**12. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

**Authorized Representative (Print or Type)**

**First Name:**  **Last Name:**   
**Title:**

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

**THE BUDGET**  
**BUDGET DETAIL WORKSHEET**

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service:

Type of Grant:

Briefly describe the expenses for the proposed project in each of the ADSD-funded budget categories using the following as a guide for each category of expense. Be sure to explain how each expense is related to the project and identify any one-time costs. Only include resources in "Grantee Match" column if match is required for the funding source you selected. Do not include excess match in this form. Instead, describe the additional resources that will be used to support the project in the appropriate space on Budget Form A-1. **Totals from this form will populate Budget Form A.**

**Note: This form will only accept whole numbers.**

**All category worksheets are to be submitted even though no funds have been budgeted for the category.**

Funding Source Selected: **Aging Services - Independent Living Grant (ILG)**

Match Requirement for the Funding Source Selected: **Match is required.**  
**Total amount requested from ADSD multiplied by 0.15**

**PERSONNEL:** List administrative staff that would provide direct service under the proposed program, name(s), and costs to be charged to the grant (percentages will be calculated automatically). Costs associated with administrative staff providing indirect services may only be included in this section in fixed-fee proposals. Also list program staff names, positions and costs (percentages will be calculated automatically). Asterisk (\*) all new positions. Calculate and document the cost per position as shown in the example. (Number of hours per week multiplied by the number of weeks worked multiplied by the hourly wage.)

Position Title and Salary Calculations	Annual Salary	% Time	ADSD Request	Grantee Match	Program Salary
<i>Example: Program Director, Jane Doe 18 hrs wk x 52 wks x \$16.83 hr = \$15,753</i>	\$35,000	45.01%	\$9,452	\$6,301	\$15,753
Position Title and Salary Calculations	Annual Salary	(Auto Calculation) % Time	ADSD Request	Grantee Match	Program Salary
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
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		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
<b>TOTALS</b>			\$0	\$0	\$0

**FRINGE BENEFITS:** List each position and provide a breakdown of the type of fringe benefits provided, such as health insurance, Medicare, FICA, retirement, etc., per the example. List the ADSD-requested amount and any match you are allocating toward this expense, if applicable (percentages will be calculated automatically).

Description of Fringe by Position	Program Salary	% Fringe	ADSD Request	Grantee Match	Total Amount
<i>Example: Program Director - FICA &amp; Medicare</i>	\$15,753	7.65%	\$1,000	\$205	\$1,205
Description of Fringe by Position	Program Salary	(Auto Calculation) % Wage	ADSD Request	Grantee Match	Total Amount
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
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	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
<b>TOTALS</b>			\$0	\$0	\$0

**CONTRACTUAL/CONSULTANT SERVICES:** Explain the need and/or purpose for the contractual or consultant service. Only include costs for which there is a written agreement or contract. Identify and justify these costs. Follow the example.

Purpose/Description	Calculation	ADSD Request	Grantee Match	Total Amount
<i>Example: Clinical Evaluations</i>	<i>\$85 hr x 40 hrs = \$3,400</i>	<i>\$2,000</i>	<i>\$1,400</i>	<i>\$3,400</i>
Purpose/Description	Calculation	ADSD Request	Grantee Match	Total Amount
One-way trips on JAC fixed route service	\$2.50 per trip x 26,000 trips	\$65,000	\$9,750	\$74,750
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>TOTALS</b>		\$65,000	\$9,750	\$74,750







**EQUIPMENT:** List equipment to purchase, which cost \$1,000 or more, and justify these expenditures. Equipment costing less than \$1,000 should be listed under Supplies.

Item/Purpose/Justification	Unit Cost	Qty	ADSD Request	Grantee Match	Total Amount
<i>Example: Photocopier</i>	\$3,300	1	\$3,000	\$300	\$3,300
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>TOTALS</b>			\$0	\$0	\$0

TOTAL REQUEST	ADSD Request	Grantee Match	Total Amount
	\$65,000	\$9,750	\$74,750

**PROGRAM INCOME:** Describe if the project plans to have a sliding fee scale or voluntary contributions. Although any cash income generated by the program is not to be included in this budget, the funded agency needs to document its use since it is to be used only to expand or enhance project services.

**THE BUDGET**

**Budget Form A (Total Budget)**

Agency/Organization Name:

**JAC (Jump Around Carson)**

Type of Service:

Transportation Services

Type of Grant:

Fixed-Fee

**Amounts will populate from the Budget Detail Worksheet page. All cells on this page are locked.**

The "Division Funding" column will indicate the amount of funds being requested from the Aging and Disability Services Division (ADSD) for the proposed project. The "Match" column will show the match as entered on the Budget Detail Worksheet. Some funding sources do not have a match requirement.

Expense Category	Division Funding	Match	Total Cost
1. Personnel	\$0	\$0	\$0
2. Fringe Benefits	\$0	\$0	\$0
3. Contractual/Consultant	\$65,000	\$9,750	\$74,750
4. Staff Travel/Per Diem	\$0	\$0	\$0
5. Supplies	\$0	\$0	\$0
6. Occupancy	\$0	\$0	\$0
7. Public Information	\$0	\$0	\$0
8. Other Expenses	\$0	\$0	\$0
9. Direct Project Costs (Categories #1-#8)	\$65,000	\$9,750	\$74,750
10. Percentage of Administrative Expenses, not to exceed 8%.  Administrative Expenses <i>See PIN #32 for Explanation.</i> Administrative expenses are only allowable when approved by the Division.	For fixed fee grants: Use regular line item categories to describe administrative costs.  0.000%  \$0	   N/A	   \$0
11. Equipment	\$0	\$0	\$0
12. Grand Total	\$65,000	\$9,750	\$74,750

**THE BUDGET**  
**Budget Form A-1 (Match)**

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service:

Type of Grant:

Identify the sources of the match (e.g. city or county funding, fundraising, private donations, volunteers, etc.). In the "Status of Match" column, choose whether the source is pending, funded, or with special conditions.

Funding Source Selected: **Aging Services - Independent Living Grant (ILG)**

Match Requirement for the Funding Source Selected: **Match is required. Total amount requested from ADSD multiplied by 0.15**

Source of Match / Description (Be Specific)		Status of Match	Amount of Match
1.	Carson City Transit Fund	Funded	\$9,750
2.			
3.			
4.			
5.			
6.			
7.	<b>Total</b>	<b>N/A</b>	<b>\$ 9,750.00</b>

8. Explain special conditions (if applicable):

9. List any additional resources *other* than match (if applicable):

10. List program income (if applicable):

## Projected Output Measures

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service: Transportation Services ▼

Type of Grant: Fixed-Fee ▼

**Unit of Service definition as shown in the ADSD Service Specification\* that will be used for your project:**

Unit of Service definition (a): One-way trip

Rate for Unit of Service (Fixed Fee ONLY) \$2.50

Unit of Service definition (b, if applicable): N/A

Rate for Unit of Service (Fixed Fee ONLY) N/A

Note: Blue shaded areas are calculated fields that will automatically complete when all application data is entered.

ADSD Funding	
1. Funds Requested from ADSD	\$65,000
2. Number of Unduplicated Clients	760
3. Cost per Client	\$85.53
4. Number of Clients Below Poverty	365
5. Number of Clients in a Minority Group	70
6. Number of Clients Living in a Rural Setting	96
7. Number of Clients w/Limited English	58
8. Number of Clients in a Specific Age Range	
Under age 60 <i>(Title III-E funding only)</i>	not applicable to the funding source you have chosen
60-69	295
70-79	247
80-89	169
90 and Older	49
Total Number of Clients in Age Range	760
9. Number of Units of Service (a)	26,000
Number of Units of Service (b, if applicable)	N/A
10. Categorical Cost per Unit of Service	N/A
Fixed-Fee Cost Per Unit (a)	\$2.50
Fixed-Fee Cost Per Unit (b, if applicable)	N/A

THE SECTION BELOW IS FOR AGENCIES PROPOSING TO PROVIDE VOLUNTEER OR RESPITE SERVICES ONLY

11. Number of Volunteers or Caregivers

12. Number of Clients by County:

	Lander _____	
Carson City _____	Lincoln _____	
Churchill _____	Lyon _____	
Clark _____	Mineral _____	
Douglas _____	Nye _____	
Elko _____	Pershing _____	
Esmeralda _____	Storey _____	
Eureka _____	Washoe _____	
Humboldt _____	White Pine _____	

Total Number of Clients  
0

Click Here to  
Spell Check  
(macros must  
be enabled)

## Nevada Aging and Disability Services Division (ADSD) Competitive Grant Application

Fiscal Year 2016

Name of Organization: JAC (Jump Around Carson)

Proposed Service\*: Senior Bus Pass Program

*\*Agencies applying for ADRC must use the ADRC application at <http://adsd.nv.gov/programs/grant/applications/fy16adrc>.*

### APPLICATION CHECKLIST

**Assemble the application in the order shown below.** Check off each item completed and submit with your application package as directed.

**Staple** the original application and each copy in the top, left corner. Do not use binder or paper clips.

**NOTE:** If any of the following items are incomplete or missing, the application will be rejected:

- Applicant Information (Excel Document)
- Application Checklist (Word Document)
- Executive Summary (Word Document)
- Applicant Questionnaire (Word Document)
- Proposal Goals and Activities (Word Document)
- Targeting Plan (Word Document)
- Organizational Standards (Word Document)
- Budget Detail Worksheet (Excel Document)
- Budget Form A (Excel Document)
- Budget Form A-1 (Excel Document)
- Projected Output Measures (Excel Document)
- Assurances/Certifications (Word Document)

**Attachments** – If included, will not count towards page limit.

- Your Sliding Fee Schedule and/or Cost Sharing Procedure (if applicable)
- Full Program Budget (optional)

### Submittal Information

**Deadline:** Thursday, March 19, 2015 (hand-delivered by 4 P.M. or postmarked)

**Number:** One original and copies as specified below for each application being submitted.

- All Legal Services: Original plus four copies
- All Other Services: Original plus three copies

**Locations:** Mail to Las Vegas Office ONLY or hand-deliver by 4 P.M. to any of the following Division offices:

Carson City Office  
3416 Goni Rd.  
Bldg. D, Suite 132  
Carson City, NV 89706

Elko Office  
1010 Ruby Vista Dr.  
Suite 104  
Elko, NV 89801

Las Vegas Office  
1860 E. Sahara Ave.  
Las Vegas, NV 89104

Reno Office  
445 Apple St.  
Suite 104  
Reno, NV 89502

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

**EXECUTIVE SUMMARY**

The Carson City Regional Transportation Commission (RTC) operates the Jump Around Carson (JAC) public transportation system. JAC serves much of the urbanized area of Carson City, and is currently in its tenth (10th) year of service to the community.

JAC operates a fixed-route system, with four buses on four distinct routes. The service operates from 6:30 a.m. to 7:30 p.m. Monday through Friday; and 8:30 a.m. to 4:30 p.m. on Saturday. The four buses meet once each hour at the Downtown Transfer Plaza for the purpose of facilitating transfers to all parts of the service area. All buses are ADA accessible and equipped with bicycle racks. Bus stops are located every 2-3 blocks along each route for the safety and convenience of customers, and many of these provide covered shelters, benches and trash receptacles for the comfort of waiting customers. The base fare for a one-way trip is \$1.00 for adults, ages 19-59. Youth (5-18), seniors (60+) and individuals with disabilities pay a \$0.50 discounted fare. Monthly bus passes that are steeply discounted and 10-ride punch passes are also available for purchase in advance. Printed route and schedule information is available to the public on the buses and at convenient locations throughout the community. Additionally, real-time transit information is available on the JAC website ([www.rideJAC.com](http://www.rideJAC.com)) and by Smartphone/SMS Text.

RTC recognizes that public transportation is a critical component to the quality of life for the citizens of Carson City, and chooses to invest local dollars to leverage Federal grant funds for the continued infrastructure and operations of its transit system. As a result, JAC provides increased mobility, independence, freedom and travel choices for Carson City residents - including senior citizens - as they move around the community for work, school, shopping, medical, government services and recreation purposes.

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

Public transportation in the U.S. is typically a combination of Federal, State and Local resources. While Carson City enjoys a modest level of ADSD funding, there is currently no other public transportation assistance from the State of Nevada. An increase in State or Local funding would enable Carson City to leverage even more available Federal funding, which would allow for increased service by JAC through more geographic coverage, more frequent service or expanded service hours - the demand for which has been demonstrated by customer surveys.

Interestingly, a study conducted from 2005 to 2008 in the United Kingdom, and published in the "American Journal of Public Health" found that persons 60 years of age and older who were given free bus passes were much more likely to take frequent walks and get around by "active travel," including walking, bicycling and using public transit; resulting in improved health and independence among older adults. JAC has been successful in getting seniors out and active with this program, as evidenced by the 72,000+ one-way trips provided for persons registered in the Senior Bus Pass program in CY 2014. This represented nearly 38 percent of the total JAC ridership (193,782) during that period, and testifies to the beneficial effect of the program and the ongoing partnership with ADSD. The increase to the requested grant funding amount is justified in that the program has consistently far exceeded the amount of trips that have been reimbursed with prior grants. To date, the program is averaging 760 unduplicated clients annually, and 71,405 annual trips for those clients. At the fixed fee rate of \$2.50 per trip, the program is providing an average of \$178,512 worth of trips per year. However, the costs of providing bus service continue to rise, and in actuality, the cost of providing service across the entire fixed-route system is about \$3.59 per trip. At that valuation, JAC is providing well over \$250,000 worth of rides to seniors with this program. The partnership between Carson City and ADSD to make this program a reality has provided great

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

value to seniors over the past several years, and it would certainly be in the best interest of all parties involved if the program continues to be funded.

Carson City coordinates, to varying degrees, with several other of the area's transportation providers in order to create better transportation connections and options for residents. In addition to sharing resources--JAC buses share the transfer station, several bus stops and bus shelters with providers such as RTC Washoe and Tahoe Transportation District--Carson City helps fund the intercity bus service provided by RTC Washoe, and jointly facilitates the provision of transportation services, wherever possible, with the RSVP Transportation Program.

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

**APPLICANT QUESTIONNAIRE**

Provide a detailed answer to each of the following questions, or choose N/A, as applicable:

1. **When was the agency incorporated?** 2005

2. **Does the agency have by-laws?**  Yes  No  
*(If so, ADSD may request a copy at a later date.)*

3. **What other funding has the agency applied for and/or secured to support this service? Include the amount and status for each source.**

Federal Transit Administration (FTA) Urbanized Area Formula funds and the Carson City Transit Fund are used to support the portion of the Senior Bus Pass Program that is unfunded by ADSD. For example, in CY 2014, a total of 72,000 one-way trips were provided for seniors, at a cost of \$180,000 (\$2.50 per one-way trip). Of this amount, ADSD funded \$50,000 and the deficit of \$130,000 was funded with \$65,000 in Federal and \$65,000 in Carson City funds.

**If this proposal is for State Volunteer funding, does the applying agency receive funds from the Corporation for National and Community Service (CNCS)? If yes, how much and for what period of time?**

**Yes:** Amount \$ Grant Period:

**No**

**N/A – Not a proposal for State Volunteer funds or not a CNCS grantee**

4. **What percentage of the total cost of providing services would the ADSD requested amount represent?** 100 percent of the Senior Bus Pass program. Without ADSD funding, it is likely that Carson City could not justify continued operation of the Senior Bus Pass program - which is already operated at a deficit - and seniors would be required to pay \$0.50 for each one-way trip.

5. **What are the agency's days and hours of operation?** 6:30 a.m. - 7:30 p.m., Mon-Fri; 8:30 a.m. - 4:30 p.m., Sat.  
**Service hours, if different?**  **N/A – Same as agency**

6. **Is the agency closed on days other than state and/or federal holidays, when services are not available to clients? If yes, list the tentative dates in FY16 and explain the reason for the closure.**  **N/A – No other office closures**

7. **If the agency is currently providing this service, please answer the following questions:**  **N/A – Agency is not currently providing this service. (Skip to #8)**

**# of Clients Served in CY 2014:** 719

**# of Units Served in CY 2014:** 72,000

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

**What funding sources were used?** FTA Urbanized Area Formula funds; Carson City Transit Fund; ADSD Independent Living Grant.

**Does the program use a sliding-fee scale or a cost-sharing procedure?**

- Yes (If yes, a copy of the scale or procedure is required with the application.)  
 No

**Is there currently a waiting list for this service?**  Yes: # of people \_\_\_\_\_  No

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**8. If the proposed program is not currently in operation, when will service provision begin and when will the program become fully functional?** *(This must match the timeline on your Proposal Goals and Activities document.)*

N/A – Program is fully functional and providing the service.

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**9. Does the agency agree to give service priority to eligible individuals referred by ADSD who are at risk of institutional placement or have been a victim of elder abuse?**

- Yes  No – **Explanation Required:** We operate a general public transportation service, and all persons, including seniors, who present appropriate fare media (e.g., cash, bus pass, transfer) are provided with service - without regard for individual circumstance.
- 

**10. If the agency is not currently funded by ADSD, list three references below (name, address and phone number).**

N/A: Current ADSD Grantee

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Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

**PROPOSAL GOALS AND ACTIVITIES**

<p><b>Resources/ Inputs</b></p> <p><i>(in addition to this funding request)</i></p>	<ul style="list-style-type: none"> <li>• Federal Transit Administration (FTA) Urbanized Area Formula funding</li> <li>• Carson City Transit Fund</li> <li>• User fees</li> <li>• Pass sales</li> <li>• </li> <li>• </li> </ul>
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Activities	Outcomes	Impacts	Completion Dates
<p><u>Example:</u> Transport seniors from home to outpatient surgery or return home from hospital.</p> <p><i>See application instructions for more examples.</i></p>	<p><u>Example:</u> Reassurance of transportation provided to seniors to ensure they can schedule their necessary surgeries.</p>	<p><u>Example:</u> Lower institutional and acute admissions. Seniors would not have to put off outpatient surgeries due to lack of accompanied transportation, and independent living post surgery.</p>	<p><u>Example:</u> Established program.</p> <p>July 1<sup>st</sup> through June 30<sup>th</sup>, varies by client.</p>
<p>Transport seniors to medical appointments, government services, shopping centers and Senior Center.</p>	<p>Provide increased mobility, independence, freedom and travel choices to seniors.</p>	<p>Seniors would not have to own and maintain a personal automobile, pay for taxi service, or rely on family and friends for transportation.</p>	<p>Established program.</p>
<p>Transport seniors to employment, education, social and recreational activities throughout the community.</p>	<p>Improved health for older adults through "active travel."</p>	<p>Seniors encouraged to walk, ride bicycles and use public transit.</p>	<p>July 1st through June 30th; varies by client.</p>

Nevada Aging and Disability Services Division (ADSD)  
Competitive Grant Application

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Nevada Aging and Disability Services Division (ADSD)  
Grant Application

**TARGETING PLAN**

**Provide a detailed answer to each of the following questions. If funded, this plan must be utilized during the grant year to identify clients in ADSD's target populations. Utilize the instruction packet for guidance on a proper response and a list of target populations.**

**1. What specific geographic area(s) does your program serve?**

Carson City urbanized area

**2. What is the population composition of your service area?**

Total population of Carson City is 54,481 (2011-13 American Community Survey 3-year estimates).

One Race - 97.7%

White - 69.1%

Black or African American - 1.4%

American Indian and Alaska Native - 2.0%

Asian - 1.8%

Native Hawaiian and Other Pacific Islander - 0.6%

Some Other Race - 0.4%

Two or More Races - 2.3%

Hispanic or Latino - 22.4%

**3. What civic and minority organizations are in your area, or if none, the closest urban area? Does your agency have a membership with any of these organizations?**

State of Nevada Office of Minority Health; United Latino Community; State of Nevada Department of Cultural Affairs

**4. How do you intend to communicate and collaborate with the organizations listed above, as well as other service providers and partners, to more effectively make contact with ADSD's target populations? (Please be specific.)**

Customer information on JAC services available online in Spanish at [www.rideJAC.com](http://www.rideJAC.com). Route/schedule brochures, also translated into Spanish, distributed to organizations and agencies representing minority groups.

**5. What do you plan to achieve through your communication and collaboration? For example, what percentage of increase in ADSD's target populations participating in and/or benefiting from your program do you anticipate, as a direct result of your outreach and collaboration activities?**

Examine the services JAC provides and implement a system, if needed, by which Limited English Proficiency (LEP) individuals can meaningfully access those services. Carson City believes that providing services to LEP populations makes sound business sense. LEP populations represent a portion of both current and potential JAC ridership. Thus, making services accessible to LEP persons could increase ridership.

**6. Describe the methodology you will use to monitor and document your targeting and outreach activities and achievements.**

Nevada Aging and Disability Services Division (ADSD)  
Grant Application

Physical count of occasions when LEP persons need or request language assistance when coming into contact with bus operators or telephone receptionists.

Nevada Aging and Disability Services Division (ADSD)  
Grant Application

**ORGANIZATIONAL STANDARDS**

1. Organizational Structure (put an "x" in the appropriate box)

Public agency  
Identify governing body: Carson City Regional Transportation Commission

Private, for-profit agency  
Identify headquarters/legal ownership: \_\_\_\_\_

Private, non-profit agency  
 The agency has a Board of Directors that is active, responsible and holds regular meetings. Members must have no material conflicts of interest and must serve without compensation.

If the above box for non-profit Board of Directors is not checked, explain the reason and plan of action to remedy the situation:

2. Financial Accountability

Agency has a system for generating profit/loss statement (if for-profit) or statement of activities (if non-profit/governmental) and a detailed transaction report. Agency has a separate accounting for each grant, if more than one.

If the above box for financial accountability is not checked, explain the reason and plan of action to remedy the situation:

## ASSURANCES

A signature at the end of this section indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Earmark sufficient funds to provide liability insurance for the project, including adequate fire and extended coverage insurance to cover all capital assets, such as project equipment.
2. Purchase bonding insurance to cover all employees who handle or have access to cash, project checking accounts or other project monies.
3. Provide required information and documentation in a timely manner upon request by the Division.
4. Institute a "smoke, alcohol and other drug-free" environment, where the use of tobacco products, alcohol and illegal drugs will not be allowed.
5. Make all necessary accommodations to meet the needs of persons with disabilities in accordance with the Americans with Disabilities Act (ADA).
6. The applicant understands that funded programs must evidence outreach and ensure service priority to low income older individuals; low-income older minority individuals and members of Native American tribes; older individuals with limited English proficiency; individuals at risk for institutional placement and older individuals with the greatest economic or social need and/or seniors with disabilities.
7. All employees and volunteers associated with the project will adhere to appropriate standards of confidentiality and professional practice, in accordance with the Division's Confidentiality Addendum signed for each grant received.
8. The applicant understands that the Division will retain interest in the title of any capital equipment costing \$5,000 or more that is purchased with these grant funds.
9. The applicant understands that on-site evaluations and verification of client satisfaction, through in-home client visits, telephone surveys, service ride-along trips, or other means, will be conducted by ADSD staff at least once during the two-year grant cycle for the purpose of determining project progress, client satisfaction and compliance with grant conditions.
10. The applicant agrees to comply with the Division's fiscal management policies. If funded, grantees are required to comply with the most current version of the publication *Program Instructions – Nevada (PINS)*. Applicants and grantees may access an electronic copy of this document on the Division's website at <http://adsd.nv.gov/Programs/Grant/Resources>.
11. Applicants applying for federal funding agree to adhere and comply with the most current Federal Administrative Regulations of the Office of Management and Budget (OMB) Circulars, as described in PIN 2.
12. The applicant agrees to comply with the Division's programmatic policies. If funded, all grantees are required to comply with the General Service Specifications, as well as the Service Specifications that specifically pertain to each program type (e.g., adult day care, nutrition, transportation, etc.). Applicants and grantees may access an electronic copy of these documents on the Division's website at <http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents>.
13. The applicant also understands that a change in funding availability, or significant and unjustified lack of progress in achieving its goals and/or major noncompliance with grant conditions, may result in action ranging from the withholding of funds to a termination of the grant award prior to the end of the grant period. In addition, a finding of misappropriation or misuse of the funds could result in an action for re-claiming of funds already granted.
14. Financial records, supporting documents, statistical records, and all records pertinent to the grant agreement must be retained for a period of three years from the final submission of the expenditure report, or as otherwise described in PIN 4.
15. The applicant understands that this grant cannot be transferred to another entity without the written approval of the Aging and Disability Services Division.
16. The applicant understands that it must demonstrate outreach to seek additional funding from other resources to ensure that the services funded by this grant can be sustained after the grant cycle concludes.
17. If funded, the grantee must keep current program information on file with the Nevada Aging and Disability Resource Center (ADRC) website: [www.nevadaadrc.com](http://www.nevadaadrc.com).
18. If funded, the grantee must maintain and utilize Internet access (i.e., web browsing, e-mail) for communication purposes with the Aging and Disability Services Division. In addition, the grantee is responsible for ensuring that their e-mail account is configured to receive messages from the Division. The Division has no control over restrictions a particular Internet provider places on the delivery of our messages. The grantee should check with their Internet provider or system administrator to ensure their e-mail account is configured to receive Division communications.
19. Will comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Reduction Plan issued in compliance with the Energy Policy and Conservation Act and amendments under the Alternative Fuel Act of 1988.
20. Compliance with reporting and web-posting requirements to be added to Nevada Revised Statutes Chapter 353 in accordance with Assembly Bill 242 passed by the 2011 Nevada Legislature, as applicable.

Carson City RTC

Applicant Organization

Brad Bonkowski, Chairperson

Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

**CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING**

Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant, and review the instructions included in the regulations. Signing this form complies with certification requirements under "Government-wide Debarment and Suspension (Non-procurement)" in 2 CFR 376 and 45 CFR Part 76, "Government-wide Requirements for Drug-Free Workplace (Grants)" in 45 CFR Part 76, and "New Restrictions on Lobbying" in 45 CFR Part 93. The certification(s) shall be treated as a material representation of fact upon which reliance will be placed when the Corporation determines to award the covered transaction, grant, or cooperative agreement.

**A. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITIES**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76:

1. The applicant certifies that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not, within a 3-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the offenses enumerated in paragraph 1 (b) of this certification;
  - (d) Have not, within a 3-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**B. DRUG-FREE WORKPLAN (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-free Workplace Act of 1988, and implemented at 45 CFR Part 76:

1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will –
  - (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establish an on-going drug-free awareness program to inform employees about –
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (c) Require that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a);
  - (d) Notify the employee in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, employee will –
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than 5 calendar days after such conviction;
  - (e) Notify the grantor within 10 calendar days after receiving notice of such conviction under subparagraph (d)(2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee's position and the identification number(s) of the affected grant;
  - (f) Take one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted –
    - (1) Take appropriate personnel actions against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1(a) through 1(f)

**C. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for organizations entering into a grant or cooperative agreement over \$100,000, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-receipts shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body's authorization for me to sign this certification as official representative is on file in the applicant's office.)

Carson City RTC  
 Applicant Organization

Brad Bonkowski, Chairperson  
 Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

## ASSURANCES – NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F)
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-225), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) as amended, relating to non-discrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic river system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470) EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendment of 1996 and OMB Circular #133 (audits of states, local government and non-profit organizations.)
18. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104 which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the ward in is effect or (3) Using forced labor in the performance of the award or sub awards under the award.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Carson City RTC

Applicant Organization

Brad Bonkowski, Chairperson

Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

**CARSON CITY REGIONAL TRANSPORTATION COMMISSION  
REQUEST FOR COMMISSION ACTION**

**Date Submitted:** February 25, 2015

**Meeting Date:** March 11, 2015

**To:** Regional Transportation Commission

**From:** Dan Doenges, Senior Transportation Planner

**Subject Title:** Information regarding an update on the Carson City ADA Transition Plan for Transportation Facilities.

**Staff Summary:** Staff will provide an update on activity regarding the ADA Transition Plan for Transportation Facilities to date.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Commission Action:** N/A

**Explanation for Information Item:** A draft ADA Transition Plan for Transportation Facilities has been completed following stakeholder and City staff input. Staff will provide a brief summary of the progress to date and outline the schedule toward completion of the final draft. Staff will hold a public information meeting on the plan on March 17, from 4:00 p.m. to 6:00 p.m., in the Bonanza Room of the Community Center to allow the public to provide comment on the draft plan.

**Applicable Statue, Code, Policy, Rule or Policy:** N/A

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** N/A

**Supporting Material:** N/A

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Reviewed By:**

  
(Transportation Manager)

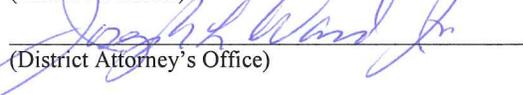
Date: 3/2/15

  
(Public Works Director)

Date: 3/2/15

  
(Finance Director)

Date: 3/2/15

  
(District Attorney's Office)

Date: 3/2/15

# Item G – 1



## Carson City Regional Transportation Commission Item for Commission Information

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**RTC Meeting Date:** March 11, 2015  
**To:** Regional Transportation Commission  
**From:** Curtis Horton, Public Works Operations Chief  
**Date Prepared:** February 23, 2015  
**Subject Title:** Street Operations Activity Report.  
**Staff Summary:** Monthly Status Report for the Commission's Information

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### Carson City Public Works, Street Operations Division Status Report to RTC: Activities of January 2015

#### Pavement Management Program

ACTIVITES	COMMENTS
Slurry Seal Operation	N/A
Overlay Operation	N/A
Crack Seal Operation	990 blocks applied
Street Patching Operation	7 tons of asphalt
Pot Hole Repair's	5

#### Tree Care and Maintenance

ACTIVITES	COMMENTS
Tree Trimming & Pruning Operations	17
Tree Removal	7
Tree Care Chemical Treatment	N/A
Tree Work for Other Departments	Pruned 15 trees at Mills Park
Weed Abatement Chemical sprayed	N/A

#### Concrete Repair and Maintenance

ACTIVITES	COMMENTS
Concrete Total Yards Poured	31.5
Curb & Gutter Linear Feet	146.5
Sidewalk & Flat Work Sq/Ft	1,369
Wheel Chair Ramps	0

### Grading and Shoulder Maintenance

ACTIVITES	COMMENTS
Dirt Road Work	N/A
Shoulder Work on Asphalt Roads	N/A
Debris cleaned up	N/A

### Storm Water

ACTIVITES	COMMENTS
Sediment removed from ditches	N/A
Linear feet of pipe hydro flushed	N/A
Number of Drainage Inlets Cleaned	8
Total sediment removed from system	5 Yards
Line Locations Performed	179

### Sweeper Operations

ACTIVITES	COMMENTS
Curb Miles Swept	794.3
Yards of Material Picked Up	321.5 Yards
City Parking Lots Swept	Ross Gold, Quill tank, Governors field and Mills Park

### Trucking Bins

ACTIVITES	COMMENTS
Bins Hauled for WWTP	23
Bins Hauled for Fire Department	20
Bins Hauled for Sweeping Operation	91
Bins Hauled for Other Operations	5 Metal bins
Transport Equipment for other Departments	N/A

### Banner and Decorations Activities

ACTIVITES	COMMENTS
Remove Banner Carson Street	4
Install Banner Carson Street	4
Change out Side Banners	Remove Polar Express banners and install NV 150 banners
Install Christmas Decorations	N/A
Remove Christmas Decorations	Removed all decorations

### Signs and Markings

ACTIVITES	COMMENTS
Signs Made	131
Signs Replaced	137
Sign Post Replaced	4
Signs Replaced due to Graffiti Damage	20
Delineators	63
Cross Walks Painted	N/A
Stop Bars Painted	N/A
Yield Bars Painted	N/A
Right Arrows Painted	N/A
Left Arrows Painted	N/A
Straight Arrows Painted	N/A
Stop (word)	N/A
Only (word)	N/A
Bike Symbol & Arrow	N/A
Parking lot striping	N/A

### Storm Events

ACTIVITES	COMMENTS
Snow and Ice Control	N/A
Rain Event/Flood Control	N/A
Wind	N/A

## Item G-2



### Carson City Regional Transportation Commission Request for Commission Action

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**RTC Meeting Date:** March 11, 2015  
**Time Requested:** 15 Minutes

**To:** Regional Transportation Commission  
**From:** Darren Schulz, Public Works Director  
**Date Prepared:** February 25, 2015  
**Subject Title:** Project Status Report  
**Staff Summary:** Monthly Status Report for the Commission's Information

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## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>East/West Water Transmission Main Phase 2A-1</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	East/West Water Transmission Main Phase 2A-1 involves construction of approximately 3,762 linear feet of 24 inch diameter water transmission main from the intersection of E. Robinson Street/Saliman Road, then north on Saliman Road to Mills Park, then west through Mills Park to 140 feet west of N. Roop Street.		
<b>Justification:</b>			
<b>Project Location:</b>	Saliman Road through Mills Park to the intersection of Roop Street and Washington Street	<b>Project No: 4.0901</b>	
<b>Total Estimated Cost:</b>	\$2,100,000	Project to Date Cost: \$597,630	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
520	WATER	\$0	\$2,100,000	\$0
<b>Status: Currently under construction, expected completion late March.</b>				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>E. Fifth Street Pedestrian Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Replace deteriorated sidewalk and construct ADA improvements.		
<b>Justification:</b>	The project will replace sidewalk that has deteriorated and construct ADA-compliant improvements, thereby removing barriers and enhancing connectivity for a safer and more accessible pedestrian network.		
<b>Project Location:</b>	The south side of East Fifth Street between Roop Street and Saliman Road and southward into the adjacent neighborhood as funds allow.	<b>Project No: 3.1302.2</b>	
<b>Total Estimated Cost:</b>	\$360,000	Project to Date Cost: \$345,000	

<b>Source of Funding</b>				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
275	GRANT FUND	\$0	\$360,000*	\$0
<b>Status: Construction is 100% complete. City is compiling punch list and other project closeout items.</b>				
*The project is 100% reimbursable with Community Development Block Grant (CDBG) funds and Federal Transit Administration (FTA) 5339 funds. CDBG funds will provide the necessary match to FTA funds for zero net cost to the City.				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>William Street (Route 50) Path Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	The project consists of removing and replacing approximately 1,600 feet of a substandard asphalt concrete path with an elevated 10-ft wide concrete path. The new path would be about 7 to 12 inches above the existing path grade. Other project components include improvements to drainage, raising utility boxes, installing signs and striping and other common improvements related to the project.		
<b>Justification:</b>	This project will replace sections of the existing path that have deteriorated that currently pose barriers to accessibility. The project will also incorporate striping and signage to further demarcate the path from adjacent land uses.		
<b>Project Location:</b>	South side of East William Street between Saliman Road and the Gold Dust West Casino (just west of the freeway)	<b>Project No: 3.1403</b>	
<b>Total Estimated Cost:</b>	\$210,000	Project to Date Cost: \$6,000	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
250	REGIONAL TRANSPORTATION	\$0	\$210,000*	\$0
<b>Status: 90% submittal to NDOT January 2015. Processing 90% comments.</b>				
* Project is 95% reimbursable through a Federal Transportation Alternatives Program (TAP) grant.				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>Western Nevada College Sidewalk Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	The project consists of constructing approximately 3,150 sq.ft. of new sidewalk that is offset from the roadway, providing for a buffer. The new sidewalk would cross two driveways which would be made ADA accessible and crosswalks would be striped at the driveway locations. A crosswalk would also be striped across College Parkway connecting the new sidewalk to an existing sidewalk on the opposite (north) side of the roadway.		
<b>Justification:</b>	This project will improve the safety and connectivity for pedestrians accessing the campus of Western Nevada College (WNC). Completion of the project will also honor an agreement between the City and WNC.		
<b>Project Location:</b>	South side of College Parkway from the west end of the existing sidewalk leading on to the WNC campus	<b>Project No: 6.1305</b>	
<b>Total Estimated Cost:</b>	\$105,265	Project to Date Cost: \$1,100	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
250	REGIONAL TRANSPORTATION	\$0	\$105,265*	\$0
<b>Status: Project out to bid 2/16/15.</b>				
* Project is 95% reimbursable through a Federal Transportation Alternatives Program (TAP) grant.				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>Long Street Sidewalk Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Construct new ADA-compliant sidewalk.		
<b>Justification:</b>	This project will construct new sidewalk and ADA-compliant improvements, thereby removing barriers and enhancing connectivity for a safer and more accessible pedestrian network.		
<b>Project Location:</b>	Long Street between Stewart Street and Carson Street.	<b>Project No:</b>	
<b>Total Estimated Cost:</b>	\$140,000	Project to Date Cost: \$0.00	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
275	GRANT FUND	\$0	\$0	\$140,000*
<b>Status: Project is currently under design, construction anticipated in spring 2015.</b>				
*The project is 100% reimbursable with Community Development Block Grant (CDBG) funds and Federal Transit Administration (FTA) 5339 funds. CDBG funds will provide the necessary match to FTA funds for zero net cost to the City.				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>Robinson Street and Telegraph Street Pavement Rehabilitation and Sidewalk Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Street paving and replacement of existing sidewalk with ADA-compliant sidewalks.		
<b>Justification:</b>	Pavement is in need of rehabilitation and the existing sidewalk is not ADA-compliant.		
<b>Project Location:</b>	Robinson Street between Carson Street and Fall Street and Telegraph Street between Carson Street and Plaza Street.	<b>Project No: ST0003</b>	
<b>Total Estimated Cost:</b>	\$230,000	Project to Date Cost: \$10,000	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
250	REGIONAL TRANSPORTATION	\$0	\$0	\$230,000
<b>Status: 100% design is complete. Project on hold due to other downtown improvements.</b>				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>Nye Lane Pedestrian Improvements</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Construct new ADA-compliant sidewalk, replacement of curb and gutter, driveway, as well as construction of pedestrian ramps, asphalt patching, and utility adjustments.		
<b>Justification:</b>	This project will construct new sidewalk and ADA-compliant improvements, thereby removing barriers and enhancing connectivity for a safer and more accessible pedestrian network.		
<b>Project Location:</b>	The south side of Nye Lane between Northgate Lane and Hot Springs Road and the west side of Northgate Lane north of Hot Springs Road.	<b>Project No: 031302.3</b>	
<b>Total Estimated Cost:</b>	\$125,000	Project to Date Cost: \$105,000	

Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
275	GRANT FUND	\$0	\$0	\$125,000*
<b>Status: Construction is complete. Request for release of retention has been submitted.</b>				
*The project is 100% reimbursable with Community Development Block Grant (CDBG) funds.				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

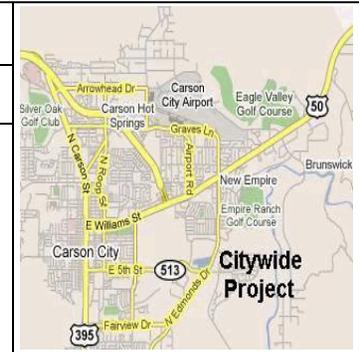
<b>Project Name:</b>	<b>Clear Creek Avenue Sanitary Sewer Extension</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Construct approximately 2,300 feet of sewer main, along with water main and storm drain improvements, including roadway reconstruction and related improvements.		
<b>Justification:</b>	This project will complete the sewer connection that will bypass the Bigelow Sewer Pump Station.		
<b>Project Location:</b>	Clear Creek Avenue between Horatio Lane and Center Drive.	<b>Project No: 050023</b>	
<b>Total Estimated Cost:</b>	\$900,000	Project to Date Cost: \$66,350	

Source of Funding				
Fund No	Fund Name	FY 2013-14	FY 2014-15	FY 2015-16
515	SEWER FUND	\$0	\$0	\$900,000
<b>Status: Design and R/W acquisition phase.</b>				



## Carson City, Nevada 2010/11-2014/15 Capital Improvement Program Project Description Report

<b>Project Name:</b>	<b>Slurry Seal Program</b>	
<b>Department Responsible:</b>	Public Works	
<b>Project Description:</b>	The work consists of notification to residents, asphalt crack preparation, furnishing and placing asphalt crack seal material, furnishing and placing emulsion with aggregate (slurry seal/chip seal), layout and painting of traffic striping and symbols, and traffic control.	
<b>Justification:</b>	Slurry seal maintenance extends pavement life. Although the serviceability of an untreated asphalt pavement may be adequate for some time, pavement deterioration continues.	
<b>Project Location:</b>	Citywide	<b>Project No: 3.0804</b>
<b>Total Estimated Cost:</b>	\$700,000 (annually)	Project to Date Cost: \$0.00



Source of Funding				
Fund No	Fund Name	FY 2012-13	FY 2013-14	FY 2014-15
256	STREETS MAINTENANCE	\$0	\$686,007	\$1,006,000
<b>Status: Expect to award contract for FY 2014-15 on August 13.</b>				



## Carson City, Nevada

### 2010/11-2014/15 Capital Improvement Program

### Project Description Report

<b>Project Name:</b>	<b>Traffic Line Markings (Long Line)</b>		
<b>Department Responsible:</b>	Public Works		
<b>Project Description:</b>	Paint traffic line markings.		
<b>Justification:</b>	Safety of motoring/cycling public.		
<b>Project Location:</b>	Citywide	<b>Project No: 3.0805</b>	
<b>Total Estimated Cost:</b>	\$120,000 (annually)	<b>Project to Date Cost: \$0.00</b>	

Source of Funding			
Fund No	Fund Name	FY 2012-13	FY 2013-14
256	STREETS MAINTENANCE	\$96,907	\$119,760
<b>FY 2014-15</b>			
<b>\$173,000</b>			
<b>Status: Expect to award contract for FY 2014-15 on August 13.</b>			