



REGIONAL TRANSPORTATION COMMISSION


Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 5.1

TO: Regional Transportation Commission

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



Lee G. Gibson, AICP
Executive Director

SUBJECT: Mills Street/Terminal Way and 4th Street/Prater Way Corridor Study Updates

RECOMMENDATION

Acknowledge receipt of the Mill Street/Terminal Way Corridor Study and 4th Street/Prater Way Corridor Study updates and provide input on the 4th Street/Prater Way *Draft Existing Conditions Report*.

SUMMARY

Mill Street/Terminal Way Corridor Study

The Mill Street/Terminal Way technical advisory committee has been meeting since September 2011 and the stakeholders group met for the first time in December. Thursday, February 2, from 4-7 p.m. is the first open-house public meeting, which takes place at the Hyatt Place, 1790 East Plumb Lane, near the Airport. A staff presentation will be made to provide information about goals and objectives for the corridor and the needs assessment. RTC staff will then be available to meet one-on-one with participants at information display stations. The four display stations will include: 1) study overview; 2) goals and objectives for the corridor; 3) existing conditions; 4) share your concerns.

4th Street/Prater Way Corridor Study

The 4th Street/Prater Way Corridor Study team has completed a Draft Existing Conditions Report. The report includes study goals, collision data, economic market reconnaissance, and existing land use opportunities/challenges information. This report will be used as a basis for developing alternatives to improve multimodal transportation in the corridor. The goals for the study were developed with input from meetings with the Technical Advisory Committee, area stakeholders and the public.

A second open house is scheduled for February 23, 2012 where the public will have the opportunity to provide feedback on proposed multimodal alternatives, streetscape options and community priorities.

FISCAL IMPACT

There is no fiscal impact associated with this item.

PREVIOUS ACTIONS BY BOARD

- | | |
|--------------------|--|
| September 30, 2011 | Received an update on corridor studies at September workshop |
| June 17, 2011 | Approved the Intent to Award the professional service agreement to Fehr & Peers for the Mill Street/Terminal Way Corridor Study |
| June 17, 2011 | Acknowledged receipt of the <i>Reconnaissance Survey of East Fourth Street/Prater Way: A Historic Preservation Project</i> report from the Spring 2011 UNR Planning Studio Class |
| April 15, 2011 | Approved the Intent to Award the professional service agreement to Wood Rodgers for the 4 th Street/Prater Way Corridor Study |
| January 21, 2011 | Approved the RFP for the 4 th Street/Prater Way corridor study |

ADVISORY COMMITTEE(S) RECOMMENDATION

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



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 5.2

TO: Regional Transportation Commission

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



Lee G. Gibson, AICP
Executive Director

SUBJECT: Creation of a Trans-Sierra Transportation Coalition

RECOMMENDATION

Approve the resolution supporting the creation of a Trans-Sierra Transportation Coalition.

SUMMARY

RTC is collaborating with the Tahoe Transportation District (TTD) regarding the creation of a Trans-Sierra Coalition. This supports the goals for regional connectivity in the draft 2035 RTP and *Unify Regionalize Diversify: An Economic Development Agenda for Nevada* which was prepared in response to Economic Development Bill AB 449. The coalition concept is beginning with resolutions of support for transportation capital investments as a step to collect a unified voice in the region. The concept is intended to be customized for each jurisdiction if they choose with the central theme of investment in each. To date the Tahoe Transportation District, Douglas County, the two TMAs at Lake Tahoe and the South Shore Chamber have joined the effort. The next steps in the creation of the coalition would be to have the RTC, Cities of Sparks and Reno and Washoe County join.

FISCAL IMPACT

There is no fiscal impact with this action.

PREVIOUS ACTIONS BY BOARD

There has been no previous Board action on this item.

ADVISORY COMMITTEE(S) RECOMMENDATION

The Technical Advisory Committee and the Citizens Advisory Committee recommended that the RTC support the concept of a Trans-Sierra Transportation Coalition at their January 4, 2012, meetings.

Attachment

RESOLUTION

A RESOLUTION SUPPORTING A COORDINATED AND COOPERATIVE MULTIJURISDICTIONAL APPROACH TO TRANSPORTATION IMPROVEMENTS IN NORTHERN NEVADA AND TRANS SIERRA COMMUNITIES

WHEREAS, the draft *2035 Regional Transportation Plan* for the Regional Transportation Commission of Washoe County (RTC), based on community input, includes a goal of improving regional connectivity; and,

WHEREAS, *Unify, Regionalize, Diversify: An Economic Development Agenda for Nevada*, developed in accordance with the Economic Development Bill (AB 449) signed into law on June 17, 2011 by Governor Brian Sandoval, promotes regional connectivity and coordination; and

WHEREAS, *Mobility 2030, the Lake Tahoe Regional Transportation Plan*, sets forth the Goals, Policies, Strategies, and Actions consistent with these requirements; and,

WHEREAS, The *Lake Tahoe Basin Prosperity Plan* confirms the importance of transportation and community mobility projects for the region's economic, environmental, and community health and sustainability; and,

WHEREAS, transportation and community mobility improvements have the capacity to positively impact public safety and the local economy through job creation and infrastructure investment in Washoe County and throughout Northern Nevada; and,

WHEREAS, the RTC and the Tahoe Transportation District, as well as other transportation partners at the local, regional, state, and federal level are working together to develop, approve, finance, and construct transportation and community mobility improvements; and,

WHEREAS, the delivery of transportation and mobility improvements benefits the environment, economy, community and all those who visit Washoe County and Northern Nevada;

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

1. Supports effective planning, collaboration, and project delivery processes by Trans-Sierra partners to facilitate the development of a multijurisdictional transportation projects, program, and services; and
2. Supports working with its transportation partners to build the partnership needed to deliver these and other regional connection improvements.

3. Supports working with its regional partners to pursue a well-funded investment program for transportation infrastructure, understanding the challenging fiscal constraints in the public and private sector, and recognizing the importance these improvements will make to the safety, economic health, quality of life, and natural environment in the region.
4. Supports implementation of locally adopted regional transportation plans.

CERTIFICATE

The undersigned, duly qualified Chairperson of the Regional Transportation Commission, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on January 20, 2012.

Ron Smith, Chair
Regional Transportation

Commission

STATE OF NEVADA)
 §
COUNTY OF WASHOE)

This instrument was acknowledged before me on _____, 2012, by _____, Chair of the Regional Transportation Commission.

Notary Public



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 6.1

TO: Regional Transportation Commission

FROM: Garth Oksol, P.E.
Project Manager



Lee G. Gibson, AICP
Executive Director

SUBJECT: SouthEast Connector Monthly Progress Report

RECOMMENDATION

Acknowledge receipt of the SouthEast Connector monthly progress report.

SUMMARY

The outstanding 404 Permit submittals including the responses to public comments, biological opinion, noise analysis, soils report, vegetation plan, mitigation plan and the alternatives analysis were submitted to the USACE on December 28, 2011. Formal consultations with the Native American Tribes will begin. Staff anticipates an overall permit status update in February 2012.

The Construction Manager at Risk (CMAR) Request for Proposals was advertised on October 21, 2011. The short list of proposers was approved by the Board on December 16, 2011.

One of the permit issues involves the long term maintenance of the restored Steamboat Creek and wetlands. A sponsor of maintenance responsibilities beyond ten years has yet to be found. In the interim, staff is proposing that a maintenance fund be developed that would provide annual payments required to support the maintenance activities. Discussion with the local entities indicates that if the work were funded, they may be willing to take over the management of the fund and maintenance responsibilities beyond the ten year permit horizon.

Staff has run an analysis to show that investing \$1,000,000 today and allowing the money to earn interest for 14 years at a rate of 3.17% on average will allow the maintenance of the wetlands and stream restoration to be funded in perpetuity. An annual draw down of \$50,000 at year 14 and beyond will be designated for wetlands and stream restoration maintenance. The \$50,000 per year and 3.17% average interest rate is consistent with other endowment funds that have been used in the Sacramento District of the US Army Corps of Engineers. The early financial and labor investment in maintenance will be part of the conditions attached to the permit that the RTC

anticipates receiving. A long term maintenance funding mechanism will most likely also be a condition of permit approval.

Three purchase offers have been made to the owners of three of the four parcels required for the intersection of Greg Street and the SEC. Offers have been accepted on two of the properties.

The appraisal for the UNR property is complete.

The Flood Model incorporating the Truckee River Flood Project (117-year design), the SEC, and the proposed mitigation was submitted to the Truckee River Flood Management Agency on October 11, 2011. Staff is awaiting a response regarding the flood volume mitigation plan from the Flood Management Agency.

FISCAL IMPACT

Design, construction, and right of way for Phase I are included in the FY 2012 Regional Road Impact Fee Program of Projects and funds are included in the FY 2012 RTC approved budget.

PREVIOUS ACTIONS BY BOARD

December 16, 2011	Accepted a staff update and approved the short list for CMAR preconstruction services.
October 21, 2011	Accepted a staff update and selected Alternatives 1 & 2 for the Truckee River Bridge. Voted to amend the September 16, 2011 approval of \$6,000,000 to be applied to a negotiated settlement with Reno. Voted to rescind the \$6,000,000 offer.
September 16, 2011	Accepted a staff update and approved \$6,000,000 to be applied to a negotiated settlement with Reno for the Rosewood Lakes Golf Course.
August 19, 2011	Accepted a staff update on the overall project with a presentation given on the Mitigation Plan.
July 22, 2011	Accepted a staff update.
June 16, 2011	Accepted a staff update.
May 20, 2011	Accepted a staff update and authorized the Executive Director to sign a Professional Services Agreement with T.Y. Lin for design services on Phase 1 of the SEC, the Truckee River Bridge.

- April 15, 2011 Accepted a staff update and selected T.Y. Lin as the consultant for design services for the Truckee River Bridge. Staff was directed to begin contract negotiations with T.Y. Lin.
- March 18, 2011 Accepted a staff update and gave direction to begin appraisals for the entire project. Funds were also approved as part of an Impact Fee Program of Projects Amendment to cover the costs of appraisals and acquiring property on the north side of the river.
- February 18, 2011 Accepted a staff update.
- January 21, 2011 Accepted a staff update and approved a Request for Qualifications for 100% Design Services for a bridge over the Truckee River.
- December 17, 2020 Accepted a staff update.
- November 19, 2010 Accepted a staff update and clarified the right-of-way acquisition efforts previously approved on October 15, 2010.
- October 15, 2010 Authorized staff to start right-of-way acquisition efforts for the alignment of the Southeast Connector.
- April 16, 2010 Authorized staff to begin preliminary design, permitting, continued public outreach, and compile documents for possible design-build delivery of the project.
- November 20, 2009 RTC staff requested to begin preliminary design, permitting, continued public outreach, and compile documents for possible Design-Build delivery of the project. RTC Board elected to wait until after the upcoming RTC Budget Retreat.
- November 21, 2008 Selected an alignment for the SEC.

ADDITIONAL BACKGROUND

Flood Project Activities

Staff from the RTC and the Truckee River Flood Management Agency is meeting monthly to continue partnering as the two projects move forward.

Truckee River Bridge

T.Y. Lin International is under contract for 100% Design Services and Construction Management at Risk procurement for the Southeast Connector Phase 1. The final Bridge Type Selection Report is complete. Thirty percent (30%) design plans are complete. Work is progressing on developing the sixty-five (65%) design plans.

Right-of-Way Activities

Acquisition activities have begun with the completion of appraisals for the parcels at the intersection of Greg Street and Sparks Boulevard. Offer letters have been sent out for three of the four owners at this location.

Geotechnical Activities

Deep soil explorations of the pier locations are underway. This work will guide the final design efforts of the bridge.

Weed Mitigation and Vegetative Establishment

The RTC Finance Department has developed a long term funding plan to ensure success of the weed mitigation and vegetative establishment for the stream restoration and wetlands areas. Staff will present on the findings and seek direction.

Stakeholders Team

The group has developed a working list of items to potentially be incorporated into the project. The list will include wildlife protection features, lighting elements, aesthetics, wildlife enhancement features, and landscaping elements among other items. The list is being reviewed and will be brought back to the Board in February for consideration and direction.

This group has representation from the following organizations: Adjacent home owners associations, City of Reno (Rosewood Lakes Golf Course), Truckee River Flood Management Agency, Washoe County Parks, Scenic Nevada, Sierra Club, and the Hidden Valley Wild Horses Protection Fund.

ADVISORY COMMITTEE(S) RECOMMENDATION

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



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 6.2

TO: Regional Transportation Commission

FROM: Michele C. Dennis, P.E.
Project Manager



Lee G. Gibson, AICP
Executive Director

SUBJECT: West Plumb Lane Project Update

RECOMMENDATION

Receive the presentation on the community outreach efforts and provide direction on proceeding with the preferred community alternative for West Plumb Lane.

SUMMARY

The RTC project team conducted an extensive community outreach effort to determine the preferred roadway improvements on West Plumb Lane from Ferris Lane to McCarran Boulevard. Taking into account the needs of all road users and the complete streets concept, the RTC is considering including safety and operational enhancements in the project. West Plumb Lane is a regional road serving a variety of stakeholders. Before any design was started, RTC staff conducted and attended more than 15 community events including two workshops to inform the community and stakeholders about the project and listen to their ideas and feedback. The project team also met one-on-one with property owners. Information and comments received from the events were used to develop roadway improvement concepts.

In an effort to identify the project elements that meet both the pavement rehabilitation needs and the goals of the Regional Transportation Plan, an opinion survey was mailed to 1,500 residents and business owners in the project vicinity. The survey was also available at local businesses and online. A total of 351 responses were received. The survey results indicated the community supported additional improvements with the roadway rehabilitation. Results of the survey were then presented and discussed at the first community workshop on August 31, 2011. Comments received from the workshop confirmed the survey results.

The project team prepared three concepts with various options based on the feedback received at the first workshop and presented them at the second community workshop on November 28, 2011.

Concepts included pavement reconstruction only; and pavement reconstruction with a combination of bike lanes, shared use path, shoulders, parking, curb and gutter, sidewalk and a center two way left turn lane. All options are within the existing right-of-way. A matrix detailing the impacts and considerations was developed and presented for each concept. Meeting attendees were asked to vote for their preferred concept using real-time polling equipment. Results of the polling exercise determined that provisions for bicycle and pedestrian improvements and parking areas were important.

The project team took into consideration all of the comments received from the workshops, community meetings, survey, partner agencies and the polling results exercise to develop one preferred concept. The community supports a shared use path with parking and drainage improvements in addition to the pavement rehabilitation. The concept is still conceptual and will be further defined with input from the community and support from the Board. With approval, the project team will conduct another community workshop to finalize the design in the summer of 2012 and continue outreach through construction in 2013.

FISCAL IMPACT

Appropriations for the project design and construction were included in Amendment 1 of the FY 2011-2015 Regional Transportation Improvement Program (RTIP). The Fuel Tax Program of Projects included in Amendment 1 of the FY 2011-2015 RTIP authorizes \$8,355,000 for the West Plumb Lane Project.

PREVIOUS ACTIONS BY BOARD

October 21, 2011 Approved Amendment 1 of the FY 2011-2015 RTIP

ADVISORY COMMITTEE(S) RECOMMENDATION

There are no advisory committee recommendations pertaining to this report.



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 6.3

TO: Regional Transportation Commission

FROM: Jeff Hale
Engineering Director



Lee G. Gibson, AICP
Executive Director

SUBJECT: Project Management Software (PMS) System Shortlist

RECOMMENDATION

Approve the shortlist of proposers for the Project Management Software (PMS) system selection, which include CIP Planner, E-2020, E-Builder, and Hill International.

SUMMARY

PMS systems are tools used by both public and private agencies to plan, budget, monitor and deliver multi-million dollar capital programs. A system of Excel spreadsheets is currently being used by the Engineering and Finance Departments to plan and monitor the RTC capital improvement program. Replacing the spreadsheets with a PMS system would significantly improve the agency's ability to manage and budget the program, perform improved resource mapping, and implement and continuously assess program and project performance measures. A PMS system will reduce the amount of staff time required to input and maintain the monthly finances. The system will be configured to automatically capture certain accounting functions and provide correct information in an easy to read format. Project finances, milestone progress, and resourcing can all be reliably tracked and reported.

A request for proposals was approved by the Board on August 19, 2011, to procure a PMS system. Subsequently five proposals were received and evaluated by a group of eight RTC staff representing Engineering, Finance and Information Technology. The proposals were scored with a total of 40 points possible for the content of the technical proposal and 20 points possible for the price proposal. An additional 40 points may be earned at the interview and presentation as identified in the RFP.

Based upon how well the proposers met the requirements of the RFP (Attachment A), and presented their product, the proposals were evaluated and scores totaled below:

Firm Name	CIP Planner	E-2020	E-Builder	Hill International	Nevada Blue
Technical Proposal	261	271	278	251	126
Pricing	97	131	142	98	73
Total	358	402	420	349	199

The proposals are available upon request.

FISCAL IMPACT

Funding for this item is included in the approved RTC FY 12 budget.

PREVIOUS ACTIONS BY BOARD

August 19, 2011 Approved the Request for Proposals (RFP) for a Project Management Software System

ADVISORY COMMITTEE(S) RECOMMENDATION

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

Attachment

ATTACHMENT A



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

**REQUEST FOR PROPOSAL
RFP #RTC11-18**

Project Management System

Date Issued: September 22, 2011

Date Due: October 21, 2011

Regional Transportation Commission

2050 Villanova Drive

Reno, Nevada 89502

Tel: (775) 348-0400

Fax: (775) 324-3503

ATTACHMENT A

**LEGAL NOTICE
#RTC11-18**

**NOTICE OF REQUEST FOR PROPOSAL
REGIONAL TRANSPORTATION COMMISSION**

NOTICE IS HEREBY GIVEN that the Regional Transportation Commission of Washoe County, Nevada (RTC) is soliciting Proposals from qualified vendors to provide Project Management Software.

A copy of the RFP #RTC11-18, including the necessary submittal requirements, will be available from the RTC on September 22, 2011. To obtain the solicitation documents and register, log onto www.ebidexchange.com/rtc, or contact Brad T. McKeachnie, Procurement and Compliance Analyst by phone at 775-332-2174, by fax at 775-348-1066 by email at bmckeachnie@rtcwashoe.com or by mail at 1105 Terminal Way, Suite 300, Reno, NV 89502. No pre-proposal meeting is scheduled.

Proposals for the RFP will be accepted until 2:00 PM PDT, October 21, 2011. Proposals must be in sealed opaque envelopes, and will be addressed to:

Brad T. McKeachnie
Procurement and Compliance Analyst
1105 Terminal Way, Suite 300
Reno, NV 89502

Proposals received after 2:00 PM PDT will be subject to return and will not be considered. RTC reserves the right to reject any or all Proposals, alternates or options, or any combination thereof, or accept the Proposal that is deemed by the RTC to be in the best interest of the RTC. The RTC also reserves the right to waive any irregularities and/or informalities with the Proposals as submitted and purchase all or part of the installation. There are federal requirements required by this Proposal and all necessary documentation must be signed and notarized or the Proposal may be deemed Non-Responsive.

The RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, CFR, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all proposers that it will affirmatively ensure that in regard to any contact or procurement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, religion, color, sex, age, disability, or national origin in consideration for an award.

ATTACHMENT A

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ATTACHMENTS

Exhibit A	Affidavit of Non-Collusion
Exhibit B	Certification Regarding Debarment, Suspension, Other ineligibility and Voluntary Exclusion
Exhibit C	General Provisions
Exhibit D	List of Subcontractors
Exhibit E	Proposal Item Clarification Form
Exhibit F	Sample Agreement
Exhibit G	Indemnification and Insurance Requirements

ATTACHMENT A

REQUEST FOR PROPOSAL:

Project Management System

1. INTRODUCTION

The Regional Transportation Commission of Washoe County (RTC) is soliciting proposals for a construction project software system referred to as the Project Management System (PMS). This system will be used by the RTC to manage a multi-million dollar annual maintenance and capacity improvement program and will replace the Excel spreadsheets currently being used.

BACKGROUND

The RTC operates three different business areas, public transportation, streets and highways and planning. The agency currently employs 76 staff which includes a mix of engineers, planners, facility maintenance and management. Projects are typically managed in the engineering division under streets and highways, however planning and public transportation also manage projects and are responsible for scopes, schedules and budgets. Engineering projects range from minor maintenance slurry seals to major capacity improvement projects with preliminary construction cost estimates as high as \$600 to \$700 million. RTC project managers utilize consultants in cooperation with in-house staff to perform all phases of project delivery. Agency funding is primarily local and based on taxes generated from sales and fuel in addition to developer impact fees. State and Federal funds are also utilized on certain projects.

PURPOSE

The purpose of the new PMS system is to provide a platform capable of providing financial planning and management of a large and diverse program of projects from initiation through final delivery. This system will interface with the existing Deltek Costpoint accounting system as well as MS Project and be either web based or locally hosted. The PMS system shall support all of the RTC's street and highway, facility and planning projects and be able to track user defined project activities against projected, earned and actual project expenditures, provide issue tracking and report the overall schedule status at any given time within the project life and as forecasting needs require.

The system is not initially intended for document management however, it must be capable of future modification and expansion.

MINIMUM PMS SYSTEM REQUIREMENTS

Provide a PMS system meeting the minimum requirements listed below.

- Provide consistent, reliable project/program financial status updates and tracking of funding allocations.
- Produce and forecast cash flow requirements for the life of the project.
- Track the project's annual budgeted/appropriated amounts, and contract amounts against actual expenditures.

ATTACHMENT A

- Provide change order tracking.
- Accommodate multiple funding sources.
- Provide graphical representation of program conditions – Dashboard type display by project, program, project manager and key project milestones.
- Interface with existing MS-SQL database used by the Deltek Costpoint accounting system to report all project payments made and reimbursable amounts received.
- Track and classify financial costs for capital projects including reimbursable expenses.
- Allow user defined milestones and report progress and expenses against those milestones.
- Forecast staffing levels and perform resource mapping.
- Demonstrated compliance with industry Best practices.
- Provide a training and system support plan.
- Integrate with MS Project and utilize Gantt charts and Critical Path method for tracking progress and resource demand.
- Schedule function must be able to track and report actual start and finish dates.
- Be scalable in response to program needs over time and as system experience and reliance increases.
- May be web or local server based.
- Provides for up to 30 unique users, with 10 available at any one time.
- System must be user friendly with logical work flows.

CONTENT OF RESPONSES

Provide a cover letter and Executive Summary. – 3 pages max

Provide a technical proposal describing the vendor including how long the firm has been in business and what their qualifications are. Include a detailed description of how the PMS system meets or exceeds the minimum requirements listed above. Demonstrate experience and a history of providing PMS system services to at least 5 public agencies tasked with delivery of multi-million dollar public works projects in the last 3 years. Describe the hosting configuration, whether on or off-site, what types of security protocols are used and how is the information backed up. Describe how the upgrade process works and any downtime that the client might expect and provide contact information for at least 3 references. - 20 pages max

PRICING

Provide a schedule of costs for your firm's licensing structure, annual support, training and maintenance. Include a description of assumptions for all costs associated with product installation and setup in addition to the form required in section 5.1.

Final pricing will be negotiated upon acceptance of system content and functionality. In the event that an agreement on total product cost cannot be reached, the RTC reserves the right to enter negotiations with the next ranked firm or cancel the procurement entirely.

ATTACHMENT A

EVALUATION

The proposals will be evaluated and scored by an evaluation committee. Firms with the highest combined scores of the technical and price proposals will be invited for an interview and product demonstration. A score will be assigned to the interview and product demonstration, then combined for the summary score and ranking.

The scoring will be based upon a 100 point scale and weighted as follows:

Interview and product demonstration weight – 40%

Technical proposal weight – 40%

Pricing for licensing, support, training and maintenance – 20%

ATTACHMENT A

1.1. SOLICITATION SCHEDULE

Activity	Date
1. RFP Released	9/22/2011
2. Questions, Requests for Clarifications and Changes to RTC	10/6/2011
3. RTC's Response to Questions, Requests for Clarifications and Changes	10/13/2011
4. Proposal Due	10/21/2011
5. Recommended Award	12/16/2011

ATTACHMENT A

2. INSTRUCTIONS FOR PREPARING PROPOSALS

2.1. PROPOSAL FORMAT

Proposals shall be prepared, submitted and considered by the following instructions. Proposals shall be typed and submitted on 8½" x 11" standard size paper. Proposers should use the following checklist in preparing their response to this RFP. **THE FOLLOWING ITEMS AND FORMS MUST BE SUBMITTED WITH EACH PROPOSAL. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.**

- Executive Summary/Cover Letter
- Technical Proposal
- Pricing Proposal
- Affidavit of Non-Collusion
- Certification Regarding Debarment, Suspension, Other Ineligibility and Voluntary Exclusion
- Addenda Acknowledgment (if any)
- Proposal Item Clarification
- Required License (if required)
- List of Subcontractors

2.2. GENERAL INSTRUCTIONS TO PROPOSERS

For a Proposal to be considered, the Proposal must be in accordance with these "Instructions to Proposers".

- 2.2.1. Proposals must be made upon the forms provided and all the blank spaces must be completed, the signature shall be longhand, and the completed form must be without interlineations, alterations or erasures.
- 2.2.2. The RTC confirms that there is no state or local taxes applicable to this contract. The RTC certificate number is 88-91-0617K.
- 2.2.3. The Proposer must be a person, firm or corporation that has the resources and contractual arrangements necessary to assure delivery and installation of Project Management System as required in this RFP. The Proposer must also have the necessary facilities and financial resources to complete the contract in a satisfactory manner within the required time frames.
- 2.2.4. A certified or audited financial statement reflecting the financial condition of the firm will be required from the successful Proposer. The latest annual financial report and current interim financial report statement (balance sheet and profit/loss

ATTACHMENT A

statements) will meet this requirement. The RTC will, to the extent permitted by law, treat the information as confidential, except those parts that may be discussed with persons and firms given as references by the Proposer.

- 2.2.5.** Proposers may provide a sample of the Project Management Software and software operating instruction manuals in pdf format on CDs or DVDs for review.
- 2.2.6.** Proposers shall complete and include the Pricing Proposal form (Section 5).
- 2.2.7.** A Proposer who fails or refuses to complete and return the applicable attachments shall be deemed non-responsive and will not be awarded the contract. Please refer to the Proposal submittal checklist found in this section of the Solicitation Documents.
- 2.2.8.** Proposers are required to complete and submit all applicable forms and certifications. This includes all applicable forms and certifications, and the Debarment Certification. Failure to accurately complete and submit these forms will result in the Proposal being rejected.
- 2.2.9.** Proposers shall comply with all applicable federal, state, county and local laws, ordinances, rules, regulations, standards and orders of public authority. If the contract documents are at variance with the above, appropriate modifications shall be made by the RTC. Omission of applicable laws, ordinances, rules, regulations, standards or orders by RTC in the contract documents shall be construed as an oversight and shall not relieve the Proposer from his/her/its obligations to meet such fully and completely. Upon request, the Contractor shall furnish the RTC certificates of compliance with such laws, orders, and regulations. The Contractor shall be responsible for obtaining all necessary permits and licenses required for performance under the contract.
- 2.2.10.** Should a Proposer find discrepancies in or omissions from the documents, or should the Proposer be in doubt as to their meaning, the Proposer shall at once notify the RTC.
- 2.2.11.** All product information, explanations, comments, calculations or descriptions must be in sufficient detail to allow the RTC to understand the nature of the topic without excessive use of "jargon" or industry-specific terms.
- 2.2.12.** No increase in cost or extension in performance time will be considered for failure to know the conditions to be encountered as to the character, quality, and quantity of the materials to be furnished, and as to the requirements of the specifications.

ATTACHMENT A

- 2.2.13.** RTC is not responsible for Proposers' expenses associated with proposal preparation, travel or any and other costs incurred during the evaluation and selection process.
- 2.2.14.** Any addenda issued during the time of proposing shall become part of the Proposal. Signed copies of all addenda and/or bulletins issued to prospective proposers shall be included with the Proposal. Failure to include signed addenda and/or bulletins may be considered grounds for rejection of the Proposal.
- 2.2.15.** Only written Proposals will be accepted. No oral, telephonic, fax or electronic proposals, or modifications to proposals, will be considered. The Proposers shall assume all responsibility for the accuracy of any Proposals and modifications.
- 2.2.16.** The RTC reserves the right to reject any or all Proposals or options, or any portion or combination thereof, or accept any Proposal deemed by the RTC to be in the best interest of the RTC. The RTC also reserves the right to waive any irregularities and/or informalities with the Proposal submittals.
- 2.2.17.** If only one Proposal is received in response to this RFP, a detailed cost/price proposal shall be requested of the single Proposer. A price analysis and evaluation and/or audit may be performed of the price proposal to determine if the price is fair and reasonable.
- 2.2.18.** No contract shall be considered effective until the final agreement has been executed by all parties thereto.
- 2.2.19.** The work to be performed under the contract shall be commenced after all executed Proposal documents have been submitted, and immediately following the issuance of the Notice to Proceed. Delivery and contract completion shall occur within 125 calendar days following the issuance of the Notice to Proceed. Proposals shall contain assurance that this schedule will be met.
- 2.2.20.** If subcontractors are necessary to complete any functions of this requirement, the Proposer must list the names and business locations of any proposed subcontractors with the submitted Proposal sheets. The RTC retains the right to review and approve any subcontractors proposed by the Proposer. Any approval of the subcontractor shall not be construed as the RTC's consent to become a party of such contract, giving the subcontractor privity of contract with the RTC, or subjecting the RTC to liability of any kind to any subcontractor.
- 2.2.21.** The contract for work under this Proposal will obligate the contractors and subcontractors not to discriminate in employment practices pursuant to federal and state laws.

ATTACHMENT A

2.2.22. The RTC shall in no event be liable to Contractor for special, contingent or consequential damages. The RTC shall assume the risk of loss of the equipment upon acceptance. Prior to acceptance by the RTC, the Contractor shall have the risk of loss, including any damages sustained during delivery.

2.2.23. All communications with the RTC regarding this procurement shall be marked "Project Management System". Communications shall be in writing and may be delivered personally, via mail, email or facsimile. Telephone calls may be used to expedite communications but shall not be considered official communications unless confirmed in writing. All communications with the procuring agency must be addressed to:

Regional Transportation Commission
Attn: Brad T. McKeachnie
Procurement/Compliance Analyst
1105 Terminal Way, Suite 300
Reno, NV 89502
775-332-2174: Direct
775-348-1066: Fax
bmckeachnie@rtcwashoe.com

Communications shall be considered received at the time actually received by the addressee or designated agent.

2.2.24. Disadvantaged Business Enterprise (DBE). The RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such act, hereby notifies all Proposers that it will affirmatively ensure that in regard to any contract or procurement entered into, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids and proposals in response to our invitation and will not be discriminated against on the grounds of race, color, sex, age, disability, or national origin in consideration for an award. There is no DBE goal for this procurement.

2.3. PRE-PROPOSAL MEETING

No pre-proposal meeting is scheduled.

ATTACHMENT A

2.4. SUBMITTALS

Submit one (1) original and nine (9) copies of the Proposal to:

**Regional Transportation Commission
Attn: Brad T. McKeachnie
Procurement and Compliance Analyst
1105 Terminal Way, Suite 300
Reno, NV 89502**

All proposals must be received at the above address **no later than 2:00 PM PDT on October 21, 2011**. Proposals shall be delivered in an opaque envelope. The envelope will be clearly marked, "RFP #RTC11-18 Project Management System".

ATTACHMENT A

PROPOSAL

Proposal of _____ [company name] of _____
_____ [street address, city, state, zip code]

to furnish all goods and services necessary to complete the Project Management System in accordance with the Instructions to Proposers, Proposal, Proposal Item Clarifications, Technical Specifications and Attachments, including any amendments or addenda to all these aforementioned documents, all of which are hereinafter referred to as the "Solicitation Documents".

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

The undersigned, as Proposer, declares that this Proposal is made without collusion with any other person, firm, or corporation, that the Proposer has carefully examined the Solicitation Documents referred to and made a part hereof, and the Proposer proposes and agrees, if this Proposal is accepted, that the Proposer will contract with the Regional Transportation Commission, to furnish all services specified in the Solicitation Documents, in the manner and time prescribed and according to the requirements herein set forth, and that the Proposer will accept in full payment therefore per the above prices.

Firm Name: _____

Authorized Signature: _____

Title: _____

Date: _____

ATTACHMENT A

3. PROPOSAL EVALUATION PROCESS

3.1. EVALUATION COMMITTEE

An Evaluation panel will review Proposals based on the criteria listed. Selection of the most responsive Proposals will be made by 12/16/2011. The RTC will negotiate a fixed cost contract with the successful Proposer.

Proposals will be reviewed, evaluated and ranked by the Evaluation Committee in accordance with the criteria and procedures described in the Proposal. The Evaluation panel is composed of RTC staff members. Proposals will not be publicly opened. All Proposals, evaluations, and the names of the Evaluation Committee members are considered confidential information during the procurement process and will not be released for any reason unless the RTC is compelled to do so by judicial review. The RTC reserves the right to request Proposers to provide missing information, make corrections, or provide additional information.

Notwithstanding the foregoing, RTC reserves the right to reject any and all Proposals, or parts thereof, whenever such rejection is determined to be in the best interest of RTC.

3.2. AWARD

Based on the evaluation of the Proposals and Interviews, RTC staff will initiate negotiations with the firm with the highest combined score. RTC reserves the right, if it is in the best interest of the RTC, to negotiate with more than one firm and thereafter recommend award to the Proposer that offers the most favorable terms. The RTC Board will award the contract.

The RTC reserves the right to withdraw this RFP at any time without prior notice and makes no representation that a contract will be awarded to any Proposer. The RTC also reserves the right to postpone the opening of Proposals for its own convenience, to waive any informality or irregularity in the Proposals received, and to reject any and all Proposals without indicating any reason for rejection.

3.3. PROTEST

PROTEST PROVISIONS

Any Proposer who wishes to file a protest to the award of the bid for any reason must file a "Notice of Protest" with the RTC's Procurement and Compliance Administrator, Elisa Rizzo, 1105 Terminal Way, Suite 300, Reno, NV 89502 within five (5) business days after RTC delivers the "Notice of Intent to Award" to the unsuccessful Proposers. Except as provided above, the protest process, the liability of the RTC, bond requirements, and procedure for resolution will be governed by, and be in accordance with, the provisions of NRS 338.143. If the award is changed as a result of the protest, a new "Notice of Intent to Award" to the unsuccessful Proposers will be issued. Proposers may, within five (5) business days after the RTC delivers the new "Notice of Intent to Award", file a "Notice of Protest" as described above. Only protests concerning issues of fact or law relating to the new award which were not evident until the time of the new "Notice

ATTACHMENT A

of Intent to Award" can be the subject of a protest filed after the new "Notice of Intent to Award" is issued.

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4. SCOPE OF WORK

As outlined in the “MINIMUM PMS SYSTEM REQUIREMENTS”

4.1. PROJECT MANAGEMENT

Both parties (RTC and Contractor) shall appoint a project manager who shall meet bi-monthly or as needed to coordinate, review and insure performance by Contractor under this Scope of Work. The project manager appointed by RTC shall oversee the daily administration of the tasks to be performed by Contractor under this Scope of Work. Delivery shall be coordinated with the RTC Project Manager.

ATTACHMENT A

5. PRICING PROPOSAL

5.1. CONTENTS

The Pricing Proposal section will include all cost breakdowns associated with the proposal. This portion of the Proposal should be itemized as much as practical and organized in a clear and concise manner so that the Evaluation Committee can effectively and efficiently evaluate the Proposal. Proposal may list other costs under “other” category and itemize the costs.

Descriptions	Price
Software	
Installation/Set-up	
Training	
Annual Maintenance/Support	
Licensing	
Other	

ATTACHMENT A

EXHIBITS

ATTACHMENT A

EXHIBIT A

AFFIDAVIT OF NON-COLLUSION

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

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

SIGNED: _____

FIRM NAME: _____

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before
me this ____ day of _____, 2011.

Notary Public

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EXHIBIT B

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

The Contractor/Primary Participant, _____, certifies to the best of his/her knowledge and belief, that he/she and his/her principals:

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

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

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

Signature of Affiant

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before
me this ____ day of _____, 2011.

Notary Public

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EXHIBIT C

GENERAL PROVISIONS

Nevada Law Applies

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

Exclusive Agreement

There are no verbal agreements, representations, or understandings affecting this Agreement, and all negotiations, representations and undertakings are set forth herein with the understanding that this Agreement constitutes the entire understanding by and between the parties.

Amendments

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

Attorneys' Fees

In the event any party files suit to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs of suit.

Regulatory Compliance

Contractor shall comply with all applicable federal, state and local government laws, regulations and ordinances.

Time is of the Essence

It is understood and agreed that all times stated and referred to herein are of the essence. The times stated and referred to may be extended by the RTC Executive Director for such additional periods as the RTC Executive Director may approve. No extension of time shall be valid unless reduced to writing and signed by the Executive Director.

Non-Transferability

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

Unavoidable Delays

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

ATTACHMENT A

Notification of Delay

Contractor shall notify RTC as soon as Contractor has, or should have, knowledge that an event has occurred which will delay contract completion. Within five (5) calendar days, Contractor shall confirm such notice to RTC in writing, furnishing as much detail as is available.

Request for Extension

Any request for an extension of time to complete the contract shall be made in writing to RTC's representative(s) identified in the Solicitation documents. Contractor shall supply to RTC, upon request, documentation to substantiate the justification for additional time needed for Project completion. RTC shall provide Contractor with notice of its decision within five (5) days.

Compliance with Laws/Permits and Licenses

Contractors shall comply with all applicable federal, state, county and local laws, ordinances, rules, regulations, standards and orders of public authority. If the contract documents are at variance with the above, appropriate modification shall be made by the RTC. Omission of any applicable laws, ordinances, rules, regulations, standards or orders by RTC in the contract documents shall be construed as an oversight and shall not relieve the Contractor from his or her obligations to meet such fully and completely. Upon request, the Contractor shall furnish to RTC certificates of compliance with all such laws, orders and regulations. The Contractor shall be responsible for obtaining all necessary permits and licenses required for performance under the contract.

Applicable provisions of all federal, state, county, and local laws, and of all ordinances, rules, and regulations shall govern any and all claims and disputes which may arise between persons(s) submitting a Bid response hereto and the RTC by and through its officers, employees, and authorized representatives, and lack of knowledge by any Contractor shall not be a defense.

Insurance

A One Million Dollar (\$1,000,000) Certificate of Liability Insurance, naming the RTC Additional Insured, will be required from the successful Proposer.

Hold Harmless

Contractor shall defend, indemnify, and hold RTC, its officials, employees and agents harmless from any and all claims, demands, or actions for personal injury or property damage to the extent they arise from Contractor's act or omissions, or negligent performance of work under this Agreement. Should RTC be joined or named as a party in any claim, suit, action, or other legal proceedings arising out of the services performed by Contractor under this Agreement, Contractor shall defend and hold RTC, its officials and employees harmless from same, and shall pay all costs and expenses, including attorneys' fees and defense costs, incurred in connection therewith. This paragraph shall not apply to a situation where liability arises solely from the negligent or intentional acts, of any officer, employee of some other contractor or agent of RTC agents.

NOTE: IF THIS CONTRACT IS FTA FUNDED, THE CONTRACTOR SHALL ALSO DEFEND THE FEDERAL GOVERNMENT.

Written Change Orders

Oral change orders are not permitted. No change in this Contract shall be made unless the Contracting Officer gives prior written approval therefore. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the Contract and signed by the Contracting Officer.

ATTACHMENT A

Changes

Fixed price

- (A) The Contracting Officer may at any time, by written change order, (oral change orders are not permitted) and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:
- (1) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the Government in accordance with the drawings, designs or specifications.
 - (2) Method of shipment or packing.
 - (3) Place of delivery.
- (B) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract.
- (C) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Contracting Officer decides that the facts justify it, the Contracting Officer may receive and act upon a Bid submitted before final payment of the contract.
- (D) If the Contractor's Bid includes the cost of property made obsolete or excess by the change, the Contracting Officer shall have the right to prescribe the manner of the disposition of the property.
- (E) Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (F) The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting any specification change not properly ordered by written modification to the Contract and signed by the RTC.

Single Proposal Response

If only one Proposal is received in response to the RFP, a detailed cost/price proposal may be requested of the single proposer. A price analysis and evaluation and/or audit may be performed of the proposal in order to determine if the price is fair and reasonable.

Continuing Obligation

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

Assumption of Risk or Loss

The RTC shall assume risk of loss upon signed receipt of delivery by RTC. Prior to delivery, the Proposer shall retain risk of loss.

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The List of Subcontractors is to be completed if you plan on using any Subcontractors. References are required and we ask that the following forms be used.

LIST OF SUBCONTRACTORS

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

ATTACHMENT A

EXHIBIT F

SAMPLE AGREEMENT

THIS CONTRACT is entered into on _____ by and between the Regional Transportation Commission of Washoe County, 2050 Villanova Drive, Reno, Nevada, (hereinafter called "RTC"), and _____, having offices at _____, hereinafter called the Proposer.

WITNESSETH:

WHEREAS, RTC desires to enter into a contractual relationship with Proposer for the procurement of the design and implementation of the Project Management Software;

WHEREAS, PROPOSER represents it has the ability to provide the software, inclusive of all warranties as set forth in the Request for Proposal (RFP); and

WHEREAS, the parties wish to enter into an agreement subject to all terms and conditions as hereinafter set forth, and as outlined in the RFP.

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

ARTICLE 1 - SCOPE OF WORK

PROPOSER shall furnish all of the SOFTWARE and SERVICES described in the Request For Proposal (RFP), Project Management Software, dated 9/22/2011, complete with all warranties as per the Proposal and Scope of Work and with no exceptions taken to the bid. PROPOSER also warrants that they are able to provide all necessary items as listed on the Pricing Proposal, in full compliance with warranties.

ARTICLE 2 - NOTICE TO PROCEED

The PROPOSER will receive a Purchase Order for the said items, detailing delivery location. Freight will be billed by the PROPOSER and will be paid by the RTC as per the Purchase Order.

ARTICLE 3 - THE CONTRACT SUM

RTC shall pay PROPOSER within 30 days of the RTC's receipt of properly documented progress invoices. The total of this Proposal is \$ _____.

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ARTICLE 4 - LITIGATION

Except as required by Article 5, PROPOSER shall receive compensation for preparing for and/or appearing in any litigation at the request of RTC. Compensation for litigation services shall be paid at a mutually agreed upon rate and/or at a reasonable rate for such services.

ARTICLE 5 - INDEMNITY

PROPOSER agrees to save and hold harmless and fully indemnify the RTC, including its officers, commissioners, employees and agents from and against any and all claims, defense costs, proceedings, actions, liability and damages including attorneys' fees and costs and RTC personnel litigation and trial costs, of any kind or nature (collectively "Damages") arising directly or indirectly out of:

- A. Any actual or alleged breach of duty, neglect, act, error, or omission committed in the conduct of PROPOSER'S business relationship with the RTC by the PROPOSER, its employees, agents, officers, directors or anyone else for whom PROPOSER may be legally responsible; and
- B. The use by the RTC or by any of its employees or agents, including other contractors and subcontractors of the RTC of equipment, parts and other articles supplied by PROPOSER under this Agreement to the extent such Damages are caused by defects in the design, marketing or manufacturing of the equipment, parts and other articles; and
- C. The actual or alleged infringement of any patent or copyright resulting from the use by the RTC or any of its agents, employees, officers or commissioners of any equipment, part or component (including software) supplied under or as a result of this Agreement, but excluding any infringement resulting from the modification or alteration by the person or entity indemnified or that person's or entity's employees of any equipment, part or component (including software) except as consented by PROPOSER.

The Damages shall include, but are not limited to, those resulting from personal injury to any person, including bodily injury, sickness, disease or death and injury to real property or personal property, tangible or intangible, and the loss of use of any of that property.

ARTICLE 6 - EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, the PROPOSER agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The PROPOSER will take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion, sex, age, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and

ATTACHMENT A

selection for training, including apprenticeship. The PROPOSER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the RTC setting forth the provisions of this nondiscrimination clause.

The PROPOSER will, in all solicitations or advertisements for employees placed by or on behalf of the PROPOSER, state that well qualified applicants will receive consideration of employment without regard to race, color, religion, sex, age, disability, or national origin.

ARTICLE 7 - DISPUTES AND TERMINATION

Disputes and Alternative Dispute Resolution:

Contracting Officer. Any disputes arising in the performance of this Agreement, or with respect to its rights and obligations, which cannot be resolved informally by the Parties must then be submitted in writing to the RTC's Supply and Procurement Officer (hereinafter "Contracting Officer"), Eliza Rizzo, at the address reflected in Article 10 of this Agreement. The complainant must submit in writing its statement of its complaint to the Contracting Officer. The responding party must submit a response to the complaint within fifteen (15) calendar days or such longer time as may be permitted by the Contracting Officer. The Contracting Officer may request additional information from the complainant or from the respondent which must be submitted to the Contracting Officer not less than ten (10) days after the date of the request for the additional information or such longer period of time as is permitted by the Contracting Officer. So far as practicable, the dispute will be decided by the Contracting Officer based on the written appeal, the information and the written response submitted. If either party is not satisfied with the decision of the Contracting Officer, then the unsatisfied party or parties may, within 30 days of receipt of the Contracting Officer's written decision, request the other party to submit the matter for mediation pursuant to part C. of "Rules Governing Alternative Dispute Resolution" adopted by the Nevada Supreme Court. If mediation is unsuccessful, the Parties agree to execute a subsequent agreement and such other documents as may be required to allow the dispute to be resolved in accordance with Nevada's Short Trial Program and all rules adopted for the administration of same by the Nevada Supreme Court.

Performance During Dispute: Unless otherwise directed by the Contracting Officer, Proposer or its authorized Agent must continue performing under this Agreement while the matters in dispute are unresolved or before the Agreement is terminated as provided in Article 9.

Contract Termination for Convenience: The RTC may terminate this Agreement, in whole or in part, at any time by written notice to the PROPOSER when it is in the RTC's best interest. PROPOSER shall be paid fees and costs payable pursuant to this Agreement on work performed up to the time of termination. PROPOSER must promptly submit its termination claim to the RTC. If PROPOSER has any property in its possession belonging to the RTC, PROPOSER will account for the same and dispose of it in the manner the RTC directs.

ATTACHMENT A

Contract Termination For Default: This Agreement may be terminated by either party upon 30 days written notice, should the other party fail substantially to perform in accordance with its terms through no fault of the terminating party. Either party may waive, in writing, any purported default of the other party, but any one waiver does not and shall not be construed to be a waiver of any future default of the same nature or otherwise. If, after termination under the terms of this paragraph, it is determined that the PROPOSER was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the RTC.

ARTICLE 8 – NO JOINDER

No litigation arising out of or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

ARTICLE 9 - SUCCESSORS AND ASSIGNS

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

ARTICLE 10 - NOTICE

Notices required under this Contract shall be given as follows:

RTC: Elisa Rizzo, Procurement and Compliance Administrator
Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502
775-348-0400 ext 4326

Proposer: _____

ARTICLE 11 - APPLICABLE LAW

The provisions of this Agreement shall be governed and construed in accordance with the laws of the State of Nevada and, except as otherwise provided in Article 7, the parties hereto select the Second Judicial District Court of Washoe County, Nevada as the final venue for the resolution of disputes or proceedings arising out of this Agreement.

ATTACHMENT A

ARTICLE 12 - SEVERABILITY

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

ARTICLE 13 - FEDERAL FORMS AND CLAUSES

Proposer has signed all necessary Federal forms as part of the bid package and all documents have been signed and notarized, as required.

ARTICLE 14 -THE CONTRACT DOCUMENTS

The Invitation for Bids, with all related submittals, and Exhibits, including any amendments or addenda to all these aforementioned documents, together with this Document form the Contract, and they are as fully a part of the Contract as if attached or incorporated herein.

ARTICLE 15- NO THIRD PARTY BENEFICIARY

This Contract and the rights and obligations arising therefrom are strictly for the benefit of the parties to this Contract. The parties agree that any benefit asserted by any third party and/or found to exist by any court or arbitrator is merely an incidental, collateral, or consequential benefit arising from the performance or non-performance of this Contract and is not intended to create a right of action in any person not a signatory to this Contract.

Signature Block for RTC
Notary

Signature Block for PROPOSER
Notary

**INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICE AGREEMENTS**

20091206 Version

1. INTRODUCTION

IF CONSULTANT AGREES TO RESPOND TO THE “REQUEST FOR APPROACH/PROPOSALS”, HE MUST BE WILLING TO COMPLY WITH THE INSURANCE REQUIREMENTS LISTED BELOW AND HAVE THEM INCLUDED IN ANY NEGOTIATED AGREEMENT. IT IS HIGHLY RECOMMENDED THAT CONSULTANTS CONFER WITH THEIR INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF PROPOSAL SUBMISSION THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF THERE ARE ANY QUESTIONS REGARDING THESE INSURANCE REQUIREMENTS, IT IS RECOMMENDED THAT THE AGENT/BROKER CONTACT THE RTC ENGINEER DIRECTLY AT (775) 348-0171.

2. INDEMNIFICATION

- A. As respects negligent acts, errors or omissions in the performance of professional services, the CONSULTANT agrees to indemnify and hold harmless the RTC, including their elected officials, officers, employees, and agents from and against reasonable defense costs, including reasonable attorney fees, liability or claims arising directly out of the CONSULTANT's negligent acts, errors or omissions in the performance of its professional services under the terms of this Agreement, to the extent the liabilities are determined to have been proximately caused by the negligent acts, errors or omissions of the CONSULTANT, its Subconsultants or Subcontractors (hereafter “Subs”), their employees, agents, or representatives. CONSULTANT's obligations under this section are conditioned on the RTC providing written notice to CONSULTANT within 45 days of its receipt of a written demand/claim or lawsuit arising from CONSULTANT's professional services.

- B. The CONSULTANT agrees to hold harmless, indemnify, and defend the RTC, xxx, xxx, including their elected officials, officers, employees, and agents from loss or liability resulting from any claim, demand, suit, action, or cause of action based on bodily injury, including death, or property damage, caused by any negligent or intentional acts, errors or omissions, either direct or passive, on the part of the CONSULTANT, its Subs, their employees, agents, or representatives, arising from the performance of work under this Agreement. The collective group to be indemnified shall hereinafter be referred to as “Indemnitees.” If an “Indemnitees” is found to be liable in the proceeding, then CONSULTANT's obligation hereunder shall be limited to the proportional share of the liability attributed to the CONSULTANT.

ATTACHMENT A

The CONSULTANT must, upon determination that the work performed by the CONSULTANT was negligent in any manner or that the CONSULTANT failed to perform any duty set forth in this Agreement, pay the Indemnitees' costs, including but not limited to reasonable attorney fees, set out in any judicial determination relating to any of the foregoing claims, demands, actions, or causes of action.

If the Indemnitees' personnel and/or agents of Indemnitees are involved in defending such actions, the CONSULTANT shall reimburse, to the extent of the CONSULTANT's negligence, the Indemnitees for the time spent by such personnel at the rate charged by private professionals for such services.

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

3. GENERAL REQUIREMENTS

Except as provided in paragraph 11 below, prior to the start of any work on a RTC project, the CONSULTANT shall purchase Industrial (Workman's Compensation) Insurance, General Liability, Auto Liability, and CONSULTANT's Professional Errors and Omissions Liability Insurance as described below insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its Subs, or their employees, agents, or representatives. The cost of all such insurance shall be borne by the CONSULTANT.

4. INDUSTRIAL (WORKMAN'S COMPENSATION) INSURANCE

It is understood and agreed that there shall be no Industrial (Workman's Compensation) Insurance coverage provided for the CONSULTANT or any Subs by the RTC. The CONSULTANT, and any Subs, shall procure, pay for and maintain required coverages. The CONSULTANT agrees, as a precondition to the performance of any work under this Agreement and a precondition to any obligation of the RTC to make any payment under this Agreement, to provide the RTC with certificates issued by an insurance company that shows compliance with this Agreement and Nevada Revised Statutes (NRS) 616B.627 and 617.210, respectively. Should the CONSULTANT be self-funded for Industrial Insurance, the CONSULTANT shall so notify the RTC in writing prior to the signing of a Contract. The RTC reserves the right to accept or reject a self-funded CONSULTANT and to approve the amount of any self-insured retentions. The CONSULTANT agrees that the RTC is entitled to obtain additional documentation, financial or otherwise, for review prior to entering into a Contract with the CONSULTANT.

Upon completion of the project, the CONSULTANT shall, if requested by the RTC, provide the RTC with a Final Certificate for itself and each Sub showing that the CONSULTANT and each Sub had maintained Industrial Insurance by paying all premiums due throughout the entire course of the project. If the CONSULTANT, or any Sub is a sole proprietor, coverage for the sole proprietor must be purchased and evidence of coverage must appear on the Certificate of Insurance and Final Certificate.

ATTACHMENT A

5. MINIMUM SCOPE OF LIABILITY INSURANCE

Unless modified by the RTC, the CONSULTANT's Coverage shall be at least as broad as:

- A. Insurance Services Office Commercial General Liability Coverage "occurrence" form CG0001 12/04 or an equivalent form. The Comprehensive General Coverage shall include, but is not limited to, Liability Coverage arising from Premises, Operations, Independent Contractors, Products/Completed Operations, Personal and Advertising, Injury, Blanket Contractual Liability and Broad Form Property Damage.
- B. Insurance Services Office Business Auto Coverage form CA00 01 10/01 or an equivalent form covering Automobile Liability symbol 1 "Any Auto." In lieu of a separate Business Auto Liability Policy, the RTC may agree to accept Auto Liability covered in the General Liability Policy, if Non owned and hired auto liability are included.
- C. Professional Errors and Omissions Liability applying to all activities performed under this Agreement in a form acceptable to the RTC. The CONSULTANT shall not require this insurance for Subcontractors or non-design Subconsultants. The CONSULTANT will maintain professional liability insurance during the term of this Agreement and for a period of three (3) years from the date of completion of the construction of the project unless waived by the RTC. In the event that the CONSULTANT goes out of business during the term of this Agreement or the three (3) year period described above, the CONSULTANT shall purchase at the request and expense of the RTC, if available, Extended Reporting Coverage for claims arising out of the CONSULTANT's negligent acts, errors and omissions committed during the term of the Professional Liability Policy.

6. MINIMUM LIMITS OF LIABILITY INSURANCE

The CONSULTANT shall maintain limits no less than:

- A. General Liability: \$1,000,000 minimum or the amount customarily carried by the CONSULTANT, whichever is **GREATER**, combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this project or location.
- B. Auto Liability: \$1,000,000 minimum or the amount customarily carried by the CONSULTANT, whichever is **GREATER**, combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.
- C. Industrial Insurance: Coverage shall be written for statutory limits for the State of Nevada with a limit of \$1,000,000 for Employer's Liability.

ATTACHMENT A

- D. Professional Errors and Omissions Liability: \$1,000,000 per claim and as an annual aggregate or the amount customarily carried by the CONSULTANT, whichever is **GREATER**. Premium costs incurred to increase the CONSULTANT's insurance levels to meet minimum contract limits shall be at no cost to the RTC.
- E. Should the RTC determine that higher insurance limits are needed, additional project coverage shall be purchased by the CONSULTANT and the difference in cost shall be paid by the RTC. The RTC retains the option to purchase the additional project insurance through the CONSULTANT's insurer or its own source.

7. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the RTC Engineering Director prior to signing this Agreement. The RTC is entitled to request and receive additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retentions. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy must be approved by the RTC Engineering Director prior to the change taking effect.

8. OTHER INSURANCE PROVISIONS

A. General, Auto, and Excess/Umbrella Liabilities

- 1) The RTC, including their elected officials, officers, employees, and agents are to be covered as additional insureds as respects liability: arising out of activities performed by or on behalf of the CONSULTANT, including but not limited to: (a) for products and completed operations, and (b) for premises owned, occupied, or used by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the named insureds.
- 2) The CONSULTANT's insurance coverage shall be primary insurance as respects the additional insureds. Any insurance or self-insurance maintained by the additional insureds shall be excess of the CONSULTANT's insurance and shall not contribute in any way.
- 3) Any failure by the CONSULTANT to comply with reporting provisions of its policies shall not affect its obligations to the named insureds.
- 4) The CONSULTANT's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5) Endorsements for General, Auto, and Excess/Umbrella Liabilities listing all additional insureds are required. The endorsement for Excess/Umbrella Liability can be accomplished by the CONSULTANT's production of a letter from the insurance company stating that Excess/Umbrella Liability will "follow form."

ATTACHMENT A

B. All Insurance

- 1) Except as provided in paragraph 8.B.2 below, insurance carriers shall not be changed and coverages shall not be suspended, canceled, non-renewed, or reduced in coverage or in limits by either the CONSULTANT or by the insurer, except after thirty (30) calendar days' prior written notice by certified mail, return receipt requested, has been given by the CONSULTANT or its insurer to the RTC. The CONSULTANT's insurance certificates shall state that 30-days written notice will be given by the insurer to the certificate holder if cancellation is to be before the expiration date set forth in the certificate.
- 2) Cancellation by the insurer for non-payment of premium requires that the insurer gives the CONSULTANT notice of cancellation ten (10) calendar days before the effective date of cancellation. The CONSULTANT shall notify the RTC immediately upon receipt of the notice.

9. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-VII and acceptable to the RTC. The RTC may accept coverage with carriers having lower Best's ratings upon review of financial information concerning the CONSULTANT and the insurance carrier. The RTC reserves the right to require that the CONSULTANT's insurer be licensed and an admitted insurer in the State of Nevada or on the Insurance Commissioner's approved but not admitted list.

10. VERIFICATION OF COVERAGE

The CONSULTANT shall furnish the RTC with copies of the certificates of insurance and copies of endorsements affecting coverage required by this exhibit. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the RTC. All approved deductibles and self-insured retentions shall be shown on the certificate. All certificates and endorsements are to be addressed to the Engineering Department and be received and approved by the RTC before work commences. The CONSULTANT agrees that the RTC has the right to inspect CONSULTANT's and the Subs' insurance policies, or certified copies of the policies, at any reasonable time.

11. SUBCONSULTANTS & SUBCONTRACTORS

The CONSULTANT shall include all Subs as insureds under its policies **OR** it shall require its Subs to maintain separate liability coverages and limits per paragraphs 5 and 6 of this Agreement or the amount customarily carried by the Subs, whichever is **GREATER**. The CONSULTANT shall require its Subs to provide appropriate certificates and endorsements from their own insurance carriers naming the CONSULTANT and the Indemnitees (See paragraph 2.B above) as additional insureds.

ATTACHMENT A

12. MISCELLANEOUS CONDITIONS

- A. Nothing herein contained shall be construed as limiting in any way the extent to which the CONSULTANT may be held responsible for payment of damages to persons or property resulting from its actions or the actions of any of its Subs in the performance of this Agreement.
- B. In addition to any other remedies the RTC may have if the CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the RTC may, at its sole option:
- 1) Order the CONSULTANT to stop work under this Agreement and/or withhold any payments which become due the CONSULTANT hereunder until the CONSULTANT demonstrates compliance with the requirements hereof;
 - 2) Purchase such insurance to cover any risk for which the RTC may be liable through the operations of the CONSULTANT under this Agreement and deduct or retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Terminate the Agreement.



REGIONAL TRANSPORTATION COMMISSION

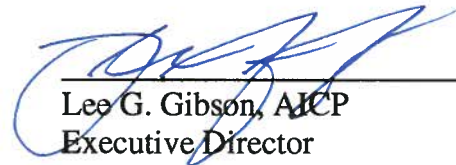
Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 6.4

TO: Regional Transportation Commission

FROM: Jeffrey D. Hale, P.E.
Engineering Director



Lee G. Gibson, AICP
Executive Director

SUBJECT: Update on the Pyramid Highway/US 395 Connection EIS Study Public Outreach Program

RECOMMENDATION

Acknowledge receipt of the Pyramid Highway/US 395 Connection EIS Public Outreach Program report and provide direction as appropriate.

SUMMARY

The RTC is committed to providing the citizens of Washoe County opportunities to learn and provide input for the projects it administers on their behalf, as directed by the Board. This EIS Study is being conducted in partnership with the Nevada Department of Transportation (NDOT) and the Federal Highway Administration (FHWA).

The purpose and goal of the agency's public outreach efforts for all projects and programs is to provide the RTC an opportunity to share with the public proposed and programmed projects which have been identified to meet the transportation needs of the region. More importantly, these activities provide RTC staff the opportunity to listen to the public's concerns, ideas and suggestions for these projects. RTC staff will then address concerns, look at and implement ideas and suggestions if feasible, or explains why they may not be feasible.

The RTC began the public outreach for the EIS Study in April 2008. To date, forty-seven meetings/presentations have been accomplished through community meetings and one-on-one outreach to various citizen groups, businesses, individuals, advisory committees, elected representatives and public bodies (refer to Attachment A). This includes five community-wide public meetings, as well as eleven separate meetings/presentations between the Washoe County North Valleys/Spanish Springs/Sun Valley Citizen Advisory Boards and the Sun Valley General Improvement District Board. In an effort to engage all citizens throughout the EIS Study limits, and comply with the Environmental Justice principles as required by Federal Executive Order, the

RTC utilizes Spanish-speaking translators and translated materials at the community-wide meetings it holds as a method to reach minority populations. The EIS Study team has also reached out to Hispanic small businesses within the Sun Valley community. It should also be stated that another public outreach component used includes media releases, interviews and on-air public affairs programs which aid in the dissemination of information to the general public.

In continuation of the EIS Study public outreach, the RTC will hold a community meeting for the residents of Sun Valley, and open to the public, on Tuesday, January 31, 2012. RTC staff and the project team, including NDOT and FHWA representatives, will be available to discuss the alternatives, answer questions and receive public input. Additionally, a presentation during this meeting will occur that will include general information pertaining to property acquisition and relocation services associated with federally funded public transportation projects. Additional community meetings, as well as ongoing meetings with invested stakeholders will continue as needed and warranted. These activities as a whole follow the strategies established in the Public Involvement Plan prepared specifically for this study.

RTC staff welcomes and appreciates additional ideas and suggestions the Board may offer to enhance the public outreach for the EIS Study.

FISCAL IMPACT

All items mentioned in this report have been budgeted for in previous and current fiscal years, and there is no additional cost in connection with this agenda item.

PREVIOUS BOARD ACTIONS

March 18, 2011	Acknowledged receipt of a report on the status of the project
May 15, 2009	Acknowledged receipt of a report on the status of the project

ADVISORY COMMITTEE(S) RECOMMENDATION

There are no advisory committee recommendations pertaining to this report.

Attachment

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
Sun Valley Neighborhood Meeting	October 26, 2011 5:00 – 7:00 PM	Hobey's Casino	Focus group meeting with Sun Valley residents and property owners located in the vicinity of proposed alternatives	Direct mail to residents, property owners and businesses	125
Sun Valley GID	July 14, 2011	5000 Sun Valley Blvd Sun Valley, NV	Brief presentation with project status update, review of connector alternative crossings through Sun Valley and schedule for completing the DEIS and FEIS.	Sun Valley GID	35
Sun Valley CAB	July 9, 2011	115 W. 6 th Avenue Sun Valley, NV	Written update provided to the CAB	Sun Valley CAB	Unknown
Golden Valley Home Owners Association	April 14, 2011	Raleys Community Room in the Golden Valley Raleys	A presentation at their regular meeting to provide an overview of the project scope and schedule including the benefits and impacts.	Golden Valley HOA	20
City of Sparks Council Presentation	April 11, 2011	Sparks City Hall Council Chambers	A brief presentation of the two Pyramid Projects in the City of Sparks was on the agenda.	Publically noticed agenda	25
Stakeholder Working Group (SWG)	March 28, 2011	Spanish Springs Library 7100A Pyramid Highway Sparks, NV	Review and discuss Level 3 screening results and project status with SWG membership.	SWG mailing list distribution.	6
RTC CAC	March 2, 2011	RTC Planning Conf Rm 600 Sutro St, Reno	Project status update for RTC Citizen's Advisory Committee	Standard RTC CAC Agenda distribution	20
RTC TAC	March 2, 2011	RTC Planning Conf Rm 600 Sutro St, Reno	Project status update for RTC Technical Advisory Committee	Standard RTC TAC Agenda distribution	10
Sun Valley GID	January 25, 2011	5000 Sun Valley Blvd Sun Valley, NV	Project status update, review of connector alternative crossings through Sun Valley, overview of Sun Valley workshop and feedback received.	Sun Valley GID	20
Sun Valley Community Workshop	January 19, 2011	Sun Valley Neighborhood Center 115 W. 6 th Avenue Sun Valley, NV	Provide Sun Valley community with project status update and provide opportunity to review connector alternatives currently being studied and provide input prior to study moving into next phase of engineering and analysis.	Sun Valley GID bill inserts, direct mail to Sun Valley residents outside GID service area, postings in various local businesses and public spaces, door hangers to Sierra Point Apartments, pre-workshop business outreach.	118
Spanish Springs CAB	January 12, 2011	7100 Pyramid Lake Road Sparks, NV	Project status update and information regarding 1/19/2011 Sun Valley workshop.	CAB agenda distribution	20

Pyramid Highway/US 395 Connection Project - Public Outreach Activity Summary
December 31, 2011

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
Sun Valley Business Outreach: Dollar Loan Center	January 12, 2011 3:00-4:00 PM	Dollar Loan Center 5105 Sun Valley Blvd Sun Valley, NV	Meeting with Belinda Corral, Office Manager, to discuss project, review alternatives, and obtain input.	N/A	3
Sun Valley Business Outreach: Sierra Point Apartments	January 12, 2011 1:30-2:30 PM	Sierra Point Apartments 4400 El Rancho Drive Sun Valley, NV	Meeting with Rita Parra, Apartment Manager, to discuss project, review alternatives, and obtain input.	N/A	3
Sun Valley Business Outreach: La Panaderia y Jalisco Bakery	January 11, 2011	La Panaderia y Jalisco 5458 Sun Valley Blvd Sun Valley, NV	Drop-in visit to discuss project and provide an opportunity to review alternatives and provide input.	N/A	3
Sun Valley Business Outreach: Creaciones Vecis Dress Shop	January 11, 2011	Creaciones Vecis Dress Shop 5446 Sun Valley Blvd Sun Valley, NV	Drop-in visit to discuss project and provide opportunity to review alternatives and provide input.	N/A	3
Sun Valley Business Outreach: CVS Pharmacy	January 11, 2011	CVS Pharmacy 5486 Sun Valley Blvd Sun Valley, NV	Drop-in visit to discuss project and provide opportunity to review alternatives and provide input.	N/A	3
Sun Valley Business Outreach: La Gloria Market	January 11, 2011	La Gloria Market 5520 Sun Valley Blvd Sun Valley, NV	Drop-in visit to discuss project and provide opportunity to review alternatives and provide input.	N/A	3
Sun Valley Business Outreach: The House of Realty	January 11, 2011 4:30-5:30 PM	The House of Realty 5442A Sun Valley Blvd Sun Valley, NV	Meeting with owner Dawn (?) to discuss project, review alternatives and obtain input.	N/A	3
Sun Valley Business Outreach: Valley Jewelry & Loan	January 11, 2011 3:00-4:00 PM	Valley Jewelry & Loan 4880 Sun Valley Blvd Sun Valley, NV	Meeting with owner Steve Ludlow to discuss project, review alternatives and obtain input.	N/A	3
Sun Valley Business Outreach: Hobey's Casino & Restaurant	January 11, 2011 1:30-2:30 PM	Hobey's 5195 Sun Valley Blvd Sun Valley, NV	Meeting with Mike Mandas, General Manager, to discuss project, review alternatives and obtain input.	N/A	4
Sun Valley CAB	January 8, 2011	115 W. 6th Avenue Sun Valley, NV	Project update and information regarding 1/19/2011 Sun Valley workshop.	CAB Agenda Distribution	20

**Pyramid Highway/US 395 Connection Project - Public Outreach Activity Summary
December 31, 2011**

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
Sun Valley Business Outreach: Scolari's Food & Drug	January 5, 2011 4:00-5:00 PM	CH2M HILL (conf room) 50 W Liberty Street, Suite 205, Reno, NV	Meeting with Marty Breitmeyer to discuss project, review alternatives and obtain input.	N/A	3
Sun Valley Business Outreach: Rainbow Market	January 4, 2011 11:00-12:00 PM	Rainbow Market 4696 Sun Valley Blvd Sun Valley, NV	Meeting with owner, Mark Miller to discuss project, review alternatives and obtain input.	N/A	3
Special meeting with Sun Valley Residents and Commissioners Weber & Jung	October 19, 2010	RTC Board Room 2050 Villanova Drive Reno, NV	Meeting with Commissioners Weber and Jung and Sun Valley Residents, to discuss Sun Valley crossings and project status with PMT and Lee Gibson.	Commissioner Weber & Jung	22
Special meeting with Sun Valley Residents and Commissioner Weber	August 31, 2010	RTC Board Room 2050 Villanova Drive Reno, NV	At request of Commissioner Weber and Sun Valley Residents, to discuss Sun Valley crossings and project status with PMT and Lee Gibson.	Commissioner Weber	20
Sun Valley CAB	April 10, 2010	115 W. 6th Avenue Sun Valley, NV	General project update	CAB Agenda Distribution	20
Sun Valley GID	February 11, 2010	5000 Sun Valley Blvd Sun Valley, NV	Status update and design concept review for Sun Valley GID and members of the public	Sun Valley GID	20
DRI	February 8, 2010	DRI Campus/ Stout Conference Room	Design concept review and study team familiarization with DRI development plan		6
RSIC	Jan 19, 2010	1937 Prosperity Street, Reno, NV	Design concept review and study team familiarization with RSIC development plan		10
Spanish Springs CAB	Jan 13, 2010	7100 Pyramid Lake Road Sparks, NV	Status update and design concept review for Spanish Springs CAB and members of the public	CAB agenda distribution by Washoe County	20
DRI	Jan 12, 2010	1105 Terminal Way Reno, NV	DRI Master Plan coordination meeting		8
RTC TAC	Dec 2, 2009 9am	600 Sutro Reno, NV	Status update and design concept review for RTC TAC representatives.	RTC TAC agenda distribution by RTC.	20
RTC CAC	Nov 18, 2009 6:30pm	600 Sutro Reno, NV	Status update and design concept review for RTC CAC representatives.	RTC CAC agenda distribution by RTC.	20

**Pyramid Highway/US 395 Connection Project - Public Outreach Activity Summary
December 31, 2011**

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
North Valleys CAB/NAB	Nov 16, 2009 7pm	8085 Silver Lake Road Reno, NV	Project status presentation and design concept review with North Valleys CAB & NAB and members of the public.	CAB/NAB agenda distribution by Washoe County and City of Reno	30
Sun Valley CAB	Nov 14, 2009 9:00 AM	115 W. 6 th Avenue Sun Valley, NV	Project status presentation and design concept review for Sun Valley CAB representatives and the public.	CAB agenda distribution by Washoe County	20
Wingfield Nevada Group -- Scott Whittemore (Lazy 8)	Nov 12, 2009 10:00 AM	Wingfield Nevada Group 6600 N Wingfield Parkway Sparks, NV 89436	Review and discuss design concepts with Lazy 8 Casino Resort developers.		
Stakeholder Working Group (SWG)	Nov 9, 2009	Spanish Springs Library 7100A Pyramid Highway Sparks, NV	Review and discuss design concepts and project status with SWG membership.	SWG mailing list distribution.	9
Tanamera Development/ Iractabal Properties -- Design Concept Review	October 19, 2009		Review and discuss design concepts with Tanamera Development representatives and legal representative for Iractabal property.		
TMCC/DR1 - Design Concept Review	October 14, 2009		Review and discuss design concepts with TMCC/DR1 facilities representatives.		
Sun Valley Neighborhood Outreach	April 29, 2009 4:30-7:00 PM	Sun Valley Neighborhood Ctr 115 W 6 th Avenue Sun Valley, NV	Open house. Provide information on project progress, potential alternatives being considered, initial findings and recommendations, and obtain public comment and answer questions prior to moving forward to next phase of analysis. Location was selected to encourage increased involvement of Sun Valley residents.	<ul style="list-style-type: none"> • Email (County & State Representatives) • USPS (local area churches) • Project Web Site • RTC Web Site • Highland Ranch HOA Web Site • Highland Ranch HOA Newsletter • Public Postings (various locations) 	23
Stakeholder Working Group (SWG)	April 27, 2009 5:30-7:30 PM	Spanish Springs Library 7100A Pyramid Highway Sparks, NV	Provide SWG with overview of the Level 2A alternatives screening process and obtain feedback from membership regarding findings and recommendations prior to moving forward with additional analysis.	Email notification to SWG membership	5

Pyramid Highway/US 395 Connection Project - Public Outreach Activity Summary
December 31, 2011

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
Sun Valley CAB Presentation	April 11, 2009 9:00 AM	Sun Valley Neighborhood Ctr 115 W 6th Avenue Sun Valley, NV	Provide Sun Valley CAB members and general public in attendance with overview of project background, purpose, timeline, process, findings and recommendations, and next steps. Continued Sun Valley resident involvement encouraged and opportunity for comment submission and Q&A provided.	Standard CAB Meeting notification and posting methods as part of CAB agenda.	
Wedekind Road Neighborhood Outreach	March 26, 2009 10:30 AM	RTC Engineering Conference Room	RTC Project Manager, Doug Maloy, met with residents from the Wedekind Road area at their request to discuss concerns and answer questions regarding alternatives under consideration that would potentially impact their neighborhood.		6
Public Information Open House	March 4, 2009 5:30-7:00 PM	Lazy 5 Community Center 7100 Pyramid Highway Sparks, NV	Open house. Provide information on project progress, potential alternatives being considered, initial findings and recommendations, and obtain public comment and answer questions prior to moving forward to next phase of analysis.	<ul style="list-style-type: none"> • Email • RGJ • Ahoral • Sparks Tribune • RTC press release • "The Road Ahead" • Project Web Site • RTC Web Site • NDOT Web Site • Public Postings (various locations) 	75
Stakeholder Working Group (SWG)	July 28, 2008 5:30-7:30 PM	Desert Research Institute 2215 Raggio Parkway Reno, NV	Provide SWG with overview of the Level 1 Alternatives Development and Screening Process and obtain feedback from membership regarding findings and recommendations prior to moving forward to next phase of analysis.	Email notification to SWG membership.	11
Public Scoping	April 15, 2008 4:00-7:00 PM	Lazy 5 Community Center 7100 Pyramid Highway Sparks, NV	Open house/formal presentation with open comment/Q&A period. Provide background information, project goals, timeline, overview of NEPA process, and obtain public comment regarding Range of Possible Alternatives and Purpose and Need Elements. Court reporter provided to record meeting and formal comment.	<ul style="list-style-type: none"> • Email • RGJ • Ahoral • USPS (Postcard to property owners within/adjacent to study area, ~ 8,000 addresses) 	100

Pyramid Highway/US 395 Connection Project - Public Outreach Activity Summary
December 31, 2011

Meeting Type	Date/Time	Location	Purpose	Notification Methods	Estimated Attendance
Stakeholder Working Group (SWG)	April 7, 2008 5:30-7:30 PM	Summit Christian Church 7075 Pyramid Highway Sparks, NV	SWG scoping meeting to provide membership with project background, project overview and goals, Team organization, overview of proposed Purpose and Need Elements, NEPA process overview, and outline of SWG roles, protocols, and working agreements. Opportunity for comments and Q&A provided.	Email and USPS notifications to previously identified public agency and advisory board representatives.	13



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 7.1

TO: Regional Transportation Commission

FROM: Roger N. Hanson
Senior Transit Planner



Lee G. Gibson, AICP
Executive Director

SUBJECT: May 2012 RTC RIDE Service Change Concepts

RECOMMENDATION

Acknowledge receipt of the May 2012 RTC RIDE service change concepts; direct staff accordingly.

SUMMARY

With the adoption of the FY 2012-2016 Short Range Transit Program (SRTP), the next step is to move forward with elements of the document's Service Improvement Plan (SIP). While many of the concepts in the SIP will require additional field work and significant public outreach, some changes can move forward as part of a service change effective May 20, 2012.

The most significant change would be improvements to the operating speed of the RTC RAPID. Moving forward with these changes is dependent upon the Transit Signal Priority (TSP) system and Kietzke Lane queue jump being operational next month to verify projected running time savings. It is expected that a vehicle could be removed from service and still maintain existing headways, thereby reducing operating costs and increasing productivity.

Another concept being evaluated is to combine Routes 13 and 19 together which would eliminate service on Wells Avenue. Route 19 was created in an attempt to keep service on Wells and serve the airport but ridership has been low and productivity falls well below desired levels. During the public open houses in October 2011, this concept was supported but many also asked that the service past the VA hospital increase during peak hours. This change could be delayed based on discussions with the hospital and their possible expansion impacting Kirman Street.

Route 28, which connects Centennial Plaza with the Sparks industrial area around Glendale Avenue, would be discontinued. It would be replaced by additional service from downtown Reno tied directly to Route 3 to eliminate the need to transfer between buses.

A minor routing change would also be proposed to Route 21 in Sparks to make service two directional through the Legends development. This would remove service off of Marina Gateway which is undeveloped. This was the strongest supported concept by the public at the October 2011 open houses.

Additional trip-level modifications will be proposed as well to realign less efficient service. One example of this would be to remove some underutilized service from Route 14 and reallocate the service onto Route 18 where ridership has increased due to the opening of Walmart on Glendale Avenue.

Staff will present a recommendation to the Board at a public hearing scheduled for the February 17, 2012, RTC Board meeting. Any changes that the Board wishes to defer could be brought back as part of a fall service change that will include additional recommendations from the SIP.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

PREVIOUS BOARD ACTIONS:

- Dec 2011: Adopted the FY 2012-2016 Short Range Transit Program containing strategies to improve transit service productivity.
- Sep 2011: Provided direction on the Service Improvement Plan task of the Transit System Analysis Update to combine the two concepts into the plan.
- Apr 2011: Acknowledged receipt of the Transit System Analysis Update.
- Feb 2011: Reviewed three service restructuring concepts for the SRTP at the Board Retreat.

ADDITIONAL BACKGROUND

RAPID

To make the RAPID a more convenient and reliable than the service it was replacing, the RAPID was given 70 minutes of “cycle time” – the time given to complete a round trip, when it began in October 2009. This allowed for 50 minutes of running time and 10 minutes of recovery on each end to offset impacts that occur while in service. To provide 10-minute frequency, 7 buses are required.

While 20 minutes of recovery time was considered generous for the RAPID, the next shortest option of 60 minutes would not have been enough for trips that encountered a greater number of red traffic signals, heavier passenger loads, and other factors that could extend a trip’s travel time.

Many of the capital improvements of the RAPID project are designed to smooth out travel times. The stations are designed with raised platforms that allow for faster boardings. They also will have ticket vending machines that will reduce delay at the farebox. The Transit Signal Priority system should be running by the end of the month which will reduce delay at traffic signals. Once in place, staff will monitor RAPID performance to see if the cycle time can be reduced either all or part of the day. By reducing the cycle time when appropriate, RTC will save operating cost while improving productivity in ridership per service hour.

Combine Routes 13 and 19

One area of improvement identified in the SIP was the small service area in which Routes 13 and 19 operate. These two routes operate between the RAPID and CONNECT on South Virginia and the Route 9 on Kietzke Lane. Route 19 was created in August 2006 to service Wells Avenue but ridership fell below expectations. In an effort to keep service on Wells, Route 19 was modified to serve the airport which was also facing the loss of service. The schedule was reduced limiting service to weekdays. The new route has seen an improvement in ridership but still falls in the bottom third of all routes in terms of productivity.

The concept in the SIP was that the ability of both Routes 13 and 19 to grow is somewhat limited with each operating only hourly service and operating too close together. The plan proposed eliminating Route 19 with Route 13 being modified to serve the airport. Wells Avenue is considered to be within walking distance of Route 13 north of Vassar Street; to the south, Route 13, CONNECT, and RAPID are accessible. Attachment A shows these routes and how the service would operate should these routes be adopted. As previously mentioned by Commissioner Aiazzi, the VA hospital is looking at possibly expanding to the west, closing Kirman Street. As part of the public outreach process, staff will work closely with the hospital on how their project may impact the routing concept. It is possible that this could lead to a delay in implementing any change to both routes.

During the public open houses held in October 2011, people were supportive of this concept but some expressed a desire to increase the frequency on the Route 13 during peak hours. Some of the service hours saved from Route 19 could be used to serve this request.

Discontinue Route 28, improve Route 18

Route 28 was designed to provide a more direct connection during peak hours for passengers traveling between the two areas of Sparks divided by I-80. Unfortunately, it has the lowest productivity in the RTC RIDE system, falling well below standard (see Attachment B – Route Productivity).

One of the Productivity Enhancement Concepts in the SIP was to provide better connected service from some of the larger residential areas to the “employment belt” where many non-transit commuters travel. The service design would provide a single seat ride with no need to transfer. One of the connections identified was between the McQueen area and the Sparks industrial area

off of Glendale Avenue. To provide new service between these two areas, Route 28 would be discontinued. Service from Route 3 would flow through either onto Route 18 or a new limited stop style service. This redesign would also help address demand to the new Walmart on Glendale. Attachment C shows current routing for Routes 18 and 28 within Sparks.

Modify Route 21

With the opening of the Legends development, Route 21 serving eastern Sparks was redesigned to serve this new shopping hub. Unsure how the area was going to fully develop during the planning of the October 2008 service change, the route ended in a large loop using Marina Gateway, Prater Way, Lillard Drive, and Lincoln Way. This provides service only one way through Legends.

The SIP proposes to reduce the size of the end loop by operating in both directions through Legends – the largest trip generator on the route. Instead of turning onto Marina Gateway, the route would continue on Lincoln and use Sparks Blvd. to connect to Prater (see Attachment D). This concept was the most popular of all the possible route changes presented at the October 2011 open houses.

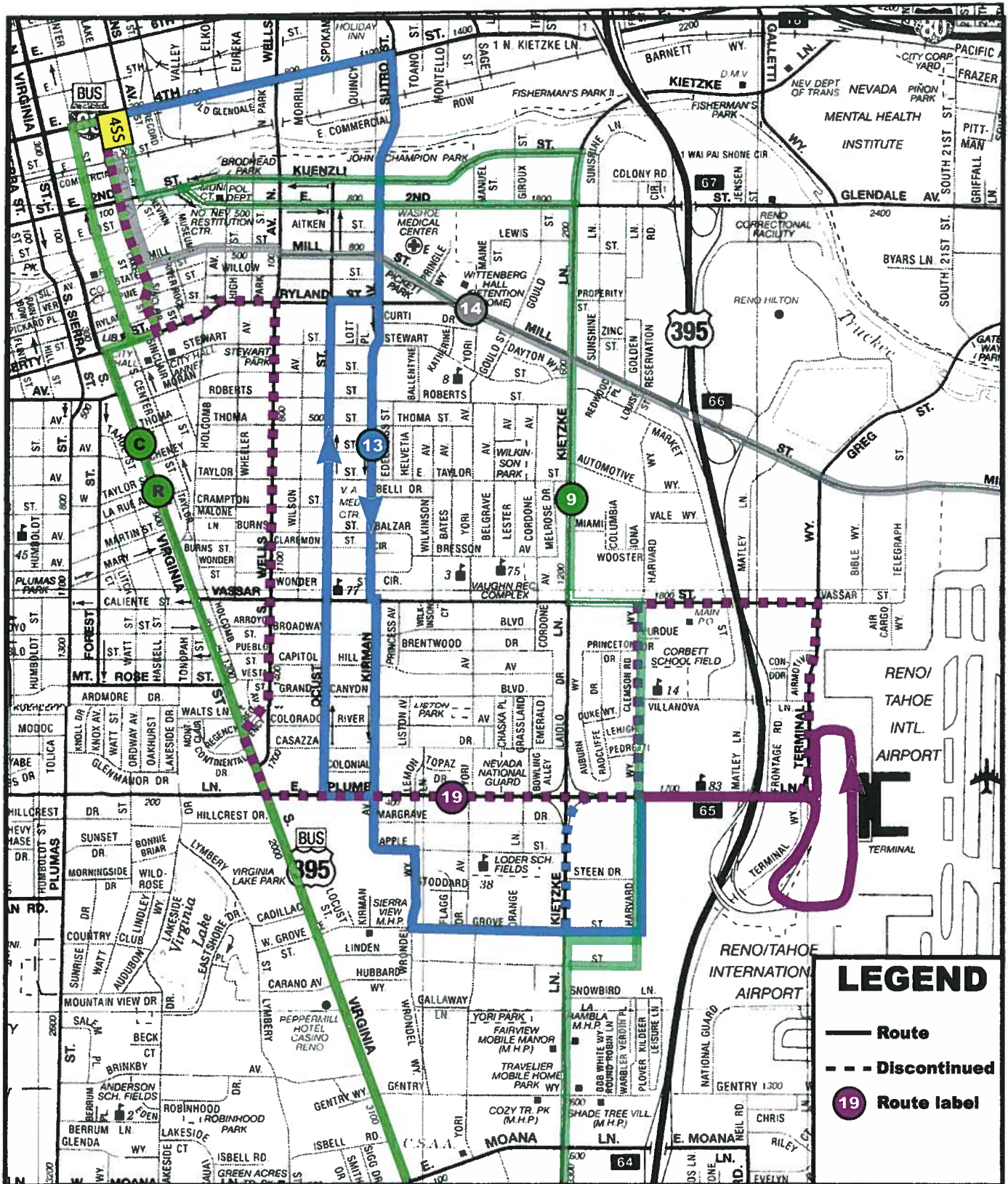
ADVISORY COMMITTEE AND PUBLIC PARTICIPATION

The service change concepts and the final recommendations that will be brought to the Board in February will be taken to the advisory committees on February 1st. To provide our riders and the public an opportunity to review and comment on the possible changes, staff will host a public open house at 4TH STREET STATION.

RNH/
Attachments

ATTACHMENT A

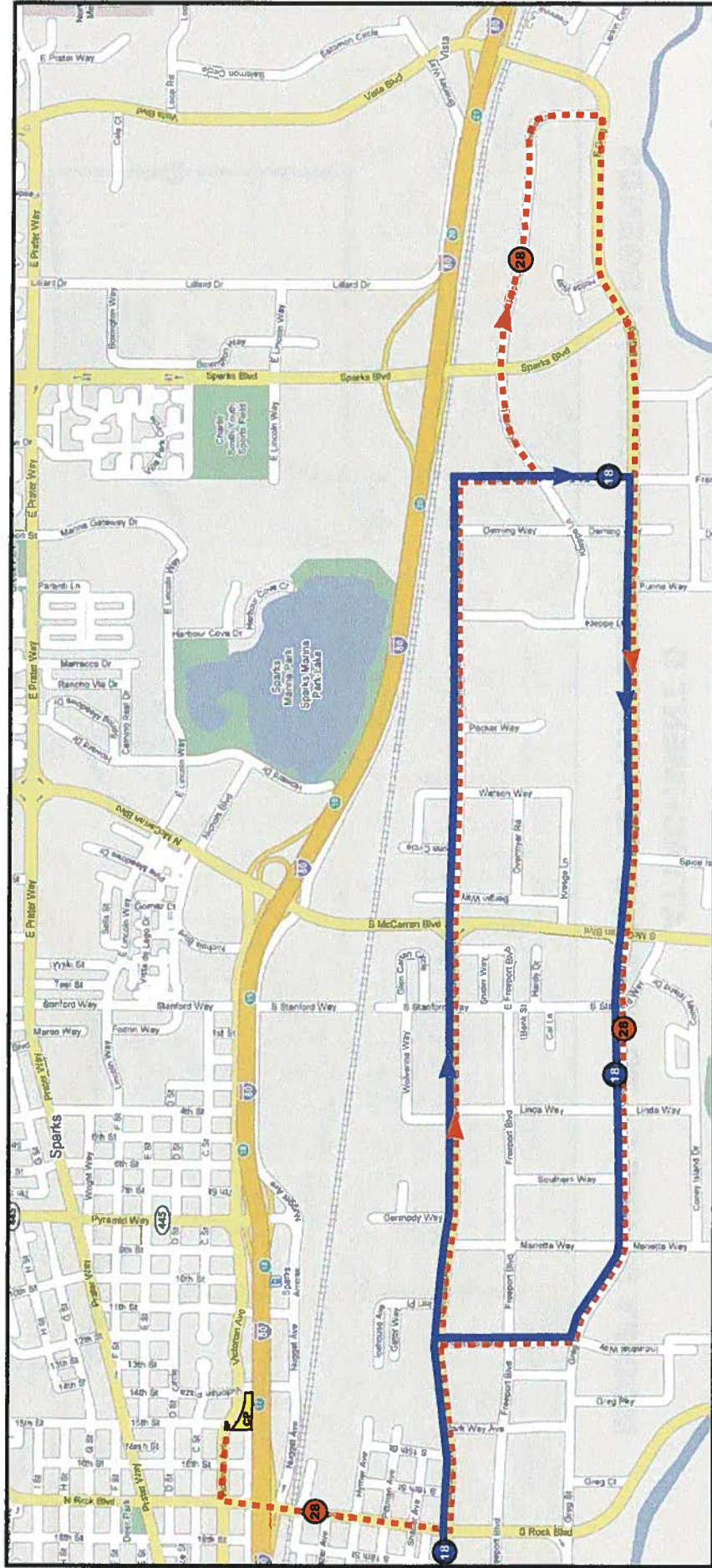
COMBINING ROUTES 13 AND 19



Attachment B
RTC RIDE Route Productivity
(November 2011)

Route	Ridership	Service Hours	(Boardings per Service Hour)	% of System Hours	Cumulative Percent from bottom
5	38,517	863.6	44.6	4.2%	100.0%
15	33,260	772.0	43.1	3.7%	95.8%
11	56,700	1,407.5	40.3	6.8%	92.1%
3	22,588	613.5	36.8	3.0%	85.3%
4	17,575	506.7	34.7	2.5%	82.3%
RAPID	87,814	2,565.8	34.2	12.4%	79.9%
2	57,661	1,700.4	33.9	8.2%	67.4%
18	19,237	581.3	33.1	2.8%	59.2%
CONNECT	53,098	1,644.5	32.3	8.0%	56.4%
16	10,197	327.8	31.1	1.6%	48.5%
SYSTEM	640,411	20,670.5	31.0		
14	29,860	986.4	30.3	4.8%	46.9%
RTC SS	21,671	720.0	30.1	3.5%	42.1%
9	46,416	1,616.6	28.7	7.8%	38.6%
7	41,825	1,465.8	28.5	7.1%	30.8%
13	14,197	508.0	27.9	2.5%	23.7%
25	5,240	195.7	26.8	0.9%	21.2%
6	22,015	879.8	25.0	4.3%	20.3%
54	9,703	402.3	24.1	1.9%	16.0%
19	6,002	248.9	24.1	1.2%	14.1%
57	5,462	235.8	23.2	1.1%	12.9%
21	11,933	573.1	20.8	2.8%	11.7%
26	6,335	370.2	17.1	1.8%	9.0%
56	8,040	470.5	17.1	2.3%	7.2%
17	10,941	657.4	16.6	3.2%	4.9%
RTC IC	3,480	272.7	12.8	1.3%	1.7%
28	644	84.3	7.6	0.4%	0.4%

ATTACHMENT C: DISCONTINUE ROUTE 28, IMPROVE ROUTE 18

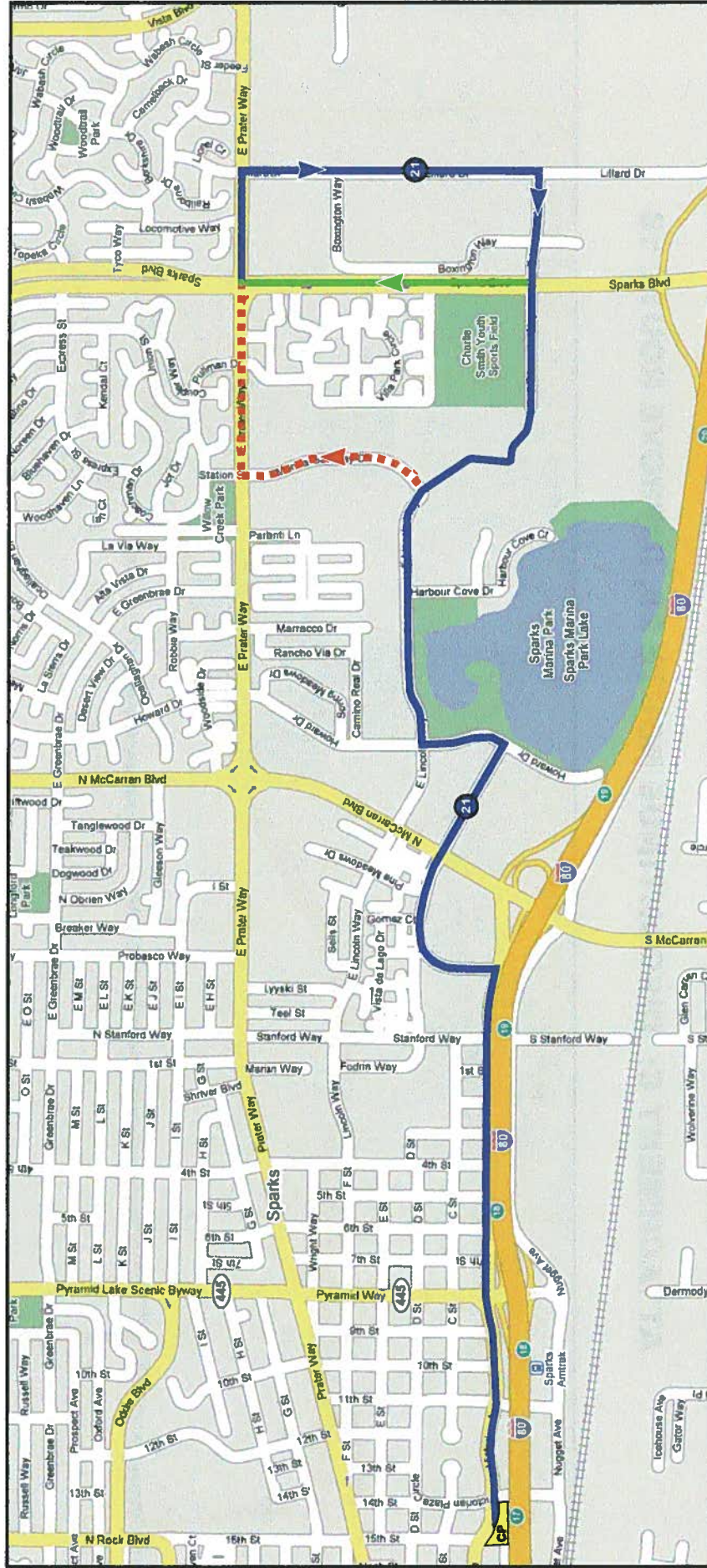


--- Route 28 - Discontinue

— Route 18 - add service

ATTACHMENT D

MODIFY ROUTE 21 TO PROVIDE TWO-WAY SERVICE THROUGH LEGENDS



— Unchanged
 — Route 18 - add service
 - - - Discontinue



January 20, 2012

AGENDA ITEM 7.2

TO: Regional Transportation Commission

FROM: Dean J. Mottram, P.E.
Civil Engineer II



Lee G. Gibson, AICP
Executive Director

SUBJECT: RTC RAPID Year 2 Stations Project Update

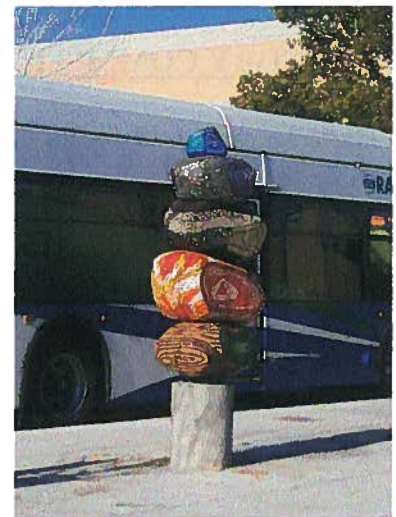
RECOMMENDATION

Acknowledge receipt of the RTC RAPID Year 2 Stations Project Update.

SUMMARY



Construction of Phase I (six full stations) is substantially complete. The new stations started service on December 18, 2011. The mosaic sculptures were installed at the Mt. Rose station and the Meadowood transfer facility on December 21, 2011. The ticket vending machines and the next bus displays were installed earlier this month. The remaining items to complete include imbed and thermoplastic art installations, along with some minor follow up punch list items.



Phase II includes construction of the next two full stations and six enhanced stations (see map, Attachment A). Pre-construction activities including review of traffic control plans, addressing permitting issues, and discussing utility locations continues. Q&D broke ground after the new year. With 60 working days, the construction of Phase II is expected to end March 2012.

FISCAL IMPACT

The estimated fiscal impact of the entire RTC RAPID stations project is \$5.9 million and is included in the FY 2012 budget.

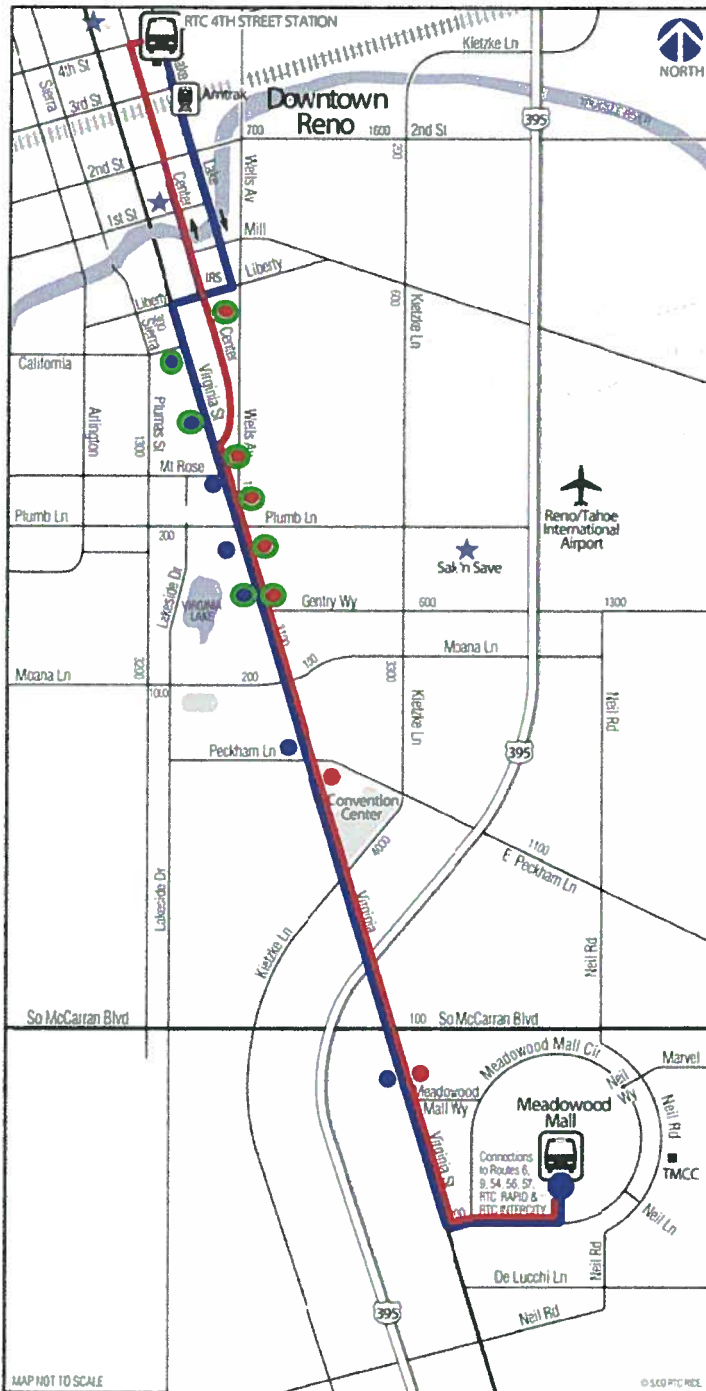
PREVIOUS BOARD ACTIONS

- Sep. 16, 2011: Approved the amendment of the professional services agreement with Stantec to include engineering services during construction for Phase II of the RAPID Stations project.
- Apr. 15, 2011: Approved the amendment of the professional services agreement with Stantec to include engineering services during construction for Phase I of the RAPID Stations project.
- Mar. 18, 2011: Rejected the amendment of the professional services agreement with Stantec to include engineering services during construction for Phase I and Phase II of the RAPID Stations project.
- Feb. 18, 2011: Accepted procedures for a Change Order Subcommittee for the RAPID Station construction contract and construction services agreement.
- Oct. 15, 2010: Approved inbound line of route on Center Street between Mary and Liberty and the development of a Station at the Nevada Discovery Museum.
- Sep. 17, 2010: Approved Station artists and authorized the Executive Director to negotiate and execute contracts not to exceed a combined total of \$78,300.
- May 21, 2010: Approved proceeding with procurement of real time bus arrival system and ticket vending machines; approved improvements to the Meadowood Mall Transfer Station to accommodate the new RTC RAPID buses.
- Apr. 16, 2010: Approved Call for Artist procurement process and approved north & south bound routes on S. Virginia Street between Mary Street and Liberty Street.
- Mar. 19, 2010: Approved conceptual station design.
- Dec. 18, 2009: Directed funding for art component up to 2% of estimated construction cost.

ADVISORY COMMITTEE(S) RECOMMENDATION

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

Attachment



Phase I

Outbound:

- * Mt Rose
- * Orchard Plaza (Virginia Lake)
- * Peckham (Atlantis)
- * South McCarran

Inbound:

- * South McCarran
- * Peckham (RSCVA)

Phase II

Outbound:

- * Liberty
- * Center/Mary
- * Peppermill

Inbound:

- * Peppermill
- * Orchard Plaza
- * Mt Rose/Holcomb
- * Center/Mary
- * Liberty



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 8.1

TO: Regional Transportation Commission

FROM: Steve Burlie
Administrative Services Director



Lee G. Gibson, AICP
Executive Director

SUBJECT: Public Information Officer (PIO) Recruitment and Request for Proposal (RFP)

RECOMMENDATION

Provide direction to RTC staff regarding the replacement of the PIO position and/or the issuance a RFP to outsource some of the PIO duties.

SUMMARY

The RTC PIO position is currently unfilled. At the December 2011 RTC Board of Commissioners meeting, staff was directed to return with options for replacing the former PIO and potentially outsourcing some of the PIO duties. Staff was also directed to develop options for improving agency communications and the agency's public image.

FISCAL IMPACT

The PIO position is budgeted in the current fiscal year. It is believed that the maximum cost of outsourcing some PIO-related duties will not exceed \$30,000 per year. An external communications consultant is not currently budgeted.

PREVIOUS ACTIONS BY BOARD

On December 16, 2011, discussion took place regarding options for outsourcing some duties of the former PIO as well as the potential replacement of an internal PIO position. Staff was directed to return with options for review.

ADDITIONAL BACKGROUND

Attachment A outlines which duties could be performed by a PIO and which could be supplemented by an outside consultant. It should be noted that some of the duties outlined in Attachment A are in addition to work performed by a PIO in previous years and that - in response to Board direction - more strategic responsibilities have been included. In the past, the PIO reported to the Director of Communications and Marketing. Because that position has not been replaced, it is likely that a PIO would be expected to assume increased decision-making and autonomy in working with directors, the E.D. and the Board.

Other alternatives considered.

1. The Board may accept Attachment A *as is* or direct staff to make changes.
2. The Board may choose to direct staff to return periodically to report on the effectiveness of outsourcing some of the PIO work.
3. The Board may choose to direct staff to delay the consideration of a communications consultant RFP until a PIO is hired.

Attachment

**ROLE, AUTHORITY, RESPONSIBILITY AND SCOPE OF WORK BETWEEN PIO
REPLACEMENT POSITION AND EXTERNAL COMMUNICATIONS CONSULTANT**

PIO	COMMUNICATIONS CONSULTANT
Recommend traditional and non-traditional media to promote the Agency's communications efforts (T.V., radio, print media, internet, speaking engagements, websites, blogs, social networks, etc.)	Limited involvement or N/A
Recommend and maintain communication strategy	Involved
Recommend Agency-wide messaging strategy	Involved
Develop positive partnerships with local media	N/A
Produce creative writing work-products	N/A
Write News Releases	N/A
Coordinate media programs and events	N/A
Assist with communications during emergencies, disasters and significant Agency events (e.g., accidents)	N/A
Write and/or edit speeches	N/A
Recommend metrics for evaluating Agency media effectiveness	N/A
Create and manage media contact records and media archive directory	N/A
Manage outside consultant – if assigned	N/A
Prepare weekly media reports	N/A
Prepare annual report on media communication activities/events for RTC Board	N/A
Assist Directors and subject-matter-experts (SME) with presentations	N/A
Recommend methods and strategies for enhancing reputation (reputation management)	Involved
Conduct research as directed	Limited involvement or N/A
Provide media training to directors and staff	May be involved
Extensive (PIO) interface with media	N/A
May lead web content development and work closely with IT Administrator on web design	Involved



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 8.2

TO: Regional Transportation Commission

FROM:



Lee G. Gibson, AICP
Executive Director

SUBJECT: Legal Counsel Report

The monthly Regional Transportation Commission (RTC) agenda includes a standing item for staff and legal counsel to provide information on any legal issues facing the RTC. This allows the Board to discuss such issues and provide direction to staff or take action as necessary.

The RTC may, consistent with Chapter 241 of NRS, decide to interrupt the public meeting at any time to conduct a closed session to confer with legal counsel and possibly deliberate on legal issues. Any action on pending legal matters will be made when the public meeting is reconvened.



REGIONAL TRANSPORTATION COMMISSION

Public Transportation • Streets and Highways • Planning

January 20, 2012

AGENDA ITEM 9

TO: Regional Transportation Commission

FROM: _____
Lee G. Gibson, AICP
Executive Director

SUBJECT: Public Input

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

LGG/dt

