



**NOTICE OF MEETING OF THE
CARSON AREA METROPOLITAN PLANNING
ORGANIZATION (CAMPO)**

Day: Wednesday
Date: February 13, 2019
Time: Beginning at 4:30 pm
Location: Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

AGENDA

AGENDA NOTES: The Carson Area Metropolitan Planning Organization (CAMPO) is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Carson Area Metropolitan Planning Organization staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or Comments@CarsonAreaMPO.com, or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance.

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

- 1. ROLL CALL AND DETERMINATION OF A QUORUM**
- 2. AGENDA MANAGEMENT NOTICE:** The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
- 3. DISCLOSURES:** Any member of the CAMPO Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the CAMPO's official business. Such disclosures must also be made at such time the specific agenda item is introduced.
- 4. PUBLIC COMMENT:** Members of the public who wish to address the CAMPO Board may approach the podium and speak on any matter relevant to or within the authority of CAMPO. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.
- 5. APPROVAL OF MINUTES:**
 - 5-A (For Possible Action)** To approve the January 9, 2019 draft minutes.

6. PUBLIC MEETING ITEM(S):

6-A (For Information Only) Presentation and discussion regarding Carson City's Regional Transportation Plan as it pertains to long-range planning and regional consistency review.

Staff Summary: The purpose of this presentation is to give the CAMPO board and the public a better understanding of the long-range planning efforts undertaken by CAMPO and City staff, and how these planning efforts influence development decisions and promote an efficient regional transportation network.

6-B (For Possible Action) To approve the submittal of a request to the Nevada Department of Transportation (NDOT) to reclassify Cochise Street, between Clearview Drive and Bennett Avenue, as a Minor Collector Roadway.

Staff Summary: The Federal Highway Administration (FHWA) has established guidelines for state, regional, and local jurisdictions to follow in classifying roadways. As it pertains to CAMPO and the member agencies, proposals for classifications are to be initiated by the Metropolitan Planning Organization and submitted to NDOT. Once submitted, NDOT will review the proposal and submit a final proposal to FHWA for approval.

6-C (For Possible Action) To set annual Safety Performance Targets for 2019 as required by the Code of Federal Regulations and the Fixing America's Surface Transportation (FAST) Act.

Staff Summary: Staff will provide an update on safety performance measure data for the CAMPO planning area and present the 2019 safety performance targets for approval by the CAMPO Board.

6-D (For Possible Action) To approve an amendment to the 2019/2020 Unified Planning Work Program (UPWP) to reduce Tasks 1.3, 3.3, 4.2, and 5.1 by 35,000, and to add \$70,000 to Tasks 1.1, 3.2, 3.5, 4.1, and 4.4. The UPWP amendment includes moving \$35,000 from the FY 2019 carryover balance and to postpone additional member contribution to July 2019, when annual invoices are requested.

Staff Summary: This UPWP amendment is necessary to advance the JAC Transit Development and Coordinated Plan described in UPWP Task 3.2.

6-E (For Possible Action) To approve Cooperative Agreement PR060-19-804 with the Nevada Department of Transportation (NDOT) for financial assistance to CAMPO to deliver the JAC Transit Development and Coordinated Plan.

Staff Summary: Approval of the Cooperative Agreement will facilitate the transfer of \$25,050 in federal transit planning funds from NDOT to CAMPO for financial assistance with the Jump Around Carson (JAC) Transit Development and Coordinated Plan. This funding will supplement CAMPO's Unified Planning Work Program (UPWP) Task 3.2 Transit Planning funds.

6-F (For Possible Action) To approve the expenditure of \$61,420 to be funded from the CAMPO/Unified Planning Work Program Account and to recommend approval of Contract No. 1819-128 JAC Transit Development and Coordinated Plan services to LSC Transportation Consultants, Inc. for a total not to exceed amount of \$86,470.00, to the Carson City Regional Transportation Commission (RTC).

Staff Summary: CAMPO released a formal Request for Qualifications (RFQ) for qualified firms to submit proposals for FY 2019 Transit Development and Coordinated Plan services on November 12, 2018. Contract No. 1819-128 satisfies the activities described within Task 3.2 Transit Planning of CAMPO's 2019/2020 Unified Planning Work Program (UPWP). An outside agency is contributing the difference between \$86,470.00 and \$61,420.

6-G (For Information Only) Presentation and discussion regarding League of American Bicyclists' 2018 Bicycle Friendly Community Report Card for Carson City and 2018 Public Survey Results.

Staff Summary: The League of American Bicyclists provided a 2018 Report Card as well as the results of a Public Survey on bicycle infrastructure and programs for Carson City. Recommendations gleaned from these results can be used to inform long-range planning and capital projects throughout the CAMPO planning area.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items):

7-A Future Agenda Items

8. BOARD COMMENTS (For Information Only): Status reports and comments from the members of the CAMPO Board.

9. The Next Meeting is Tentatively Scheduled: 4:30 p.m., Wednesday, March 13, 2019, at the Sierra Room - Community Center, 851 East William Street.

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

11. ADJOURNMENT (For Possible Action)

This agenda has been posted at the following locations on Thursday, February 7, 2019, before 5:00 p.m.:

City Hall, 201 North Carson Street
Community Center, Sierra Room, 851 East William Street
Carson City Library, Carson City Library, 900 North Roop Street
Carson City Public Works, 3505 Butti Way
Carson City Planning Division, 108 E. Proctor Street
Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden
Lyon County Manager's Office, 27 South Main Street, Yerington
Nevada Department of Transportation, 1263 S. Stewart Street, Carson City
City Website: www.carson.org/agendas
State Website: <https://notice.nv.gov>

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A regular meeting of the Carson Area Metropolitan Planning Organization was scheduled for 4:30 p.m. on Wednesday, January 9, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mark Kimbrough
 Vice Chairperson Brad Bonkowski
 Member Chas Macquarie
 Member Greg Stedfield
 Ex-Officio Member Sondra Rosenberg

STAFF: Lucia Maloney, Transportation Manager
 Dirk Goering, Senior Transportation Planner
 Karissa Moffett, Bicycle and Pedestrian Coordinator
 Todd Reese, Deputy District Attorney
 Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM (4:30:48) - Chairperson Kimbrough called the meeting to order at 4:30 p.m. Ms. King called the roll; a quorum was present. Members Alt, Bagwell, and Erb were absent.

2. AGENDA MANAGEMENT NOTICE (4:31:14) - Chairperson Kimbrough entertained modifications to the agenda; however, none were forthcoming.

3. DISCLOSURES (4:31:17) - Chairperson Kimbrough entertained disclosures; however, none were forthcoming.

4. PUBLIC COMMENT (4:31:22) - Chairperson Kimbrough entertained public comment. (4:31:32) Clerk - Recorder Aubrey Rowlett introduced herself to the CAMPO members. Ms. Maloney introduced Deputy District Attorney Todd Reese.

5. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 14, 2018 (4:32:21) - Chairperson Kimbrough introduced this item, and entertained a motion. **Vice Chairperson Bonkowski moved to approve the minutes, as presented. Member Macquarie seconded the motion.** Chairperson Kimbrough entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-0.**

6. PUBLIC MEETING ITEMS:

6(A) POSSIBLE ACTION TO NOMINATE AND ELECT A CHAIRPERSON AND A VICE CHAIRPERSON FOR THE CAMPO (4:32:54) - Chairperson Kimbrough introduced this item, and entertained nominations. **Vice Chairperson Bonkowski nominated Mark Kimbrough as chairperson. Member Macquarie seconded the nomination.** Chairperson Kimbrough entertained discussion on the nomination and, when none was forthcoming, called for a vote. **Nomination carried 4-0.** In response to

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a comment, **Vice Chairperson Bonkowski amended his motion to indicate a term of two years. Member Macquarie seconded the amendment.**

Chairperson-elect Kimbrough entertained nominations for vice chair. **Member Macquarie nominated Greg Stedfield as vice chair for a two-year term. Vice Chairperson Bonkowski seconded the nomination.** Chairperson-elect Kimbrough entertained discussion on the nomination and, when none was forthcoming, called for a vote. **Nomination carried 4-0.**

6(B) POSSIBLE ACTION TO APPROVE A FORMAL AMENDMENT TO CAMPO'S FEDERAL FISCAL YEAR 2018 - 2021 TRANSPORTATION IMPROVEMENT PROGRAM (4:35:20) - Chairperson Kimbrough introduced this item, and Mr. Goering presented the agenda materials. Chairperson Kimbrough entertained questions or comments of the CAMPO members and of the public and, when none were forthcoming, a motion. **Member Bonkowski moved to approve the formal amendment. Vice Chairperson Stedfield seconded the motion.** Chairperson Kimbrough entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-0.**

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS; FUTURE AGENDA ITEMS (4:37:57) - Chairperson Kimbrough introduced this item, and Ms. Maloney reviewed the tentative agenda for the February CAMPO meeting.

8. CAMPO MEMBER COMMENTS (4:39:11) - Chairperson Kimbrough entertained CAMPO member comments; however, none were forthcoming.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR 4:30 P.M. ON WEDNESDAY, FEBRUARY 13, 2019 IN THE COMMUNITY CENTER SIERRA ROOM (4:39:29) - Chairperson Kimbrough read this information into the record.

10. PUBLIC COMMENT (4:39:34) - Chairperson Kimbrough entertained public comment; however, none was forthcoming.

11. ACTION ON ADJOURNMENT (4:39:44) - Chairperson Kimbrough entertained a motion for adjournment. **Member Bonkowski so moved.** Chairperson Kimbrough adjourned the meeting at 4:39 p.m.

The Minutes of the January 9, 2019 Carson Area Metropolitan Planning Organization meeting are so approved this _____ day of February, 2019.

MARK KIMBROUGH, Chair



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Information Only) Presentation and discussion regarding Carson City's Regional Transportation Plan as it pertains to long-range planning and regional consistency review.

Staff Summary: The purpose of this presentation is to give the CAMPO board and the public a better understanding of the long-range planning efforts undertaken by CAMPO and City staff, and how these planning efforts influence development decisions and promote an efficient regional transportation network.

Agenda Action: Other/Presentation

Time Requested: 20 minutes

Proposed Motion

N/A

Background/Issues & Analysis

Staff will provide an informational presentation on the long-range transportation planning activities conducted by Transportation staff.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Supporting Material

-Exhibit-1: Presentation on Regional Transportation Planning

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1



REGIONAL TRANSPORTATION PLANNING

FEBRUARY 13, 2019

Carson Area Metropolitan Planning Organization

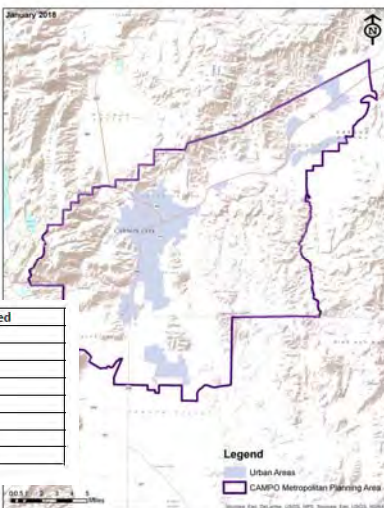
Carson Area Metropolitan Planning Organization

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- Formed on February 26, 2003
- Responsible for the metropolitan transportation planning process for the Carson City urbanized area.
- Staffed by Public Works
- CAMPO Policy Board

Member	Governmental Body Represented
Mr. Mark Kimbrough, Chairperson	Carson City
Mr. Brad Bonkowski, Vice-Chairperson	Carson City
Mr. Barry Penzel	Douglas County
Mr. Chas Macquarie	Carson City
Mr. Don Alt	Lyon County
Mr. Greg Stedfield	Carson City
Ms. Lori Bagwell	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation

*Non-Voting ex-officio member



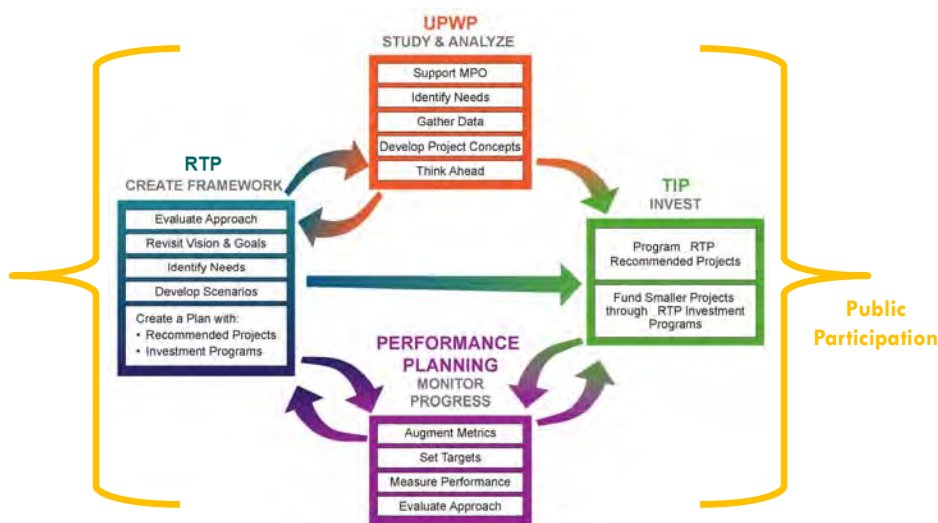
CAMPO's Primary Responsibilities

3

- **Metropolitan transportation planning process** in cooperation with the State DOT and transit operators
- Have a **proactive Public Involvement Process**
 - Public Participation Plan (PPP)
- **Cooperatively develop, update, and approve:**
 - Regional Transportation Plan (RTP)
 - Transportation Improvement Program (TIP)
 - Unified Planning Work Program (UPWP)

CAMPO's Primary Responsibilities

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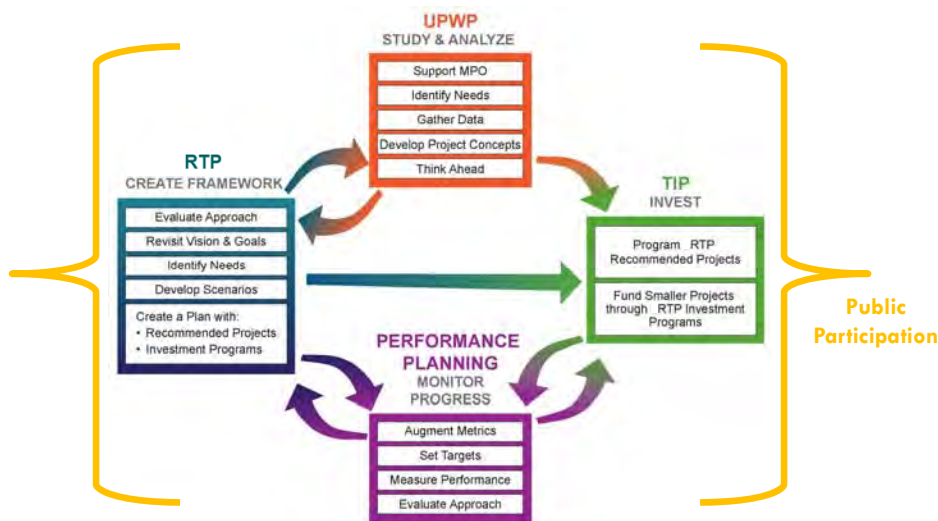
Regional Transportation Plan (RTP)

5

- MPO's are required to create a long-range regional transportation document
- 20+ year horizon period → Long Range
- Requirements:
 - Must be updated every 4 to 5 years
 - Developed in accordance federal requirements
 - Moving Ahead for Progress in the 21st Century (MAP-21)
 - Fixing America's Surface Transportation (FAST) Act
 - Performance Based Planning Framework
 - Goals > Objectives > Performance Measures > Targets
- 2040 Regional Transportation Plan – August 2016

CAMPO's Primary Responsibilities

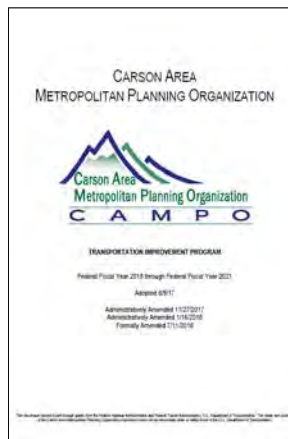
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Transportation Improvement Program (TIP)

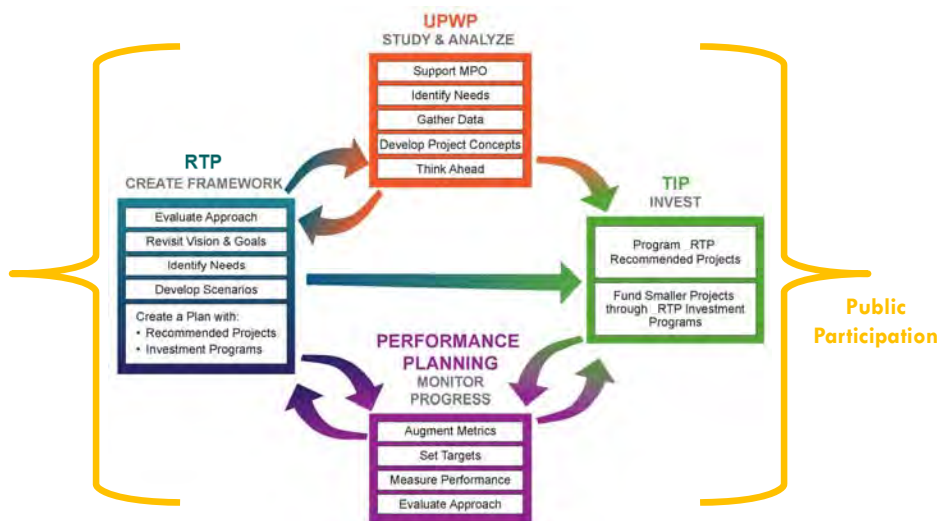
7

- Prioritized listing of transportation improvement projects
- 4-year horizon period → Short Range
- Requirements
 - Must be updated at least every 4 years
 - Must be consistent with the Regional Transportation Plan
 - Must include all regionally-significant projects
 - Must be fiscally constrained (reasonably expected funding sources)
- eSTIP
 - Searchable statewide transportation project database
 - <https://Estip.NevadaDOT.com>
- FFY 2018-2021 TIP – August 2017



CAMPO's Primary Responsibilities

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Unified Planning Work Program

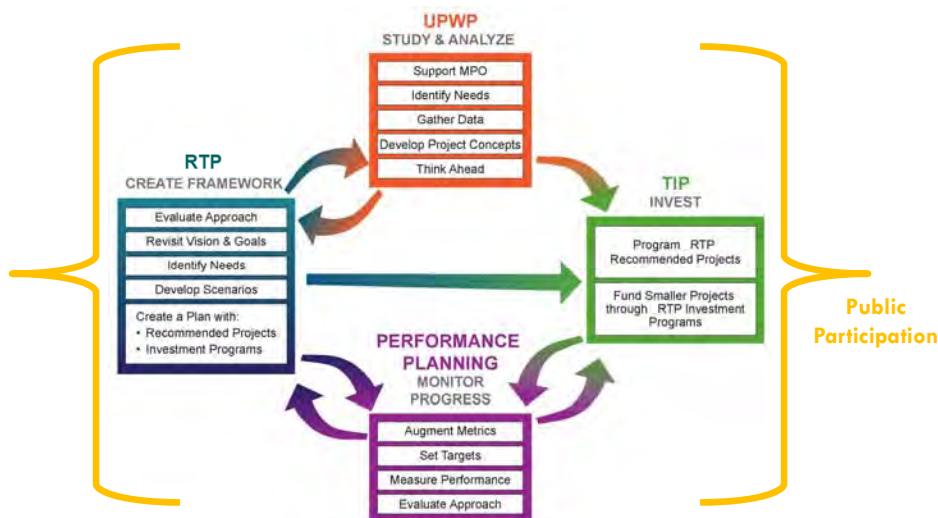
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- “3 C’s” approach to regional transportation planning:
Continuous, Comprehensive, Cooperative
- UPWP has a 1-2 year horizon period
- Strategic management tool for identifying needs and thinking ahead → Qualitative
- 2019/2020 UPWP – May 2018, Amended Feb 2019

Major Work Element	FY 2019	FY 2020	Overall FY 2019/2020
1.0 MPO Administration	\$142,000	\$153,000	\$295,000
2.0 Regional Coordination and Engagement	\$19,100	\$13,900	\$33,000
3.0 Regional Multimodal Planning	\$121,550	\$52,500	\$174,050
4.0 Transportation Performance Management	\$71,350	\$55,650	\$127,000
5.0 Asset Planning and Management	\$63,050	\$50,900	\$113,950
TOTAL	\$417,050	\$325,950	\$743,000

CAMPO’s Primary Responsibilities

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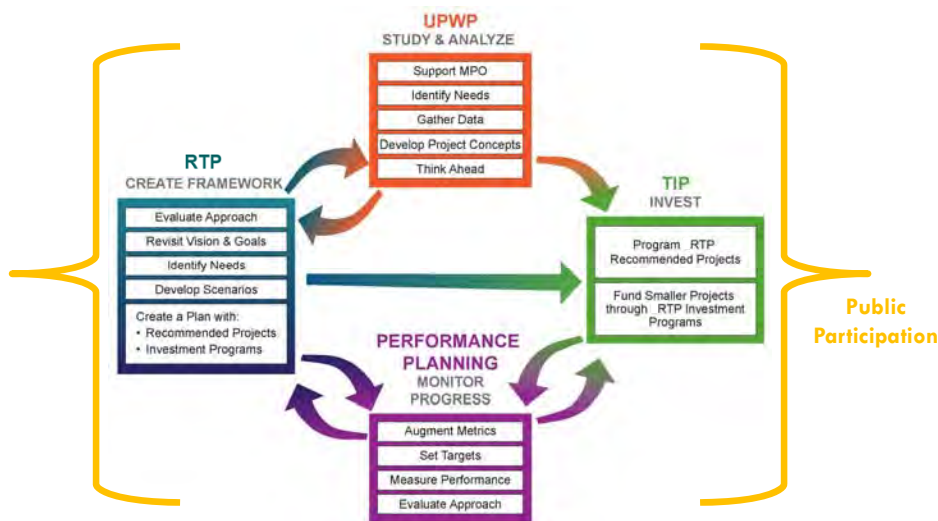
Performance Planning

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- Monitoring and evaluation that meets federal reqs
- Performance Goals > Objectives > Measures > Targets
- Implemented concurrent with UPWP
- Outputs feed into RTP/TIP
- Understand needs and effectiveness → Quantitative
- Complete Streets Performance Monitoring Report – 2015
- Expanded Performance Measurement Program – Spring 2019

CAMPO's Primary Responsibilities

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Public Involvement

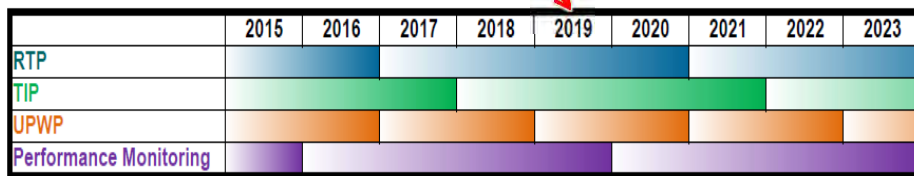
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- Hallmark of the transportation planning process
- Public Participation Plan (PPP)
 - Amended July 2012 / Amendment Jan. 2019
- Stakeholder Groups
 - Transportation Resource Advisory Forum for Carson City (TRAFCC)
 - Bicycle and Pedestrian Advisory Committee (BPAC)
 - Working Groups (PPP amendments, Transit Planning, etc.)
- Carson City Connect

Transportation Planning Timeline

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- High-level, Iterative



Public Participation

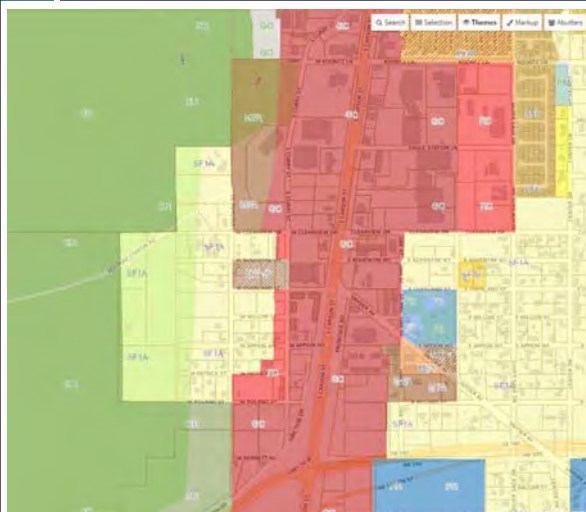
Travel Demand Model

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- ▣ Ongoing Maintenance & Regular Updates
- ▣ TransCAD software
- ▣ High-Level, regional forecasting tool
- ▣ Key Data Inputs
 - SocioDemographic Data → Who? (Workers/Students/Other)
 - Zoning → Where? (Origins/Destinations)
 - Transportation Network → How? (Roads)
- ▣ Forecast Years
 - Base Year (2015)
 - Future Years (2025, 2040)

Where are the trips?

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Zoning/Master Plan

- ▣ “Bed Base” → Trip Origins
- ▣ Work/School/Oth. → Trip Destinations

*The higher the density, the more trips that will be generated

Who is making the trips?

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- Sociodemographics
 - ▣ # Households (Single Family, Multi-Family)
 - ▣ Household Size
 - ▣ Household Vehicles, Income
 - ▣ Employment (Retail, Industrial)
 - ▣ Schools & School-aged children

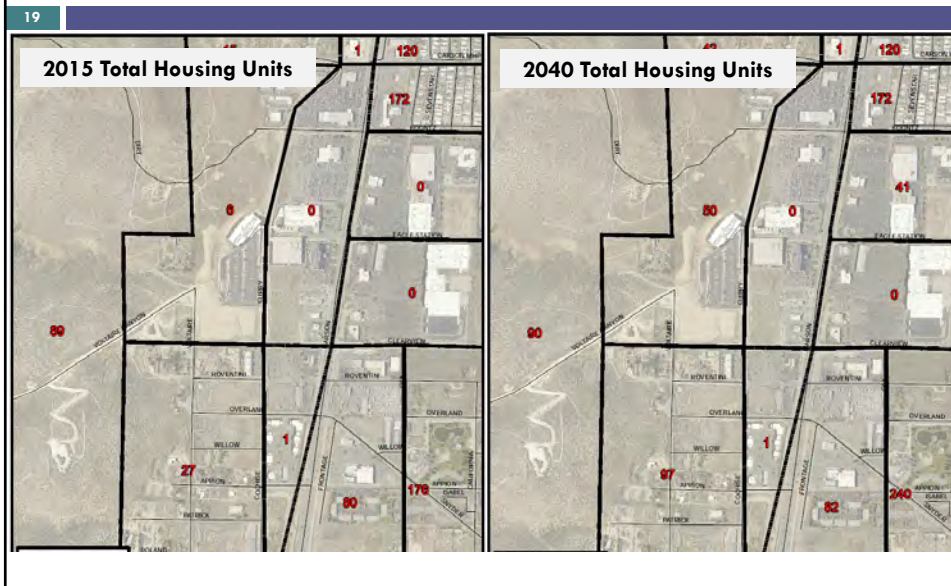
Who is making the trips? (cont.)

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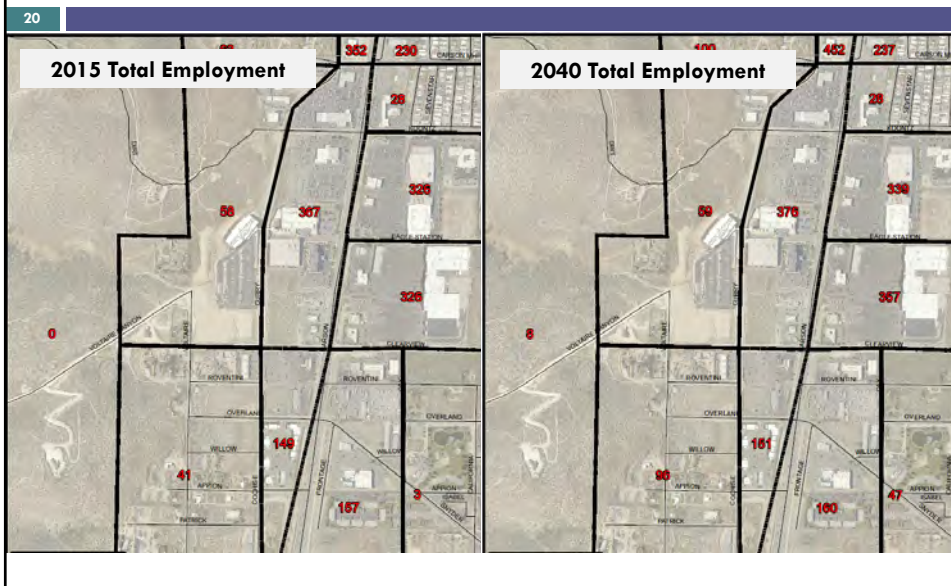
- Institute of Traffic Engineers (ITE) Trip Generation Manual
- National Household Travel Survey
- Household trip generation by various socioeconomic strata



Total Housing Units by TAZ



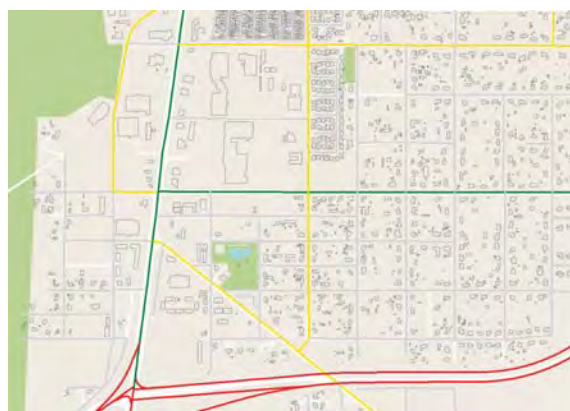
Total Employment by TAZ



How are the trips being made?

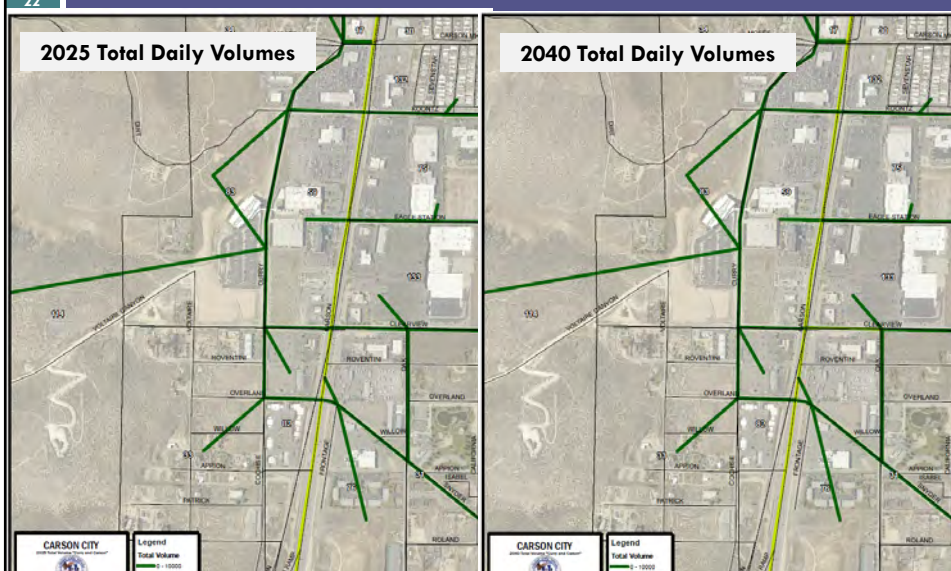
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□ Transportation Network → Roads

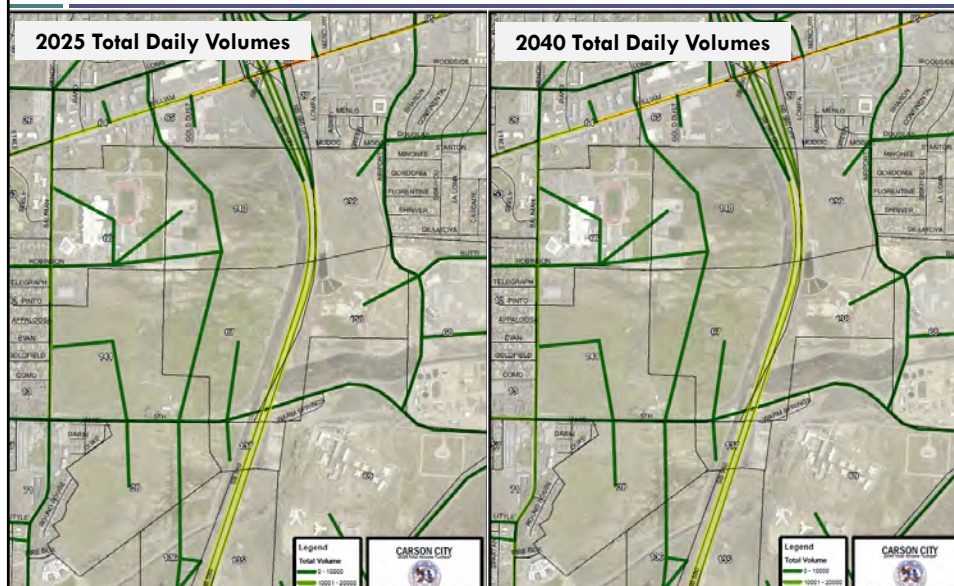


Model Outputs → Forecast Volumes

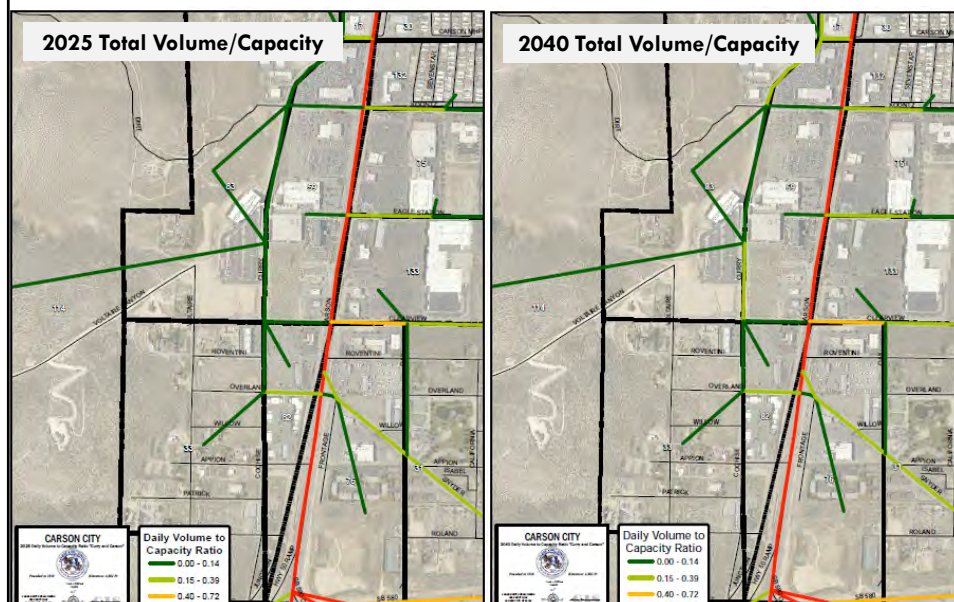
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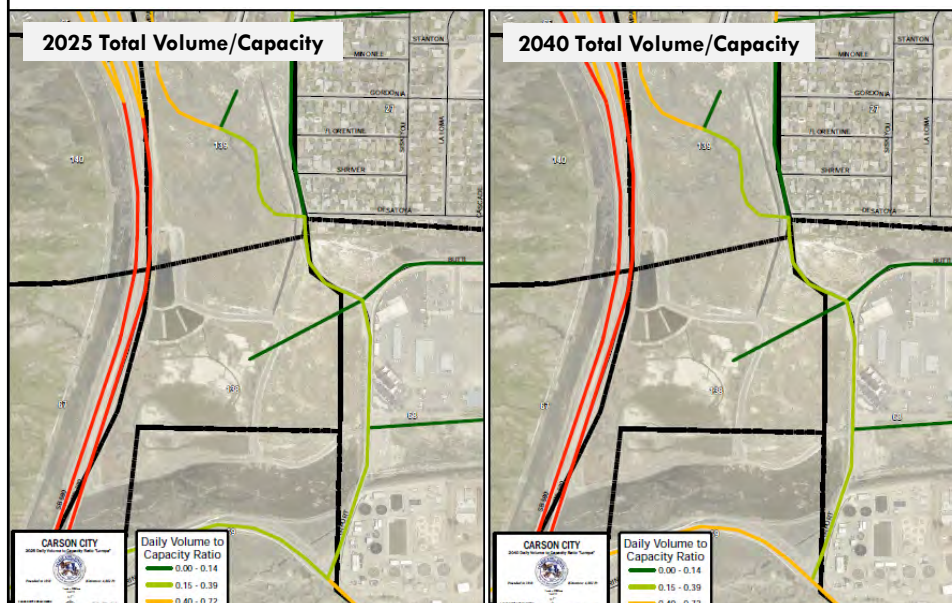
Model Outputs → Forecast Volumes



Model Outputs → Volume/Capacity



Model Outputs → Volume/Capacity



Travel Demand Model - Takeaways

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- ▣ Robust Quantitative Forecasting Tool... **BUT**
- ▣ High-Level, Regional **Estimations**
- ▣ Does not include conceptual development projects
- ▣ Does not look at individual intersections
- ▣ Outputs are only as good as the inputs →
Cross-departmental coordination and regular model updates are critical

Next Steps

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- Complete Model Update – Early 2019
- Ongoing Model Maintenance – Ongoing
- 2045 RTP
 - Vision/Goals Review – Fall 2019
 - Needs Assessment and Scenario Development – Winter 2019/2020
 - Draft Project Listing and Mapping – Spring 2020
 - Draft 2045 RTP – Spring/Summer 2020
 - Final 2045 RTP – Fall 2020

Question/Discussion

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: (For Possible Action) To approve the submittal of a request to the Nevada Department of Transportation (NDOT) to reclassify Cochise Street, between Clearview Drive and Bennett Avenue, as a Minor Collector Roadway.

Staff Summary: The Federal Highway Administration (FHWA) has established guidelines for state, regional, and local jurisdictions to follow in classifying roadways. As it pertains to CAMPO and the member agencies, proposals for classifications are to be initiated by the Metropolitan Planning Organization and submitted to NDOT. Once submitted, NDOT will review the proposal and submit a final proposal to FHWA for approval.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the submittal of a request to the Nevada Department of Transportation (NDOT) to reclassify Cochise Street, between Clearview Drive and Bennett Avenue, as a Minor Collector Roadway.

Background/Issues & Analysis

Cochise Street is currently classified as a local roadway with increasing characteristics typically associated with a Minor Collector Roadway, including proximity to I-580 and South Carson Street and connectivity with other higher classified roadways. Curry Street, which aligns with Cochise Street, is classified as a Minor Collector Roadway north of Clearview Drive. Cochise Street and the surrounding area is anticipated to accommodate additional traffic volumes in the future due to nearby land uses. Therefore, Carson City Public Works is requesting a change in classification from a local roadway to a Minor Collector Roadway.

The reclassification of Cochise Street south of Clearview Drive will support future right-of-way dedications and will allow the road to be eligible for certain federal funds.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: There is a positive fiscal impact as noted below.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If Cochise Street is classified as a Minor Collector Roadway, it will become eligible for federal funds, such as Surface Transportation Block Grant (STBG).

Alternatives

N/A

Supporting Material

-Exhibit-1: Roadway Function Classification Map with proposed Cochise Street reclassification

Board Action Taken:

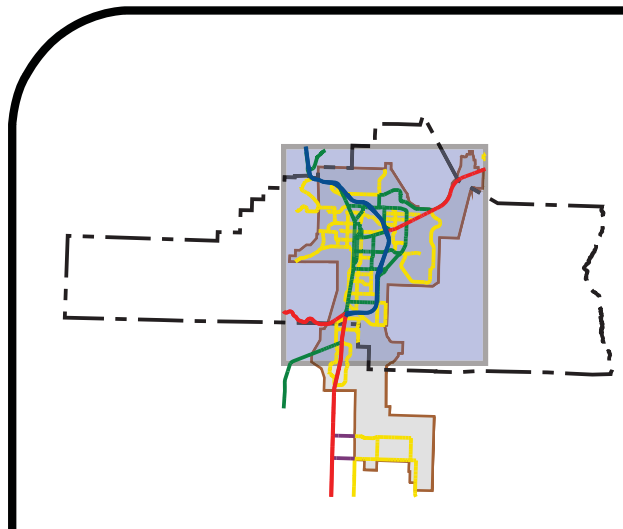
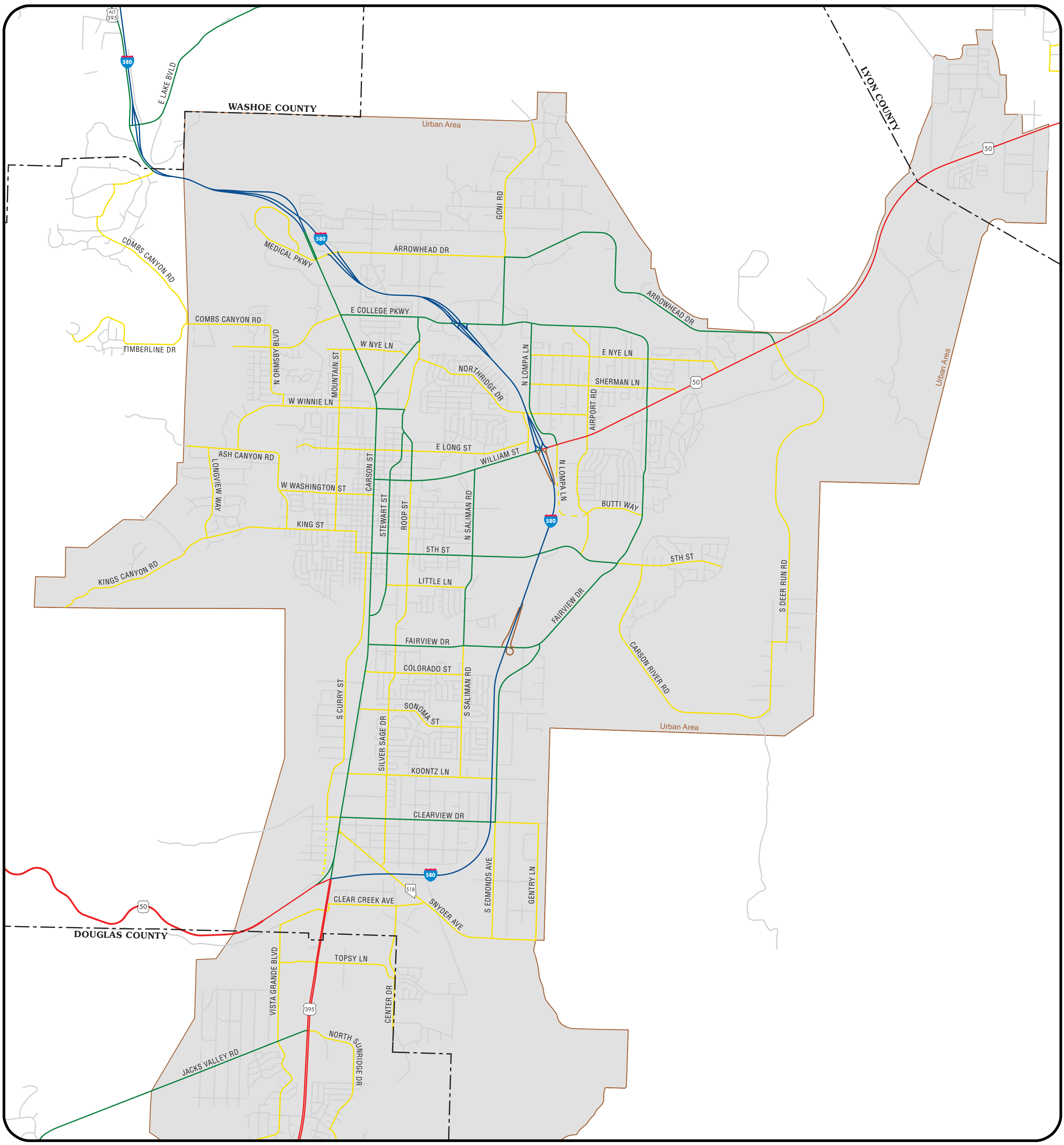
Motion: _____

1) _____

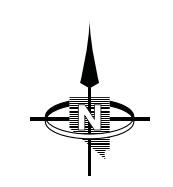
2) _____

Aye/Nay

(Vote Recorded By)



Existing	Proposed Unbuilt	
		1 Interstates
		2 Other Freeways and Expressways
		3 Other Principal Arterials
		4 Minor Arterials
		5 Major Collectors
		6 Minor Collectors
		7 Local Roads
		Urban Limits
		State Line
		County Lines



NEVADA

2018

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

ROADWAY FUNCTIONAL CLASSIFICATION

CARSON URBANIZED NORTH

CARSON CITY, NEVADA

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Possible Action) To set annual Safety Performance Targets for 2019 as required by the Code of Federal Regulations and the Fixing America's Surface Transportation (FAST) Act.

Staff Summary: Staff will provide an update on safety performance measure data for the CAMPO planning area and present the 2019 safety performance targets for approval by the CAMPO Board.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the Safety Performance Targets for 2019 as presented by staff.

Background/Issues & Analysis

The U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA) Safety Performance Measure (PM) Final Rule establishes requirements for the purpose of assessing fatalities and serious injuries on public roads. Below are the five performance measures, based on a five-year rolling average, per the Final Rule:

1. Number of Fatalities
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT)
3. Number of Serious Injuries
4. Rate of Serious Injuries per 100 million VMT
5. Number of Non-motorized Fatalities and Non-motorized Serious Injuries

The Fatality Analysis Reporting System (FARS) and the National Highway Transportation Safety Administration (NHTSA) provide the data for measuring fatalities and serious injuries, respectively. Vehicle Miles Traveled (VMT) are estimated using the statewide travel demand model maintained by the Nevada Department of Transportation (NDOT).

Target-Setting Process - The Safety PM Final Rule establishes the process for State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to establish and report safety targets along with the process FHWA will use to assess progress toward targets. MPOs shall establish their performance targets for each of the five measures no later than 180 days after the State submits its annual targets. The State's Highway Safety Improvement Program established targets on August 31, therefore, Nevada MPOs must establish targets by February 27th.

2019 State Targets - NDOT's statewide targets are reported in their Highway Safety Improvement Program Annual Report, which is currently under review by FHWA. NDOT's statewide safety targets are contained in Exhibit 1 for reference.

CAMPO Requirements for Safety Target-Setting - CAMPO may choose the State's targets or establish CAMPO specific targets for one or more of the five performance measures noted above. Performance targets must be set annually by the MPO.

For CAMPO's 2018 targets (set in December 2017), staff analyzed alternative statistical trend line projections to evaluate appropriate targets for the CAMPO planning area. Per the Final Rule, projection trends used data from the 2012-2016 calendar years (latest available). A 0.5% reduction was selected as the 2018 target for each of the five required performance measures.

CAMPO has since received 2017 crash data for fatalities and serious injuries to be used for setting 2019 targets. Since the number of fatalities and serious injuries is relatively low as compared with the rest of the state, a single crash increase or decrease over a reporting year can significantly alter the performance measure trends. Staff recommends the CAMPO board set the 2019 target at a 0.5% reduction, consistent with the 2018 targets, to support policy-making and infrastructure investment informed by long-term trends of crash data, rather than short-term effects of singular incidents.

Table 1. Safety Data for CAMPO Planning Area

Performance Measure	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
2018 Baseline										
2019 Baseline										
# of Fatalities	1.00	2.00	0.00	1.00	1.00	2.00	3.00	0.00	4.00	4.00
# of Serious Injuries	12.00	7.00	7.00	6.00	9.00	12.00	12.00	17.00	5.00	9.00
# of Non-Motorized Fatalities & Serious Injuries	6.00	2.00	1.00	1.00	2.00	5.00	4.00	2.00	3.00	5.00
Annual Vehicle Miles Traveled (VMT)	-	-	-	-	470,558,752	487,520,736	487,200,339	571,234,641	619,768,739	677,473,469

Table 2. Performance Measure Targets, 2018 (Established) and 2019 (Proposed)

	2018 Target (2012-2016, -0.5%)	2019 Target (2013-2017, -0.5%)
Number of Fatalities	3.53	3.17
Number of Serious Injuries	9.53	12.66
Number of Non-Motorized Fatalities and Serious Injuries	2.73	4.43
Rate of Fatalities Per 100 Million VMT	0.39	0.43
Rate of Serious Injuries per 100 Million VMT	1.71	1.57

Applicable Statute, Code, Policy, Rule or Regulation

23 U.S.C. 134(h)(2)(C)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: There is no fiscal impact for either setting or meeting/not meeting safety performance measure targets. CAMPO has a defined task in the Unified Planning Work Program (UPWP), Task 1.6 Implementation of MAP-21/FAST Act Performance Measures (245-3028-431.12-01) to carry out functions regarding safety performance measures. The budget for this task is \$35,000.

Alternatives

- Do not set the 2019 targets as recommended by staff
- Set more or less aggressive 2019 targets
- Continue item to have staff present alternative targets

Supporting Material

- Exhibit-1: Nevada Safety Performance Measure Targets
- Exhibit-2: Safety Performance Measures Fact Sheet

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
 2) _____ _____

 (Vote Recorded By)

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Nevada Safety Performance Measure Targets

Crash Data / Trends										Baseline	Preliminary	Trend	Trend	Target
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2019	2019
# of Fatalities	324	243	257	246	261	266	291	326	328	308				
Fatalities: 5-Year Moving Average	390.0	359.6	325.6	288.6	266.2	254.6	264.2	278.0	294.4	303.8	317.6	330.4	319.2	
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2019	
# of Serious Injuries	1,558	1,412	1,328	1,219	1,161	1,207	1,212	1,349	1,273	1,102				
Serious Injuries: 5-Year Moving Average	1,756.6	2,039.0	1,985.6	1,891.6	1,721.6	1,265.4	1,225.4	1,229.6	1,240.4	1,228.6	1,220.3	1,214.4	1186.4	
Serious Injury Rate / 100 Million VMT	7.41	6.75	6.00	5.45	5.09	5.12	4.76	5.38	4.51	3.84				
5-year moving average	8.23	8.02	7.60	6.86	6.14	5.68	5.29	5.16	4.97	4.72	4.57	4.38	4.357	
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2019	
Fatality Rate /100 million VMT	1.56	1.19	1.16	1.02	1.08	1.08	1.15	1.26	1.16	1.07				
Fatality Rate: 5-Year Moving Average	1.844	2.082	1.924	1.716	1.538	1.106	1.098	1.118	1.147	1.145	1.208	1.236	1.209	
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2019	
# of Non-motorized Fatalities and Serious Injuries	312	302	276	236	238	262	262	308	288	339				
Fatalities: 5-Year Moving Average	312.0	307.0	296.7	281.5	272.8	262.8	254.8	261.1	271.5	291.7	300.1	312.2	299.1	
# of Pedestrian Fatalities	56	35	36	46	55	65	71	66	80	98				
# of Pedestrian Serious Injuries	195	180	159	137	112	143	131	181	153	187				
# of Bicycle Fatalities	7	6	6	4	3	7	8	10	6	9.0				
# of Bicycle Serious Injuries	54	81	75	49	68	47	52	51	49	45				

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Safety Performance Measures Fact Sheet

Safety Performance Measures

Number of Fatalities: The total number of persons suffering fatal injuries in a motor vehicle crash during a calendar year.

Rate of Fatalities: The ratio of total number of fatalities to the number of vehicle miles travelled (VMT, in 100 million VMT) in a calendar year.

Number of Serious Injuries: The total number of persons suffering at least one serious injury in a motor vehicle crash during a calendar year.

Rate of Serious Injuries: The ratio of total number of serious injuries to the number of VMT (in 100 million VMT) in a calendar year.

Number of Non-motorized Fatalities and Non-motorized Serious Injuries: The combined total number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle during a calendar year.

Five Performance Measures	
✓	Number of Fatalities
✓	Rate of Fatalities per 100 million VMT
✓	Number of Serious Injuries
✓	Rate of Serious Injuries per 100 million VMT
✓	Number of Non-motorized Fatalities and Non-motorized Serious Injuries

Data Sources

Fatality Data: Fatality Analysis Reporting System (FARS). Final FARS data is to be used if it is available, otherwise FARS Annual Report File (ARF) data may be used, which is generally available one year before Final FARS data.

Volume Data: State VMT data is derived from the Highway Performance Monitoring System (HPMS). Metropolitan Planning Organization (MPO) VMT, if applicable, is estimated by the MPO.

Serious Injury Data: State motor vehicle crash database. Agencies must use the definition for “Suspected Serious Injury (A)” from the MMUCC, 4th edition by April 14, 2019. Prior to April 14, 2019 agencies may use injuries classified as “A” on the KABCO scale through use of NHTSA conversion tables. However, agencies are encouraged to begin using the MMUCC, 4th edition definition and attributes at the beginning of 2019 for a complete and consistent data file for the calendar year.

Number of Non-motorized Fatalities and Non-motorized Serious Injuries: FARS and State motor vehicle crash database. The number of non-motorized fatalities is the total number of fatalities with the FARS person attribute codes: (5) Pedestrian, (6) Bicyclist, (7) Other Cyclist, and (8) Person on Personal Conveyance. The number of non-motorized serious injuries is the total number of serious injuries where the injured person is, or is equivalent to, a pedestrian (2.2.36) or a pedalcyclist (2.2.39) as defined in ANSI D16.1-2007.

What You Need to Know About Establishing Targets

States:

- States will first establish statewide targets in their August 31, 2017 HSIP Annual Report for calendar year 2018, and annually thereafter.
- Targets are applicable to all public roads regardless of functional classification or ownership.
- For common performance measures (number of fatalities, rate of fatalities and number of serious injuries), targets must be identical to the targets established for the NHTSA Highway Safety Grants program in the Highway Safety Plan.
- States also have the option to establish any number of urbanized area targets and one non-urbanized area target for any or all of the measures. If a State chooses to do so, it is required to report the urbanized area boundaries used and evaluate and report progress for each target. Urbanized and non-urbanized area targets are not included in the significant progress determination.

Coordination and Collaboration:

- Performance management connects the Highway Safety Improvement Program (HSIP) and Highway Safety Plan (HSP) to the Strategic Highway Safety Plan (SHSP) to promote a coordinated relationship for common performance measures, resulting in comprehensive transportation and safety planning.
- The State DOT and MPOs in the State must coordinate when establishing targets, to the maximum extent practicable.
- A wide range of stakeholders should work together to establish targets. This includes, the State DOT, State Highway Safety Office, MPOs, FHWA Division Office, NHTSA Regional Office, Law Enforcement Agencies and EMS (Include all 4 E’s of Highway Safety)
- Set targets that are data-driven and realistic, maintain momentum and remain focused.



What You Need to Know About Establishing Targets (continued)

MPOs:

- MPOs must establish targets specific to the MPO planning area for the same five safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target. The MPO can choose between:
 - agreeing to support the State target; **OR**
 - establishing specific numeric targets for a safety performance measure (number or rate);
- MPOs may select either option for each individual safety performance measure.
- MPOs that choose to establish a rate target must report the VMT estimate used to establish that target and the methodology to develop the VMT estimate. MPOs should make maximum use of data prepared for HPMS when preparing the rate-based target denominator. If an MPO develops data specifically for the denominator, it should use methods to compute VMT that are consistent with those used for other Federal reporting purposes.
- MPO targets are reported to the State DOT, which must be able to provide them to FHWA, upon request. MPO targets are not included in the assessment of whether a State met or made significant progress toward meeting its targets.

Performance Measure	State Target		MPO Target For Each Performance Measure, Support State Target or Establish MPO-Specific Target
	Target Reported in HSIP Annual Report for FHWA	Target Reported in Highway Safety Plan for NHTSA	
Number of Fatalities	✓	= ✓	✓
Rate of Fatalities	✓	= ✓	✓
Number of Serious Injuries	✓	= ✓	✓
Rate of Serious Injuries	✓	Not required	✓
Number of Non-motorized Fatalities and Non-motorized Serious Injuries	✓	Not required	✓

Example Target Calculations

5-Year Rolling Average: Each target is based on a 5-year rolling average, which is the average of 5 individual, consecutive points of data. The 5-year rolling average provides a better understanding of the overall data over time without eliminating years with significant increases or decreases; and provides a mechanism for accounting for regression to the mean. If a particularly high or low number of fatalities and/or serious injuries occur in one year, a return to a level consistent with the average in the previous year may occur.

The **number targets** are calculated by adding the number for the measure for each of the most recent 5 consecutive years ending in the year for which the targets are established, dividing by 5, and rounding to the **tenth** decimal place. The **rate targets** are calculated similarly yet rounded to the **thousandth** decimal place. This more accurately reveals the change from one 5-year average to another that might otherwise be obscured if the number was truncated.

Example: Number of Fatalities

Year	2011	2012	2013	2014	2015
Number of Fatalities	471	468	493	468	462*

*From FARS Annual Report File, if Final FARS is not available

To determine the target for number of fatalities:

- Add the number of fatalities for the most recent 5 consecutive calendar years ending in the year for which the targets are established: $471 + 468 + 493 + 468 + 462 = 2,362$
- Divide by five and round to the nearest tenth decimal place:
 $2,362 / 5 = 472.4$

Example: Rate of Fatalities

Year	2011	2012	2013	2014	2015
Number of Fatalities	471	468	493	468	462*
100 VMT	454	490	466	492	495
Rate of Fatalities	1.04	0.96	1.06	0.95	0.93

*From FARS Annual Report File, if Final FARS is not available

To determine the target for rate of fatalities:

- Add the rate of fatalities for the most recent 5 consecutive calendar years ending in the year for which the targets are established: $1.04 + 0.96 + 1.06 + 0.95 + 0.93 = 4.94$
- Divide by five and round to the nearest thousandth decimal place: $4.94 / 5 = 0.988$





STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Possible Action) To approve an amendment to the 2019/2020 Unified Planning Work Program (UPWP) to reduce Tasks 1.3, 3.3, 4.2, and 5.1 by 35,000, and to add \$70,000 to Tasks 1.1, 3.2, 3.5, 4.1, and 4.4. The UPWP amendment includes moving \$35,000 from the FY 2019 carryover balance and to postpone additional member contribution to July 2019, when annual invoices are requested.

Staff Summary: This UPWP amendment is necessary to advance the JAC Transit Development and Coordinated Plan described in UPWP Task 3.2.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve Amendment 1 to CAMPO's 2019/2020 Unified Planning Work Program.

Background/Issues & Analysis

Due to the cost proposal for the JAC Transit Development and Coordinated Plan coming in higher than budgeted, and the need to develop this plan to remain eligible for federal funding, it is necessary to add funding into Task 3.2 (Transit Planning). Additionally, due to recent and ongoing development review as well as an expressed desire to improve CAMPO's monitoring and reporting, staff has expended higher than anticipated time on Tasks 1.1 General Administration and Work Program Oversight, 3.5 Regional Consistency Review, 4.1 MAP-21/FAST Act Implementation and Performance Measures, and 4.4 Data Management, Collection, and Performance Measurement. Consequently, nominal funding increases are proposed for Tasks 1.1, 3.5, 4.1, and 4.4.

To fund the revisions noted above, the following budget reductions are proposed:

- \$10,000 from Task 1.3 MPO Representation – Due in large part to a several month staff vacancy, adequate funds are available to perform all activities described in the UPWP after this proposed shift.
- \$12,950 from Task 3.3 ITS Planning – The activities planned under this task remain desirable and necessary in the long term, however, due to the critical need and time sensitive nature of the transit plan, the scope has been reduced significantly.
- \$7,000 from Task 4.2 Update and Maintain the Transportation Improvement Program – Maintenance activities for the Transportation Improvement Program (TIP) have remained minimal through the first half of the fiscal year and it is anticipated that staff can perform all activities described in the UPWP.
- \$5,050 from Task 5.1 Maintain Pavement Management System – With half of the fiscal year expended, staff is confident the activities described under this task can be accomplished after the proposed reduction.

- \$35,000 from the FY 2019 carryover balance - \$71,090 was reserved as unbudgeted funding from the total amount authorized by the Nevada Department of Transportation (NDOT) for this fiscal year. It is beneficial and desirable to reserve some funding each fiscal year to accrue larger fund balances for longer-term, larger scale planning efforts and “rainy day” needs. Use of these funds on the Transit Development and Coordinated Plan (Task 3.2) is precisely the type of planning effort for which the benefit of reserving funds can be realized. Shifting \$35,000 will leave \$36,090 as carryover for future UPWP activities.

The requested amendment will not alter the total amount authorized to CAMPO by NDOT for the 2019 fiscal year of \$453,140. The \$35,000 net increase of federal funding increases the local match contribution. Thus, approval of this amendment will necessitate that CAMPO partners contribute their proportionate share of local match. Staff proposes to postpone the additional member contribution to July 2019, when annual invoices are requested. The UPWP remains at a reimbursable rate of 95%.

Table 1. Distribution of FY 2019 Local Share

County	Pct.	Annual Member Contribution (Invoiced)	Annual Member Contribution with Proposed Amendment	Difference
Carson City	66%	\$12,665	\$13,825	\$1,160
Douglas County	15%	\$2,942	\$3,211	\$270
Lyon County	18%	\$3,496	\$3,816	\$320
Total	100%	\$19,103	\$20,853	\$1,750

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR Part 450C

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO Fund, Services and Supplies Account / 245-3028-431.12-01

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If approved, the UPWP budget will be amended as shown in Table 5.1 of Exhibit-2 attached (Document Page 38), the total work program budget is \$743,000. The requested amendment will not alter or exceed the total Federal Metropolitan Planning Funds available to CAMPO’s 2019/2020 UPWP (\$775,618).

Alternatives

N/A

Supporting Material

- Exhibit-1: UPWP Cover Letter
- Exhibit-2: UPWP Amendment, Tracked Changes
- Exhibit-3: UPWP Amendment, Final

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

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Carson Area Metropolitan Planning Organization

Exhibit-1: UPWP Cover Letter



February 13, 2019

Sondra Rosenberg, PTP, Assistant Director, Planning
Nevada Department of Transportation
1263 S. Stewart Street
Carson City, NV 89712

Dear Ms. Rosenberg,

Re: AMENDMENT 1 TO CAMPO'S 2019/2020 UPWP

The Carson Area Metropolitan Planning Organization (CAMPO) Unified Planning Work Program (UPWP) for Fiscal Years (FY) 2019 and 2020 was adopted by the CAMPO Board on May 9, 2018. This letter formally requests State and Federal approval of an Amendment to the UPWP. The CAMPO Board approved this amendment at its February 13th meeting.

This is the first amendment to CAMPO's 2019/2020 UPWP. It includes adding funding for a Transit Development and Coordinated Plan (3.2), removing funds and decreasing scope from Intelligent Transportation Systems (ITS) Planning (3.3), and adjusting funding distribution across the following tasks to account for impacts of regional growth and for ongoing resource needs: General Administration and Work Program Oversight (1.1); MPO Representation (1.3); Regional Consistency Review (3.5); MAP-21/FAST Act Implementation and Performance Measures (4.1); Update and Maintain the Transportation Improvement Program (4.2); Data Management, Collection, and Performance Measurement (4.4); and, Maintain Pavement Management System (5.1). The amendment details are shown in tracked-changes in the attached UPWP, with budget changes shown in Table 5.1 on page 38 (last page).

The amendment was approved after an official 30-day public comment period which opened on January 10, 2019 and closed on February 10, 2019. This amendment will not detrimentally impact the outcome of either task. The requested amendment will not alter CAMPO's 2019/2020 UPWP total funding amount of \$775,618. This amount is 95% reimbursable with Federal Planning funds supported by a 5% local match.

Thank you for your consideration.

Sincerely,

Lucia Maloney, Transportation Manager

Cc: Rudy Malfabon, NDOT; Kevin Verre, NDOT; Enos Han, FHWA



Carson City

Public Works

Department

3505 Butti Way

Carson City, NV 89701

Ph: 775-887-2355

Fx: 775-887-2112

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Carson Area Metropolitan Planning Organization



Fiscal Years 2019-2020: July 1, 2018 – June 30, 2020

UNIFIED PLANNING WORK PROGRAM

Approved: May 9, 2018

Amended: February 13, 2019

Contact Information:

Carson Area Metropolitan Planning Organization

3505 Butti Way

Carson City, NV 89701

Office: (775) 887-2355

Email: CarsonAreaMPO@Carson.com

www.carson.org

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation and member agencies, including Carson City, Douglas County, and Lyon County. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation. Carson Area Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The Carson Area MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats. For more information please contact the Carson Area MPO at (775) 887-2355 or CarsonAreaMPO@Carson.com.

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**Carson Area Metropolitan Planning Organization
 FY 2019 and FY 2020 CAMPO Unified Planning Work Program
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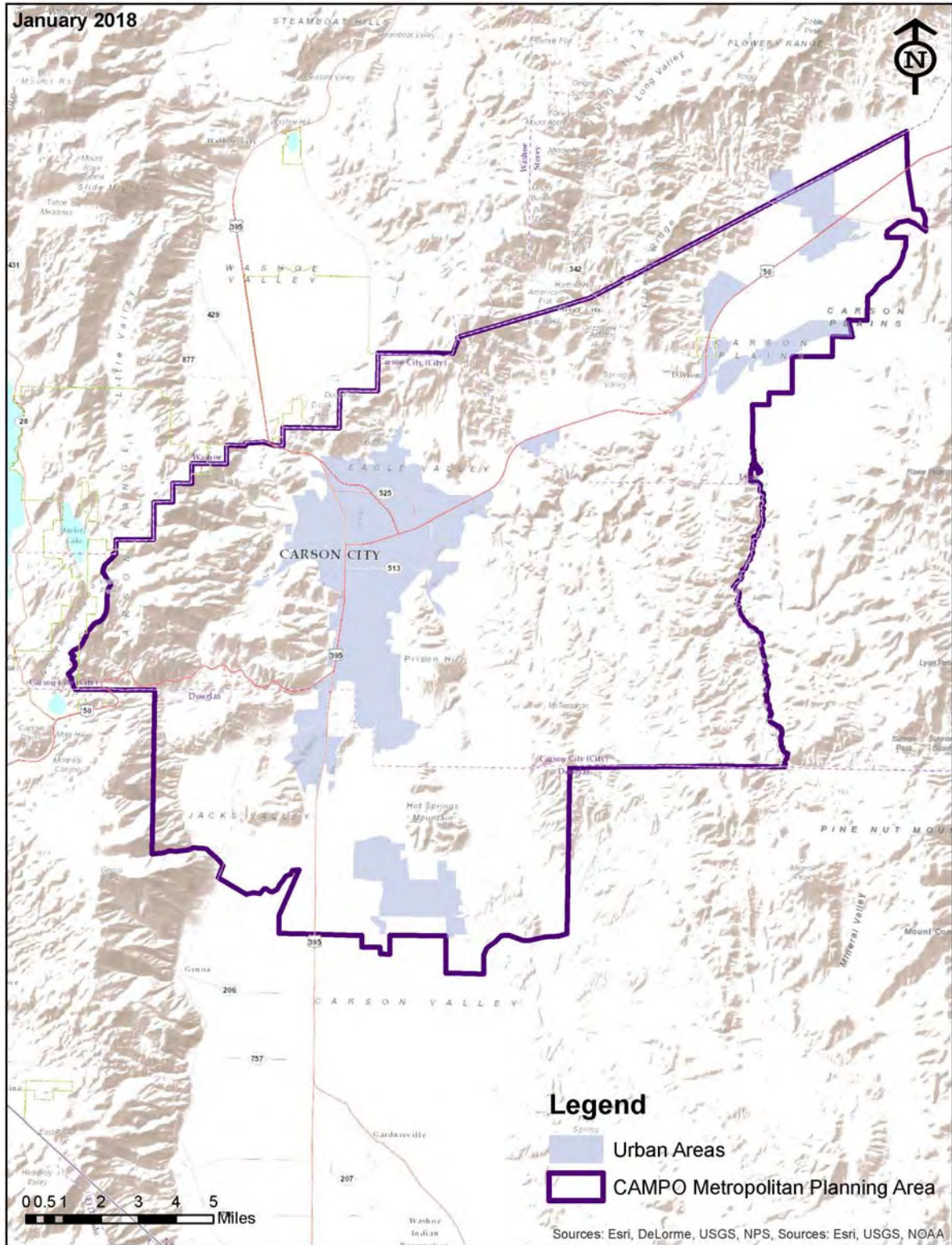
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1.0 Introduction

The Unified Planning Work Program defines the continuing, comprehensive, and cooperative regional transportation planning process for the Carson Area Metropolitan Planning Organization (CAMPO) planning area. It establishes regional planning objectives for Fiscal Years 2019/2020 covering the period of July 1, 2018 through June 30, 2020 and includes a corresponding budget to complete the work. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the two-year period. These activities include core metropolitan planning functions, mandated metropolitan planning requirements, and other regional planning activities. As detailed in 23 CFR 450.308, each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. Funding for metropolitan planning activities is made possible through the U.S. Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. Figure 1.1 depicts the CAMPO Metropolitan Planning Area.

Figure 1.1 CAMPO Metropolitan Planning Area



1.1 Organization Overview

A Metropolitan Planning Organization is an organization of local governments in areas with a collective population of 50,000 or over, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a continuing, cooperative, and comprehensive transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law, reaffirming the role of MPOs. This is a five-year transportation bill which extends most of the provisions in the previous two-year bill, Moving Ahead for Progress in the 21st Century Act (MAP-21).

What is the Carson Area Metropolitan Planning Organization?

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown on Figure 1.1. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

Carson City Public Works staff serves as support staff to CAMPO. There are five staff members that carry out the daily operations and they include the Transportation Manager, Senior Transportation Planner, Transportation Planner, Transit Coordinator, and Bicycle and Pedestrian Coordinator. In addition, CAMPO utilizes Geographic Information Systems (GIS) staff on occasion for geographic analyses, the production of various maps, and other related tasks.

Carson City operates a transit system within the CAMPO planning area. Additionally, through an agreement with RTC Washoe, Carson City provides partial funding for an intercity transportation service based in Reno that operates within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

1.2 CAMPO Policy Board and Staff

CAMPO’s Policy Board is comprised of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Board of Commissioners, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex-officio, non-voting member.

Table 1.1 CAMPO Policy Board

Member	Governmental Body Represented
Mr. Mark Kimbrough, Chairperson	Carson City
Mr. Brad Bonkowski, Vice-Chairperson	Carson City
Mr. Barry Penzel	Douglas County
Mr. Chas Macquarie	Carson City
Mr. Don Alt	Lyon County
Mr. Greg Stedfield	Carson City
Ms. Lori Bagwell	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation

*Non-Voting ex-officio member

Additionally, CAMPO staff works closely with the CAMPO Policy Board for development of the UPWP and to carry out related tasks. All tasks identified in the UPWP are undertaken by staff with periodic updates to the CAMPO Policy Board.

Table 1.2 CAMPO Staff

Staff Member	Title
Mrs. Lucia Maloney, PMP	Transportation Manager
Mr. Dirk Goering, AICP	Senior Transportation Planner
Ms. Hailey Lang Vacant	Transportation Planner
Ms. Cortney Bloomer Ms. Karissa Moffett	Bicycle and Pedestrian Coordinator
Mr. Graham Dollarhide	Transit Coordinator

1.3 Responsibilities and Priorities

The primary responsibility of CAMPO is the continued, cooperative, and comprehensive planning process; to provide for consideration and implementation of projects, strategies, and services that address the following factors:

- Increase the safety of the transportation system for motorized and non-motorized users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a transportation system that supports economic vitality
- Provide an integrated transportation system

1.4 Organizational Procedures and Documents

The following list of documents includes organizational policies and procedures, programming documents, transportation planning studies, and other required documents, which are available on CAMPO's website: www.CarsonAreaMPO.com.

- CAMPO Policies & Procedures
- CAMPO Public Participation Plan
- CAMPO FFY 2018-2021 Transportation Improvement Program
- CAMPO Unified Planning Work Programs
- CAMPO Pedestrian Safety Guidelines
- Carson City Freeway Corridor Multi-Use Path Alignment Studies
- CAMPO Fare & Service Change Policy
- Notice of Protection Under Title VI
- CAMPO Disadvantaged Business Enterprise (DBE) Program
- CAMPO Disadvantaged Business Enterprise (DBE) FFY 2014-16 Goal
- CAMPO Complete Streets Performance Monitoring Program
- FFY 2017 Annual Obligation Report
- CAMPO Travel Demand Model Validation Report 2015
- CAMPO Bicycle Friendly Community Report Card 2014
- CAMPO Regional Transportation Plan

1.5 Public Involvement

Public involvement is a critical component of the MPO transportation planning process and the development of plans, programs, and policy. CAMPO's regional transportation planning program establishes an important forum for discussing and resolving regional transportation issues. Some examples of executing the continuing, comprehensive, and cooperative planning process include board meetings, public workshops, technical advisory committees, project- and issue-specific meetings, public hearings, and formal public document review periods. Specific policies and procedures for public involvement have been developed and are contained within CAMPO's [Public Participation Plan \(PPP\)](#) available on the CarsonAreaMPO.com website. The PPP emphasizes efforts to coordinate with and involve all stakeholders and members of the public in the transportation planning process, including development of this Unified Planning Work Program.

The CAMPO region is also home to the Washoe Tribe of Nevada. CAMPO staff conducts government-to-government communication with the Washoe Tribe to consider tribal needs in the planning and programming process.

2.0 Summary of FY 2017 & FY 2018 Accomplishments and Work Efforts

In working with the U.S. Department of Transportation (U.S. DOT) and Nevada Department of Transportation (NDOT), it was determined that CAMPO would develop a two-year UPWP for the first time for FY 2017 and FY 2018. This allowed greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe, and to better coordinate work tasks with the funding cycle. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO cannot, and did not, seek reimbursement of funds in advance of obligation.

The following are the primary tasks that were undertaken during FY 2017 and FY 2018:

- *South Carson Street Complete Streets Study* – Staff worked with a consultant to help guide the vision for South Carson Street from Fifth Street to the I-580/Spooner Junction intersection. This is one of the primary travel corridors within the CAMPO area.
- *Travel Demand Model Update* – CAMPO staff hired a consultant team to update the travel demand model in anticipation of the next Regional Transportation Plan (RTP) update and in response to planning and/or completion of several major projects that will have a significant impact on the CAMPO region, including: completion of the Carson City Freeway, completion of the Downtown Carson Complete Street project, and further development of the Tahoe Reno Industrial Center (TRIC).
- *2017 Carson City Pavement Survey* – Carson City's roadway network was inventoried and the pavement conditions were reassessed in partnership with a contractor. This practice is performed every couple of years to strengthen the existing database and track historical benchmarks to provide a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- *2017 Jump Around Carson (JAC) Transit User Survey* – This survey identified needs and concerns of the existing ridership base. Feedback received provided staff direction on what is working well with the system and where improvements can be made to better serve riders.
- *Adoption of Federally-Required Performance Measures and Targets* – On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. In partnership with State and Federal planning partners, as well as fellow MPOs, staff continued to develop federally-mandated performance measures and targets, including adoption of Transit Asset Management (TAM) and Safety performance measure targets.
- *Transportation Improvement Program (TIP) Activities* – The TIP includes a four-year list of projects and is consistent with all Federal planning regulations. All federally funded projects must be included in the TIP. CAMPO staff worked to update the TIP, resulting in adoption of the FFY 2018-2021 TIP. Regular maintenance of the document was required through formal and administrative amendments.

- *Collection of Baseline Complete Streets Performance Information* – CAMPO began collection of baseline performance information, used to evaluate and monitor the performance of Complete Streets measures. Staff collected data on the Downtown Carson Complete Streets project and other key corridors throughout Carson City to understand changes or trends as a result of implementation of the City’s Complete Streets Monitoring Program and Complete Streets Policy.
- *Ongoing MPO Activities* – These tasks included general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.

3.0 Federal Planning Emphasis Areas/FAST Act Planning Factors

The Federal Highway Administration (FHWA), in consultation with the Federal Transit Administration (FTA), develops Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by metropolitan planning organizations in preparation of work plans. The PEAs address a mix of planning issues and priority topics identified as requiring additional focus by MPOs. In addition to PEAs, the FAST Act expanded the scope of factors to consider in the transportation planning process. The sections below introduce PEAs and the FAST Act Planning factors and discuss how both are addressed across work elements in the UPWP.

3.1 Federal Planning Emphasis Areas

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued a statement encouraging MPOs to give priority to certain planning emphasis areas when updating their unified planning work programs. The three planning emphasis areas described below are FAST Act Implementation (recently updated from MAP-21), Regional Models of Cooperation, and Ladders of Opportunity.

MAP-21/FAST Act Implementation - Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation - Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity - Access to essential services - as part of the transportation planning process identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

3.2 FAST Act Planning Factors

The metropolitan transportation planning process specified by the FAST Act and the implementing regulations contained in Title 23 Part 450 of the Code of Federal Regulations (CFR) requires CAMPO to maintain a cooperative, continuous, and comprehensive framework for making transportation investment decisions in the metropolitan area.

The FAST Act carries forward and expands the performance-based transportation planning framework established under MAP-21. This UPWP includes data collection and analytical tasks that will facilitate annual reporting about safety, travel delay, pavement condition, alternative mode share, and other performance metrics. This UPWP includes tasks to continue evaluation of the transportation performance measures and performance targets established in the RTP. It anticipates that these performance measures will be refined based on statewide MPO/NDOT coordination in the development of future RTPs.

Transportation legislation lists ten factors that must be considered as part of the transportation planning process for all metropolitan areas. The following factors shall be explicitly considered, analyzed as appropriate, and reflected in the planning process products (23 CFR Section 134 (h)):

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
- Emphasize the preservation of the existing transportation system;
- Promote efficient system management and operation;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

3.3 Overview of FY 2019 and FY 2020 Work Efforts

CAMPO developed its first two-year UPWP in FY 2017. In working with U.S. DOT and NDOT, it was agreed that CAMPO would continue to implement its UPWP in a two-year cycle, which allows greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe and to better coordinate work tasks with the funding cycle. A two-year work program does not mean that two years' worth of funds are available in the first year. CAMPO cannot seek reimbursement of funds in advance of obligation, but a two-year work program does provide certain advantages as described.

The following are the primary tasks to be undertaken during FY 2019 and FY 2020:

- Administer a survey of transit non-riders (residents and visitors who do not ride the Jump Around Carson (JAC) transit system) to identify needs and concerns. Feedback received will provide staff direction on what is working well with the system and where improvements can be made to better serve the community.
- The Carson City ADA Transition Plan will be updated. While the initial plan was developed in 2015, only a small portion of the City was inventoried due to budget constraints. It was anticipated that further inventory of the City would be done incrementally in the future. It is also a requirement to update the Transition Plan on a periodic basis. Now that development of the plan has occurred, more funding can go toward further inventory of facilities than previously. Consultant involvement is expected for this task.
- Roadways within the Douglas County portion of the CAMPO area will be inventoried, using a consultant, to reassess pavement conditions. This practice is performed every couple of years for Carson City and needs to be conducted in other portions of the CAMPO planning area to build a strong database and establish historical benchmarks, thereby providing a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- Implementation of a Pavement Management Plan to support ongoing planning and programming activities related to roadway infrastructure in Carson City.
- The travel demand model, with a consultant team, will be maintained in anticipation of the next RTP update. As the economy continues to improve to pre-recession levels and our region grows, CAMPO expects changes in land use due to development projects, shifting socio-demographic characteristics, and continued updates to the roadway network. The model will be maintained with the most recent traffic volumes, population, and land use assumptions.
- ~~A Transit Development and Coordinated Plan~~A Long Range Transit Plan with a short range element will be developed. These_ will combine to identify the immediate needs of the transit system over the next five year period, as well as a longer-term vision for the service. It will also include interdisciplinary coordination and will specifically meet requirements for a locally developed, coordinated public transit-human services transportation plan, as required for receiving FTA Section 5310 funds.~~The plan will document opportunities and challenges of the transit system.~~

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- ~~A Coordinated Transit-Human Services Transportation Plan will be developed and will include interdisciplinary coordination. This plan relates specifically to FTA Section 5310 funds. Projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (5310) Program must be included in a locally developed, coordinated public transit-human services transportation plan.~~
- ~~Current performance of Coordinated Traffic Signal Systems within the CAMPO planning area, with a focus on corridor-level traffic signal coordination, will be evaluated and a Traffic Signal Timing and Coordination Plan will be developed. Staff will utilize a contractor to assess and document current performance levels and develop a plan that relies on corridor-level performance measures to monitor and evaluate system performance over time.~~
- Ongoing tasks that include general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.
- On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. Staff will monitor applicable transportation legislation and respond to any potential requirements of the new bill. In addition, staff will use this task to work with our State and Federal planning partners, as well as fellow MPOs, to continue to develop performance measures initially mandated by MAP-21.
- Update and maintain the Transportation Improvement Program (TIP) through the new eSTIP platform.

3.4 Federal Planning Emphasis Areas/FAST Act Planning Considerations and UPWP Tasks

Table 3.1 outlines FY 2019/FY2020 2-year UPWP Work Elements that address and support each Federal Planning Emphasis Area and FAST Act Planning Consideration. As illustrated below, all Federal Planning Emphasis Areas and FAST Act Planning Considerations are integrated into CAMPO’s FY 2019/FY 2020 two-year work program.

Table 3.1 FY 2019/FY 2020 2-Year UPWP Work Elements and Federal Planning Emphasis Areas/Planning Considerations

		Work Elements				
		1.0	2.0	3.0	4.0	5.0
PEAS	MAP-21/FAST Act Implementation	X	X	X	X	X
	Models of Regional Planning Cooperation	X	X	X	X	
	Ladders of Opportunity		X	X	X	
FAST Act Planning Factors	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency			X	X	X
	Increase the safety of the transportation system for motorized and non-motorized users			X	X	X
	Increase the security of the transportation system for motorized and non-motorized users			X	X	X
	Increase accessibility and mobility of people and freight			X		X
	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns		X	X		
	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight		X	X	X	X
	Promote efficient system management and operation	X			X	X
	Emphasize the preservation of the existing transportation system				X	X
	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation			X		X
	Enhance travel and tourism		X	X		

4.0 FY 2019 – FY 2020 Unified Planning Work Program

CAMPO planning activities are divided into five work elements. Funding sources for CAMPO planning activities include a combination of federal transit and highway programs, as well as local funding used as the “match” for federal consolidated planning grant (CPG) funding. Table 4.1 lists the five work elements and total estimated cost for each. The following pages contain a detailed description of each of the work elements for the FY 2019/FY 2020 2-year UPWP, including work tasks, work products, estimated benchmarks, and estimated costs. A detailed summary table containing estimated cost and funding sources for all work elements is attached at the end of this document. Except where noted below for each task, work will be completed by CAMPO staff.

Table 4.1 Total Budgeted Amount by Work Element and ~~Task~~Fiscal Year

Work Element	Description	<u>FY 2019</u>	<u>FY 2020</u>	Total Budgeted Amount
1.0	MPO Administration	<u>\$142,000</u>	<u>\$153,000</u>	\$300,000 <u>\$295,000</u>
2.0	Regional Coordination and Engagement	<u>\$19,100</u>	<u>\$13,900</u>	\$33,000
3.0	Regional Multimodal Planning	<u>\$121,550</u>	<u>\$52,500</u>	\$132,000 <u>\$174,050</u>
4.0	Transportation Performance Management	<u>\$71,350</u>	<u>\$55,650</u>	\$124,000 <u>\$127,000</u>
5.0	Asset Planning and Management	<u>\$63,050</u>	<u>\$50,900</u>	\$119,000 <u>\$113,950</u>
<i>Total</i>		<u>\$417,050</u>	<u>\$325,950</u>	\$708,000 <u>\$743,000</u>

WORK ELEMENT 1.0 – MPO Administration

The tasks in this work element cover activities related to the overall administration of CAMPO’s transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage MPO activities, and improve staff skills.

TASKS

1.1 General Administration and Work Program Oversight

Description: This task includes general administrative functions concerning the transportation planning program including preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc.

Task Elements:

- Preparation of required MPO reports and memoranda supporting the activities of CAMPO.
- Management and administration of budgets and agreements.
- Preparation of quarterly and end-of-year task/activity summaries and reports.
- Preparation of billings and reimbursement requests and other related activities.
- Grant management and oversight of transportation planning grants.
- Application and management of Consolidated Planning Grant (CPG) funds for CAMPO operations.
- MPO Board Support, including: providing special reports, researching MPO issues, preparation of board/public meeting materials, and attendance at MPO regular and special meetings.

Expected Products:

- Monthly agenda and meeting materials for CAMPO board meetings and other public hearings, as needed.
- Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management and invoicing for CAMPO and local transit operators, as needed.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 152,000 156,750
Local	\$ 8,000 8,250
Total	\$ 160 165,000

1.2 Unified Planning Work Program (UPWP) Development and Administration

Description: This task includes administration of the FY 2019/FY 2020 2-year UPWP, and development of the FY 2021/FY 2022 2-year UPWP in cooperation with other local, regional, and statewide agencies. This task also includes UPWP amendments, as needed.

Task Elements:

- Administration of the FY 2019/FY 2020 2-year UPWP document.
- Implement the UPWP including amendments, as required.
- Development and preparation of the FY 2021/FY 2022 2-year UPWP.

Expected Products:

- FY 2018 UPWP 4th quarter report.
- FY 2019/FY 2020 2-year UPWP quarterly reports.
- Amendments to the FY 2019/FY 2020 2-year UPWP, as needed.
- An adopted FY 2021/FY 2022 2-year UPWP.

Estimated Benchmarks: Draft FY 2021/FY 2022 2-year UPWP, March 2020

Estimated Completion Date: Ongoing Tasks

Funding:

CPG	\$14,250
Local	\$750
Total	\$15,000

1.3 MPO Representation

Description: Staff will represent the MPO at events and meetings not related to specific other UPWP tasks. This task includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region. This task includes participation in the statewide planning process, including attendance and participation in the TPAC, the development and coordination of the Statewide Transportation Improvement Program (STIP), project selection, and participation in other advisory committees, as appropriate.

Task Elements:

- Preparation and attendance at events and meetings not related to specific other UPWP tasks.
- Ongoing coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and/or other agencies/organizations, as needed.
- Participation in statewide planning activities, as needed.

Expected Products:

- A well-represented MPO with ongoing inter- and intra-regional coordination.
- Coordinated State planning processes and documents.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 66,500 57,000
Local	\$ 3,500 3,000
Total	\$ 760 ,000

1.4 Professional Development

Description: This task focuses on professional development that enhances the capabilities of staff in exercising the responsibilities of the MPO, including training time and materials. This task includes memberships in related professional organizations, subscriptions to related professional periodicals, and dues/fees required for obtaining and maintaining professional certifications.

Task Elements:

- Facilitation and/or attendance at training courses/seminars directly related to transportation planning as appropriate, including, but not limited to: TransCAD, GIS, planning best practices, State/federal grants administration, performance-based planning, asset management, professional services procurement, etc.
- Internal cross-training that promotes diverse staffing capabilities in regional transportation planning.
- Memberships in related professional organizations and subscriptions to related professional periodicals.
- Dues/fees required for obtaining and maintaining professional memberships/certifications.

Expected Products:

- Enhanced staff capabilities.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$52,250
Local	\$2,750
Total	\$55,000

WORK ELEMENT 2.0 – Regional Coordination and Engagement

Tasks within this work element include public participation, regional coordination, and engagement tasks necessary to carry out a continuing, comprehensive, and cooperative regional transportation planning activities. Tasks are ongoing activities designed to continue public participation and engagement efforts related to planning for all modes with all stakeholders, and to meet the requirements set forth in CAMPO’s Public Participation Plan.

2.1 Public Participation

Description: Ongoing public participation efforts will be conducted throughout the program period related to numerous work study tasks including: necessary TIP or RTP amendments; development of corridor/specific studies; preparation of updates to regional planning documents and policies; development of the UPWP for the next fiscal years; public information campaigns to promote planning initiatives and programs; coordination with Tahoe MPO (TMPO) and Washoe County Regional Transportation Commission (Washoe RTC); and other related activities. This task includes publication of notices and maintenance of the CAMPO website, as the website is a useful tool for informing constituents of CAMPO’s purpose and activities.

Task Elements:

- Public noticing and stakeholder engagement for necessary TIP or RTP amendments.
- Activities necessary to host/coordinate public participation activities.
- Property owner outreach resulting from development of corridor/specific studies or local development projects.
- Public outreach and noticing needed for development of the next UPWP and next TIP.
- Development of public information campaigns that promote planning initiatives and programs.
- Continuous maintenance of the CAMPO website.

Expected Products:

- Hosted/coordinated public participation activities.
- Published notices.
- An operational website for distribution of current, accurate, and transparent public information.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$19,000
Local	\$1,000
Total	\$20,000

2.2 Regional Transit Coordination and Engagement

Description: There are five transit services operating within the CAMPO planning area (Eastern Sierra Transit Authority, BlueGo, Jump Around Carson, Douglas Area Rural Transit, and RTC Intercity) that are subsidized by member counties. This task includes regional coordination of transit services by CAMPO staff, development and implementation of a transit non-rider survey, and ongoing stakeholder engagement.

Task Elements:

- Development and preparation of transit non-rider survey materials and workforce, and implementation of distribution channels.
- Hosted/coordinated public participation activities related to transit planning and implementation.
- Participation in local and regional planning processes for public transportation projects in which the Carson area has a vested interest.

Expected Products:

- Coordination and communication among transit operators.
- Analysis of survey results from transit non-riders.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing, Draft/Final Transit non-rider survey results ~~Fall/Winter 2018~~Spring 2019

Funding:

CPG	\$12,350
Local	\$650
Total	\$13,000

WORK ELEMENT 3.0 – Regional Multimodal Planning

The activities in this work element carry out and support the integration of federal, state, and local transportation planning processes; complete activities and products to satisfy core planning functions and State and federal metropolitan planning requirements; consider all modes of transportation in implementing regional transportation goals; support transportation policy development and analyses; support the incorporation of various modal and corridor/specific plans into the Regional Transportation Plan and Transportation Improvement Program; and support ongoing and strengthened partnerships with government partners, organizations and agencies, and the public to further our regional transportation goals.

3.1 2040 Regional Transportation Plan (RTP)

Description: The 2040 RTP was adopted by CAMPO in August 2016. This task includes maintenance of the 2040 RTP and any necessary administrative modifications or amendments. Community outreach on the document will continue, as well as coordination with partner agencies and local governments.

Task Elements:

- Administration of the 2040 RTP, including ongoing coordination with federal, State, and local partners to explore funding opportunities to implement the plan.
- Participation in public and interagency meetings as a transportation technical resource.
- Continued public outreach on RTP goals and concepts that promotes vibrant communities and improves public health.
- Processed RTP administrative modifications and/or amendments, as necessary.
- Project review that ensures consistency with established transportation plans and policies.
- Incorporation of federally required performance measures and/or targets as necessary.

Expected Products:

- RTP modifications and amendments, as necessary.
- Continued community outreach and education on the 2040 RTP.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$14,250
Local	\$750
Total	\$15,000

3.2 Transit Planning

Description: This task incorporates responsibilities required of CAMPO as the direct recipient of FTA Section 5307 funds. CAMPO must apply for and manage these funds, including compliance activities and participation in regular federal reviews and audits. Staff will develop ~~a a JAC Transit Development and Coordinated Plan, which will include short range (1-5 years) and long range (6-20 years) planning, as well as meet the requirements for a locally developed Coordinated Transit-Human Services plan. Long-Range Transit Plan that incorporates a Short Range element. These will~~As envisioned, the Transit Development and Coordinated Plan ~~combine-seeks~~ to identify the immediate needs of the transit system over the next five year period, as well as a longer term vision for the service. The plan will document opportunities and challenges of the transit system and present a budget for operation of the system. The plan will be paid for in part through an interagency agreement with the Nevada Department of Transportation (NDOT). This task also includes development, maintenance, and administration of transit policies and procedures that support implementation of regional transit planning documents. ~~Projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (5310) Program must be included in a locally developed, coordinated public transit-human services transportation plan. The Coordinated Transit-Human Services Transportation Plan will be developed within this task, and it includes interdisciplinary coordination and relates specifically to FTA Section 5310 funds.~~ The public outreach and coordination activities within this task specifically relate to transit planning and do not duplicate public outreach and coordination that is conducted under other tasks within this UPWP. Consultants may be used as needed to complete the tasks noted below.

Task Elements:

- Community outreach.
- Coordination with partner agencies.
- Participation in public and interagency meetings.
- ~~Long-Range Transit Plan Development.~~
- Development of a Transit Development and Coordinated ~~Public Transit Human Services Transportation~~ Plan.
- Title VI Program updates.
- DBE Program updates.
- DBE Goal updates.
- Transit responsibilities as a direct recipient – CAMPO, in coordination with NDOT, works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this subtask include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Expected Products:

- ~~Long Range Transit Plan and Incorporation of other inter-regional or statewide transit studies conducted by NDOT or other agencies, as appropriate.~~
- Coordinated Public Transit Human Services Transportation Plan, Transit Development and Coordinated Plan.
- Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs.
- Title VI Program document for FFY 2020-22.
- DBE Program document for FFY 2020-22.
- DBE Goal creation for FFY 2020-22.

Estimated Benchmarks: Draft ~~Coordinated Public Transit Human Services Transportation~~ Transit Development and Coordinated –Plan, ~~Summer 2018~~ Spring 2019; Final ~~Coordinated Public Transit Human Services Transportation~~ Transit Development and Coordinated Plan, ~~Winter Summer 2018~~ 2019; ~~Draft Long Range Transit Plan, Spring 2019; Final Long Range Transit Plan, Fall 2019;~~ Title VI and DBE Program documents, ~~Summer-Fall~~ 2019.

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 42,750 <u>90,250</u>
Local	\$ 2,250 <u>4,750</u>
Total*	\$ 45,000 <u>95,000</u>

**Consultant involvement is expected*

3.3 Intelligent Transportation Systems (ITS) Planning

Description: This task involves identifying possible long term strategies for planning and implementing Coordinated Traffic Signal Systems within the CAMPO planning area. includes an evaluation and report on current performance of Coordinated Traffic Signal Systems within the CAMPO planning area, with a focus on corridor-level traffic signal coordination. CAMPO staff will utilize a contractor to assess and document current performance levels and develop a plan that relies on corridor-level performance measures to monitor and evaluate system performance over time. The plan is expected to provide baseline data and benchmarks for future reassessment of system efficacy utilizing identified performance measures.

Task Elements:

- Evaluation and report on current condition of traffic signal timing and coordination within the CAMPO planning area.
- Identification of performance measures to assess corridor-level traffic signal timing and coordination within the CAMPO planning area.
- Draft and Final Traffic Signal Timing and Coordination Plan. Staff time to identify possible long term strategies and needs for planning and implementing Coordinated Traffic Signal Systems.

Expected Products:

- Current Conditions Assessment.
- Draft and Final Traffic Signal Timing and Coordination Plan. Staff coordination with partner jurisdictions and NDOT.

Estimated Benchmarks: Current Conditions Assessment January 2019, Draft Traffic Signal Timing and Coordination Plan, July 2019, Final Traffic Signal Timing and Coordination Plan, December 2019. N/A

Estimated Completion Date: December 2019; Ongoing

Funding:

CPG	\$25,650,13,348
Local	\$1,350,703
Total*	\$27,000,14,050

**Consultant involvement is expected*

3.4 Updates to Supporting Regional Planning Documents

Description: This task includes updating the Carson City Americans with Disabilities Act (ADA) Transition Plan and obtaining plan approval from the Nevada Department of Transportation. Staff will work with a consultant to identify new areas of Carson City to be inventoried and added to the ADA Transition Plan and to update the existing planning document with new information. This task includes updates to CAMPO’s Public Participation Plan (PPP). Finally, this task includes development, maintenance, and administration of transportation policies that support implementation of regional transportation planning documents.

Task Elements:

- Development of ADA Transition Plan updates.
- Development of Public Participation Plan updates.

Expected Products:

- Updated and expanded ADA Transition Plan.
- Updated Public Participation Plan.

Estimated Benchmarks: N/A

Estimated Completion Date: Updated Public Participation Plan, September 2018; Updated ADA Transition Plan, January 2019.

Funding:

CPG	\$33,250
Local	\$1,750
Total*	\$35,000

**Consultant involvement is expected*

3.5 Regional Consistency Review

Description: Development or capital improvement projects proposed within the CAMPO boundaries will be subjected to a review by staff to determine consistency with the RTP and TIP. Reviews will examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, consideration of likely impacts of transportation policy on land use and development decisions, preservation and efficient utilization of transportation facilities, and other matters as required by federal or State regulation. The activities within this task do not duplicate routine reviews of proposed developments that are conducted by constituent units of government.

Task Elements:

- Provide input on proposed developments of regional significance with regard to the RTP and TIP.
- Annual growth management reviews.

Expected Products:

- Periodic transportation system review and reports.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 9,500 14,250
Local	\$ 500 750
Total	\$ 10,000 15,000

WORK ELEMENT 4.0 – Transportation Performance Management

The activities in this work element support and implement federal and State requirements for performance-based planning to inform decision-making, including: transportation data collection and management; travel demand modeling and forecasting; development of performance measures and targets; and various other information gathering, analyses, monitoring and reporting, as needed. This task includes development and implementation of the Transportation Improvement Program (TIP).

4.1 MAP-21/FAST Act Implementation and Performance Measures

Description: Under this task, staff will work to comply with new requirements under MAP-21 and the FAST Act as they continue to be communicated from the U.S. Department of Transportation (U.S. DOT), with an emphasis on developing performance measures and establishing performance targets.

Task Elements:

- Coordination of data collection across CAMPO partner jurisdictions, transit operators, NDOT and FHWA in response to established performance measure target-setting requirements.
- Conduct technical analyses and model outputs that support development and implementation of MAP-21/Fast Act performance-based planning requirements.
- Preparation and development of documentation as required.

Expected Products:

- Compliance with MAP-21/FAST Act.
- Documentation as required.
- Ongoing participation in Nevada’s Planning Executive Group (PEG) and PEG Performance Measures Working Group.

Estimated Benchmarks: Adopted performance measure targets that meet MAP-21/Fast Act requirements.

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 25,650 30,400
Local	\$ 1,350 1,600
Total	\$ 27,000 32,000

4.2 Update and Maintain the Transportation Improvement Program

Description: This task supports the selection, funding, and implementation of transportation projects that meet State and federal regulations. The MAP-21/FAST Act compliant Federal Fiscal Year (FFY) 2018-2021 Transportation Improvement Program (TIP) was adopted by the Regional Transportation Commission (RTC) on August 9, 2017. Activities under this task include administration and maintenance of the current FFY 2018-2021 TIP, including processing of modifications and amendments as needed, and development of the FFY 2020-2023 TIP in cooperation with other local, regional, and statewide agencies. The TIP includes a current four-year listing of projects and will be consistent with all Federal planning regulations. The format of the TIP will reflect consistency with NDOT's eSTIP platform. This task includes project tracking and financial tracking that is performance-based and consistent with the goals and objectives of MAP-21 and the FAST Act.

Task Elements:

- Determine that sufficient federal, State, and local revenue sources are available to fund projects programmed in the TIP.
- Coordinate administration and maintenance of the TIP within the Statewide TIP (STIP).
- Provide reasonable opportunity for public comment in accordance with the Public Participation Plan and federal regulations.
- Incorporate Environmental Justice and ADA considerations, as appropriate.
- Consider best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support achievement of adopted targets MAP-21/FAST Act performance measures.
- Prepare modifications and amendments to the TIP, as needed.
- Coordinate modifications and amendments of the TIP program with the STIP to ensure changes are incorporated into the STIP.
- Develop and prepare the FFY 2020-2023 TIP for adoption.
- Ongoing participation in Nevada's Planning Executive Group (PEG) initiatives related to programming.
- Coordination with FHWA NV Division office, FTA, NDOT, and CAMPO partner agencies on project development and funding.
- Develop annual list of obligated projects.
- Document continuing, coordinated and comprehensive processes that include traditionally underrepresented and underserved populations and their community leaders (e.g., elderly, disabled, low income, and minorities).

Expected Products:

- FFY 2018-2021 TIP that is updated appropriately to include administrative modifications and amendments, as needed.
- Adopted FFY 2020-2023 TIP.
- Annual Federal Obligations Report.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$ 23,750 17,100
Local	\$ 1,250 900
Total	\$ 25,000 18,000

4.3 Maintain Travel Demand Model

Description: Staff will work with a consultant to maintain the travel demand model in preparation for the next Regional Transportation Plan update and to meet ongoing forecasting needs. The model will be maintained with the most recent traffic volume counts available (segments/intersections) as well as population and land use assumptions. There are periodic needs to provide information to other agencies both within and outside the CAMPO planning area that is derived from, or is an input to, the modeling process. The majority of task costs are associated with consultant costs, with staff project management also included.

Task Elements:

- Ongoing travel demand modeling services through consultant service, including model maintenance activities to incorporate most current population and transportation network data.
- Using a contractor, produce requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested.
- Using a contractor, update travel demand model and associated forecasting software and tools as necessary.
- Provision of information from the modeling process as needed/requested.

Expected Products:

- Validated and maintained travel demand model.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$39,900
Local	\$2,100
Total*	\$42,000

**Consultant involvement is expected*

4.4 Data Management, Collection, and Performance Measurement

Description: This task builds from prior UPWP tasks and supports monitoring of transportation performance measures included in the 2040 RTP. Staff will continue to collect baseline information to evaluate and monitor the performance of Complete Streets and transportation infrastructure within CAMPO’s planning area. Staff will collect data, record any changes or trends, and provide recommendations that may be used to inform future transportation improvement projects or policies. This task includes an update to CAMPO’s Complete Streets Performance Monitoring Program, which will expand the program from identified complete streets corridors to include data collection, monitoring, and reporting procedures across all transportation modes within the CAMPO area.

Task Elements:

- Ongoing data collection along facilities identified within the Complete Streets Performance Monitoring Program.
- Ongoing data collection related to safety, regional bicycle and pedestrian counts, vehicular movements, and other transportation infrastructure data as needed.
- Analyses of collected data on auto, transit, bicycle, and pedestrian use.
- Updates to the Complete Streets Performance Monitoring Program to comprehensively include all transportation modes within the CAMPO area.
- Coordinate the dissemination and consideration of transportation-related performance data.
- Periodic recommendations and/or reports.
- Development of an annual performance measure tracking report.

Expected Products:

- Updated Complete Streets Performance Monitoring Program document.
- FY 2019 and FY 2020 Annual Performance Measure Tracking Reports.

Estimated Benchmarks: Draft Updated Monitoring Program document, ~~January-April~~ 2019; Final Monitoring Program document, June 2019; FY 2019 Annual Performance Measure Tracking Report, September 2019.

Estimated Completion Date: June/September 2019 and Ongoing

Funding:

CPG	\$ 28,500 33,250
Local	\$ 1,500 1,750
Total	\$ 30,000 35,000

WORK ELEMENT 5.0 – Asset Planning and Management

The activities in this work element support multi-modal asset management throughout the CAMPO planning area using ongoing data collection, analyses, and reporting to inform decision-making that promotes: efficient system management and operation; improves the resiliency and reliability of the transportation system; and emphasizes preservation of the existing transportation system. This task includes development and implementation of the Transportation Improvement Program (TIP).

5.1 Maintain Pavement Management System

Description: This task involves regular updates and maintenance of the Pavement Management System following improvements or changes to the street network or land uses. A consultant will be hired to collect data on the Douglas County roadway network within the CAMPO planning area. Staff will use this task to provide data to CAMPO to report on performance measures as they relate to pavement maintenance.

Task Elements:

- Conduct regular updates and maintenance of the Pavement Management System.
- Using a contractor, collect pavement survey data for the Douglas County roadways within the CAMPO planning area in a format that meets the individual needs of both Douglas County and CAMPO.

Expected Products:

- Up-to-date pavement management system.
- Pavement data.

Estimated Benchmarks: Completed pavement survey for Douglas County roadways within the CAMPO planning area.

Estimated Completion Date: Douglas County pavement survey, ~~Fall 2018~~Summer 2019; Ongoing

Funding:

CPG	\$ 47,500 <u>42,703</u>
Local	\$ 2,500 <u>2,248</u>
Total*	\$ 50,000 <u>44,950</u>

**Consultant involvement is expected*

5.2 Roadway Asset Management

Description: CAMPO staff recently completed an initial draft of a Pavement Management Plan to support ongoing planning and programming activities related to roadway infrastructure in Carson City. This task begins implementation of that plan and includes activities required to amend the plan to incorporate future roadway condition data, or other amendments, as needed.

Task Elements:

- Implementation and Ongoing Maintenance of the Pavement Management Plan.

Expected Products:

- Up-to-date Pavement Management Plan.
- Ongoing activities supporting implementation of the plan, including annual pavement assessments supporting performance-based pavement rehabilitation investments.
- Reports to CAMPO on plan implementation and performance, as appropriate.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$28,500
Local	\$1,500
Total	\$30,000

5.3 Non-Motorized Asset Management

Description: Staff will continue to evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the accessibility and connectivity of the system. Using a consultant, this task includes a comprehensive sidewalk and bicycle facility inventory that will be mapped using ArcGIS. The inventory may be used to update maps within CAMPO's 2040 RTP.

Task Elements:

- Conduct a comprehensive non-motorized asset inventory (sidewalks, bicycle facilities).
- Conduct mapping activities that support integration of inventory data with CAMPO's web-based mapping platform.

Expected Products:

- Improved access and connectivity of the bicycle and pedestrian network.
- Sidewalks and bicycle facilities inventory.
- Maps of non-motorized assets, including sidewalks and bicycle facilities, integrated into CAMPO's web-based mapping platform.

Estimated Benchmarks: Sidewalks and bicycle facilities inventory, Spring 2019; Ongoing

Estimated Completion Date: Ongoing

Funding:

CPG	\$25,650
Local	\$1,350
Total*	\$27,000

**Consultant involvement is expected*

5.4 Transit Asset Management

Description: The activities within this task include development of a Transit Asset Management (TAM) Plan that is compliant with the FAST Act. Ongoing maintenance of the Plan, including annual performance target setting, will also be included.

Task Elements:

- Conduct an inventory and projection of transit assets, life expectancies, replacement costs, and maintenance activities and costs.
- Ongoing monitoring and updating of performance targets.

Expected Products:

- Draft and Final TAM Plan.
- Annual performance target updates in accordance with Federal requirements.

Estimated Benchmarks: Attainment of performance targets annually, and adherence to maintenance and replacement schedule established in the TAM Plan.

Estimated Completion Date: Ongoing and October 2018.

Funding:

CPG	\$11,400
Local	\$600
Total	\$12,000

5.0 FY 2019 – FY 2020 Unified Planning Work Program Budget

CAMPO receives an annual apportionment of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and the FTA funds are allocated from the Section 5303 program. These two funding sources are combined as Consolidated Planning Grant (CPG) funds and may be used to reimburse up to 95% of eligible expenses. The CPG funds are allocated to CAMPO based on an agreed-upon distribution formula between NDOT and Nevada's three other MPOs. See the individual work elements and tasks described earlier in this UPWP and the budget table, below, for additional budget information.

Table 5.1 CAMPO FY 2019 and FY 2020 UPWP Cost/Funding Summary

~~5/9/2018~~ **Amended 2/13/2019**

Major Work Element	Work Task		Funding Breakdown		
	Number Task #	Description	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$152,000 <u>\$156,750</u>	\$8,000 <u>\$8,250</u>	\$160,000 <u>\$165,000</u>
	1.2	UPWP Development and Administration	\$14,250	\$750	\$15,000
	1.3	MPO Representation	\$66,500 <u>\$57,000</u>	\$3,500 <u>\$3,000</u>	\$70,000 <u>\$60,000</u>
	1.4	Professional Development	\$52,250	\$2,750	\$55,000
2.0 Regional Coordination and Engagement	2.1	Public Participation	\$19,000	\$1,000	\$20,000
	2.2	Regional Transit Coordination and Engagement	\$12,350	\$650	\$13,000
3.0 Regional Multimodal Planning	3.1	2040 Regional Transportation Plan (RTP)	\$14,250	\$750	\$15,000
	3.2	Transit Planning*	\$42,750 <u>\$90,250</u>	\$2,250 <u>\$4,750</u>	\$45,000 <u>\$95,000</u>
	3.3	ITS Planning*	\$25,650 <u>\$13,348</u>	\$1,350 <u>\$703</u>	\$27,000 <u>\$14,050</u>
	3.4	Updates to Supporting Regional Planning Documents and Policies*	\$33,250	\$1,750	\$35,000
	3.5	Regional Consistency Review	\$9,500 <u>\$14,250</u>	\$500 <u>\$750</u>	\$10,000 <u>\$15,000</u>
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	\$25,650 <u>\$30,400</u>	\$1,350 <u>\$1,600</u>	\$27,000 <u>\$32,000</u>
	4.2	Update and Maintain the Transportation Improvement Program	\$23,750 <u>\$17,100</u>	\$1,250 <u>\$900</u>	\$25,000 <u>\$18,000</u>
	4.3	Maintain Travel Demand Model*	\$39,900	\$2,100	\$42,000
	4.4	Data Management, Collection, and Performance Measurement	\$28,500 <u>\$33,250</u>	\$1,500 <u>\$1,750</u>	\$30,000 <u>\$35,000</u>
5.0 Asset Planning and Management	5.1	Maintain Pavement Management System*	\$47,500 <u>\$42,703</u>	\$2,500 <u>\$2,248</u>	\$50,000 <u>\$44,950</u>
	5.2	Roadway Asset Management	\$28,500	\$1,500	\$30,000
	5.3	Non-Motorized Asset Management*	\$25,650	\$1,350	\$27,000
	5.4	Transit Asset Management	\$11,400	\$600	\$12,000
Total Funding			\$672,600 <u>\$705,85</u>	\$35,400 <u>\$37,15</u>	\$708,000 <u>\$743,00</u>

*Consultant involvement is expected

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Carson Area Metropolitan Planning Organization



Fiscal Years 2019-2020: July 1, 2018 – June 30, 2020

UNIFIED PLANNING WORK PROGRAM

Approved: May 9, 2018

Amended: February 13, 2019

Contact Information:

Carson Area Metropolitan Planning Organization

3505 Butti Way

Carson City, NV 89701

Office: (775) 887-2355

Email: CarsonAreaMPO@Carson.com

www.carson.org

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 FY 2019 and FY 2020 CAMPO Unified Planning Work Program
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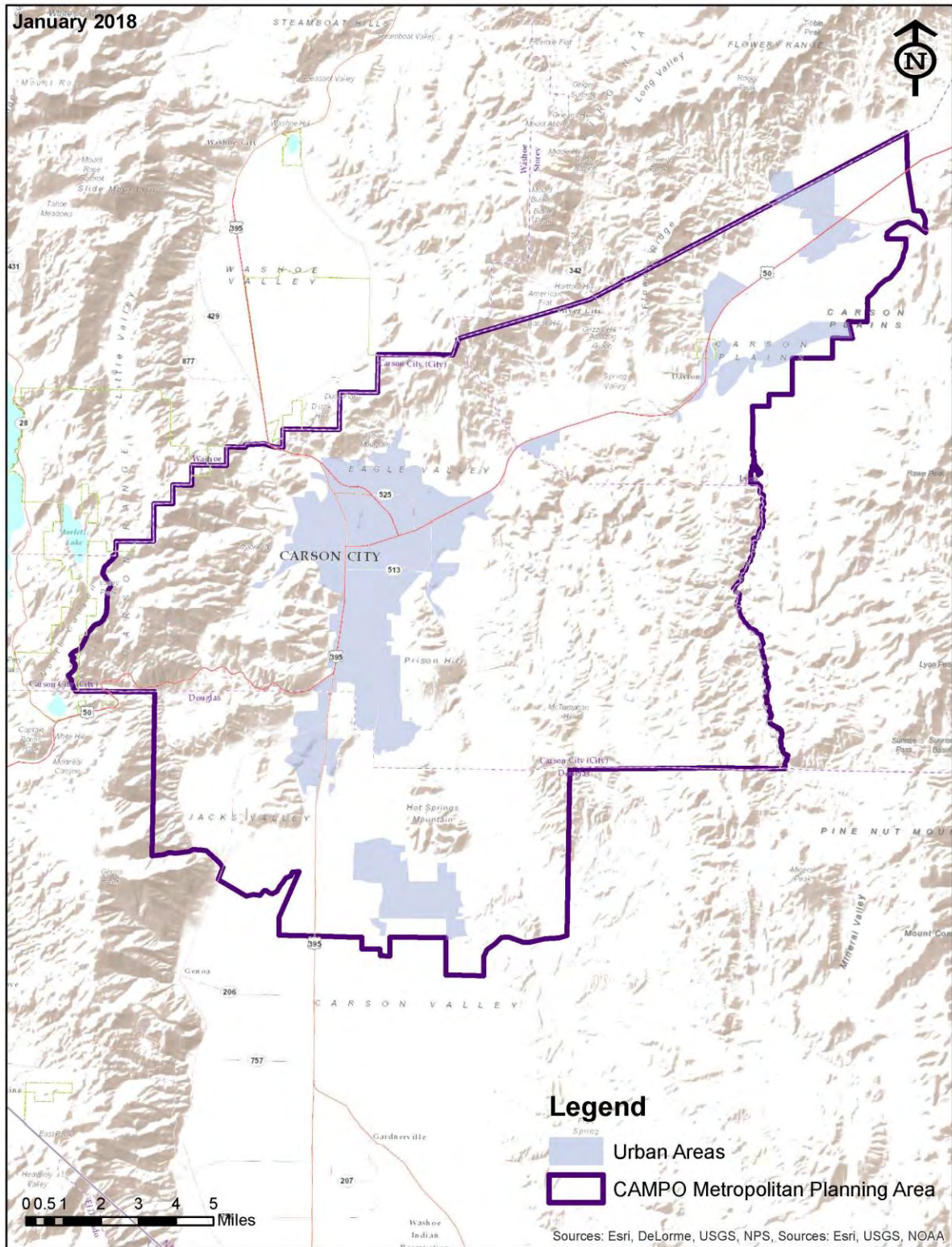
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1.0 Introduction

The Unified Planning Work Program defines the continuing, comprehensive, and cooperative regional transportation planning process for the Carson Area Metropolitan Planning Organization (CAMPO) planning area. It establishes regional planning objectives for Fiscal Years 2019/2020 covering the period of July 1, 2018 through June 30, 2020 and includes a corresponding budget to complete the work. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the two-year period. These activities include core metropolitan planning functions, mandated metropolitan planning requirements, and other regional planning activities. As detailed in 23 CFR 450.308, each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. Funding for metropolitan planning activities is made possible through the U.S. Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. Figure 1.1 depicts the CAMPO Metropolitan Planning Area.

Figure 1.1 CAMPO Metropolitan Planning Area



1.1 Organization Overview

A Metropolitan Planning Organization is an organization of local governments in areas with a collective population of 50,000 or over, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a continuing, cooperative, and comprehensive transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law, reaffirming the role of MPOs. This is a five-year transportation bill which extends most of the provisions in the previous two-year bill, Moving Ahead for Progress in the 21st Century Act (MAP-21).

What is the Carson Area Metropolitan Planning Organization?

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown on Figure 1.1. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

Carson City Public Works staff serves as support staff to CAMPO. There are five staff members that carry out the daily operations and they include the Transportation Manager, Senior Transportation Planner, Transportation Planner, Transit Coordinator, and Bicycle and Pedestrian Coordinator. In addition, CAMPO utilizes Geographic Information Systems (GIS) staff on occasion for geographic analyses, the production of various maps, and other related tasks.

Carson City operates a transit system within the CAMPO planning area. Additionally, through an agreement with RTC Washoe, Carson City provides partial funding for an intercity transportation service based in Reno that operates within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

1.2 CAMPO Policy Board and Staff

CAMPO's Policy Board is comprised of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Board of Commissioners, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex-officio, non-voting member.

Table 1.1 CAMPO Policy Board

Member	Governmental Body Represented
Mr. Mark Kimbrough, Chairperson	Carson City
Mr. Brad Bonkowski, Vice-Chairperson	Carson City
Mr. Barry Penzel	Douglas County
Mr. Chas Macquarie	Carson City
Mr. Don Alt	Lyon County
Mr. Greg Stedfield	Carson City
Ms. Lori Bagwell	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation

*Non-Voting ex-officio member

Additionally, CAMPO staff works closely with the CAMPO Policy Board for development of the UPWP and to carry out related tasks. All tasks identified in the UPWP are undertaken by staff with periodic updates to the CAMPO Policy Board.

Table 1.2 CAMPO Staff

Staff Member	Title
Mrs. Lucia Maloney, PMP	Transportation Manager
Mr. Dirk Goering, AICP	Senior Transportation Planner
Vacant	Transportation Planner
Ms. Karissa Moffett	Bicycle and Pedestrian Coordinator
Mr. Graham Dollarhide	Transit Coordinator

1.3 Responsibilities and Priorities

The primary responsibility of CAMPO is the continued, cooperative, and comprehensive planning process; to provide for consideration and implementation of projects, strategies, and services that address the following factors:

- Increase the safety of the transportation system for motorized and non-motorized users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a transportation system that supports economic vitality
- Provide an integrated transportation system

1.4 Organizational Procedures and Documents

The following list of documents includes organizational policies and procedures, programming documents, transportation planning studies, and other required documents, which are available on CAMPO's website: www.CarsonAreaMPO.com.

- CAMPO Policies & Procedures
- CAMPO Public Participation Plan
- CAMPO FFY 2018-2021 Transportation Improvement Program
- CAMPO Unified Planning Work Programs
- CAMPO Pedestrian Safety Guidelines
- Carson City Freeway Corridor Multi-Use Path Alignment Studies
- CAMPO Fare & Service Change Policy
- Notice of Protection Under Title VI
- CAMPO Disadvantaged Business Enterprise (DBE) Program
- CAMPO Disadvantaged Business Enterprise (DBE) FFY 2014-16 Goal
- CAMPO Complete Streets Performance Monitoring Program
- FFY 2017 Annual Obligation Report
- CAMPO Travel Demand Model Validation Report 2015
- CAMPO Bicycle Friendly Community Report Card 2014
- CAMPO Regional Transportation Plan

1.5 Public Involvement

Public involvement is a critical component of the MPO transportation planning process and the development of plans, programs, and policy. CAMPO's regional transportation planning program establishes an important forum for discussing and resolving regional transportation issues. Some examples of executing the continuing, comprehensive, and cooperative planning process include board meetings, public workshops, technical advisory committees, project- and issue-specific meetings, public hearings, and formal public document review periods. Specific policies and procedures for public involvement have been developed and are contained within CAMPO's [Public Participation Plan \(PPP\)](#) available on the CarsonAreaMPO.com website. The PPP emphasizes efforts to coordinate with and involve all stakeholders and members of the public in the transportation planning process, including development of this Unified Planning Work Program.

The CAMPO region is also home to the Washoe Tribe of Nevada. CAMPO staff conducts government-to-government communication with the Washoe Tribe to consider tribal needs in the planning and programming process.

2.0 Summary of FY 2017 & FY 2018 Accomplishments and Work Efforts

In working with the U.S. Department of Transportation (U.S. DOT) and Nevada Department of Transportation (NDOT), it was determined that CAMPO would develop a two-year UPWP for the first time for FY 2017 and FY 2018. This allowed greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe, and to better coordinate work tasks with the funding cycle. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO cannot, and did not, seek reimbursement of funds in advance of obligation.

The following are the primary tasks that were undertaken during FY 2017 and FY 2018:

- *South Carson Street Complete Streets Study* – Staff worked with a consultant to help guide the vision for South Carson Street from Fifth Street to the I-580/Spooner Junction intersection. This is one of the primary travel corridors within the CAMPO area.
- *Travel Demand Model Update* – CAMPO staff hired a consultant team to update the travel demand model in anticipation of the next Regional Transportation Plan (RTP) update and in response to planning and/or completion of several major projects that will have a significant impact on the CAMPO region, including: completion of the Carson City Freeway, completion of the Downtown Carson Complete Street project, and further development of the Tahoe Reno Industrial Center (TRIC).
- *2017 Carson City Pavement Survey* – Carson City's roadway network was inventoried and the pavement conditions were reassessed in partnership with a contractor. This practice is performed every couple of years to strengthen the existing database and track historical benchmarks to provide a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- *2017 Jump Around Carson (JAC) Transit User Survey* – This survey identified needs and concerns of the existing ridership base. Feedback received provided staff direction on what is working well with the system and where improvements can be made to better serve riders.
- *Adoption of Federally-Required Performance Measures and Targets* – On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. In partnership with State and Federal planning partners, as well as fellow MPOs, staff continued to develop federally-mandated performance measures and targets, including adoption of Transit Asset Management (TAM) and Safety performance measure targets.
- *Transportation Improvement Program (TIP) Activities* – The TIP includes a four-year list of projects and is consistent with all Federal planning regulations. All federally funded projects must be included in the TIP. CAMPO staff worked to update the TIP, resulting in adoption of the FFY 2018-2021 TIP. Regular maintenance of the document was required through formal and administrative amendments.

- *Collection of Baseline Complete Streets Performance Information* – CAMPO began collection of baseline performance information, used to evaluate and monitor the performance of Complete Streets measures. Staff collected data on the Downtown Carson Complete Streets project and other key corridors throughout Carson City to understand changes or trends as a result of implementation of the City’s Complete Streets Monitoring Program and Complete Streets Policy.
- *Ongoing MPO Activities* – These tasks included general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.

3.0 Federal Planning Emphasis Areas/FAST Act Planning Factors

The Federal Highway Administration (FHWA), in consultation with the Federal Transit Administration (FTA), develops Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by metropolitan planning organizations in preparation of work plans. The PEAs address a mix of planning issues and priority topics identified as requiring additional focus by MPOs. In addition to PEAs, the FAST Act expanded the scope of factors to consider in the transportation planning process. The sections below introduce PEAs and the FAST Act Planning factors and discuss how both are addressed across work elements in the UPWP.

3.1 Federal Planning Emphasis Areas

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued a statement encouraging MPOs to give priority to certain planning emphasis areas when updating their unified planning work programs. The three planning emphasis areas described below are FAST Act Implementation (recently updated from MAP-21), Regional Models of Cooperation, and Ladders of Opportunity.

MAP-21/FAST Act Implementation - Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation - Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity - Access to essential services - as part of the transportation planning process identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

3.2 FAST Act Planning Factors

The metropolitan transportation planning process specified by the FAST Act and the implementing regulations contained in Title 23 Part 450 of the Code of Federal Regulations (CFR) requires CAMPO to maintain a cooperative, continuous, and comprehensive framework for making transportation investment decisions in the metropolitan area.

The FAST Act carries forward and expands the performance-based transportation planning framework established under MAP-21. This UPWP includes data collection and analytical tasks that will facilitate annual reporting about safety, travel delay, pavement condition, alternative mode share, and other performance metrics. This UPWP includes tasks to continue evaluation of the transportation performance measures and performance targets established in the RTP. It anticipates that these performance measures will be refined based on statewide MPO/NDOT coordination in the development of future RTPs.

Transportation legislation lists ten factors that must be considered as part of the transportation planning process for all metropolitan areas. The following factors shall be explicitly considered, analyzed as appropriate, and reflected in the planning process products (23 CFR Section 134 (h)):

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
- Emphasize the preservation of the existing transportation system;
- Promote efficient system management and operation;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

3.3 Overview of FY 2019 and FY 2020 Work Efforts

CAMPO developed its first two-year UPWP in FY 2017. In working with U.S. DOT and NDOT, it was agreed that CAMPO would continue to implement its UPWP in a two-year cycle, which allows greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe and to better coordinate work tasks with the funding cycle. A two-year work program does not mean that two years' worth of funds are available in the first year. CAMPO cannot seek reimbursement of funds in advance of obligation, but a two-year work program does provide certain advantages as described.

The following are the primary tasks to be undertaken during FY 2019 and FY 2020:

- Administer a survey of transit non-riders (residents and visitors who do not ride the Jump Around Carson (JAC) transit system) to identify needs and concerns. Feedback received will provide staff direction on what is working well with the system and where improvements can be made to better serve the community.
- The Carson City ADA Transition Plan will be updated. While the initial plan was developed in 2015, only a small portion of the City was inventoried due to budget constraints. It was anticipated that further inventory of the City would be done incrementally in the future. It is also a requirement to update the Transition Plan on a periodic basis. Now that development of the plan has occurred, more funding can go toward further inventory of facilities than previously. Consultant involvement is expected for this task.
- Roadways within the Douglas County portion of the CAMPO area will be inventoried, using a consultant, to reassess pavement conditions. This practice is performed every couple of years for Carson City and needs to be conducted in other portions of the CAMPO planning area to build a strong database and establish historical benchmarks, thereby providing a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- Implementation of a Pavement Management Plan to support ongoing planning and programming activities related to roadway infrastructure in Carson City.
- The travel demand model, with a consultant team, will be maintained in anticipation of the next RTP update. As the economy continues to improve to pre-recession levels and our region grows, CAMPO expects changes in land use due to development projects, shifting socio-demographic characteristics, and continued updates to the roadway network. The model will be maintained with the most recent traffic volumes, population, and land use assumptions.
- A Transit Development and Coordinated Plan will identify the immediate needs of the transit system over the next five year period, as well as a longer-term vision for the service. It will also include interdisciplinary coordination and will specifically meet requirements for a locally developed, coordinated public transit-human services transportation plan, as required for receiving FTA Section 5310 funds.
- Ongoing tasks that include general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.

- On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. Staff will monitor applicable transportation legislation and respond to any potential requirements of the new bill. In addition, staff will use this task to work with our State and Federal planning partners, as well as fellow MPOs, to continue to develop performance measures initially mandated by MAP-21.
- Update and maintain the Transportation Improvement Program (TIP) through the new eSTIP platform.

3.4 Federal Planning Emphasis Areas/FAST Act Planning Considerations and UPWP Tasks

Table 3.1 outlines FY 2019/FY2020 2-year UPWP Work Elements that address and support each Federal Planning Emphasis Area and FAST Act Planning Consideration. As illustrated below, all Federal Planning Emphasis Areas and FAST Act Planning Considerations are integrated into CAMPO’s FY 2019/FY 2020 two-year work program.

Table 3.1 FY 2019/FY 2020 2-Year UPWP Work Elements and Federal Planning Emphasis Areas/Planning Considerations

		Work Elements				
		1.0	2.0	3.0	4.0	5.0
PEAS	MAP-21/FAST Act Implementation	X	X	X	X	X
	Models of Regional Planning Cooperation	X	X	X	X	
	Ladders of Opportunity		X	X	X	
FAST Act Planning Factors	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency			X	X	X
	Increase the safety of the transportation system for motorized and non-motorized users			X	X	X
	Increase the security of the transportation system for motorized and non-motorized users			X	X	X
	Increase accessibility and mobility of people and freight			X		X
	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns		X	X		
	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight		X	X	X	X
	Promote efficient system management and operation	X			X	X
	Emphasize the preservation of the existing transportation system				X	X
	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation			X		X
	Enhance travel and tourism		X	X		

4.0 FY 2019 – FY 2020 Unified Planning Work Program

CAMPO planning activities are divided into five work elements. Funding sources for CAMPO planning activities include a combination of federal transit and highway programs, as well as local funding used as the “match” for federal consolidated planning grant (CPG) funding. Table 4.1 lists the five work elements and total estimated cost for each. The following pages contain a detailed description of each of the work elements for the FY 2019/FY 2020 2-year UPWP, including work tasks, work products, estimated benchmarks, and estimated costs. A detailed summary table containing estimated cost and funding sources for all work elements is attached at the end of this document. Except where noted below for each task, work will be completed by CAMPO staff.

Table 4.1 Total Budgeted Amount by Work Element and Fiscal Year

Work Element	Description	FY 2019	FY 2020	Total Budgeted Amount
1.0	MPO Administration	\$142,000	\$153,000	\$295,000
2.0	Regional Coordination and Engagement	\$19,100	\$13,900	\$33,000
3.0	Regional Multimodal Planning	\$121,550	\$52,500	\$174,050
4.0	Transportation Performance Management	\$71,350	\$55,650	\$127,000
5.0	Asset Planning and Management	\$63,050	\$50,900	\$113,950
<i>Total</i>		\$417,050	\$325,950	\$743,000

WORK ELEMENT 1.0 – MPO Administration

The tasks in this work element cover activities related to the overall administration of CAMPO’s transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage MPO activities, and improve staff skills.

TASKS

1.1 General Administration and Work Program Oversight

Description: This task includes general administrative functions concerning the transportation planning program including preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc.

Task Elements:

- Preparation of required MPO reports and memoranda supporting the activities of CAMPO.
- Management and administration of budgets and agreements.
- Preparation of quarterly and end-of-year task/activity summaries and reports.
- Preparation of billings and reimbursement requests and other related activities.
- Grant management and oversight of transportation planning grants.
- Application and management of Consolidated Planning Grant (CPG) funds for CAMPO operations.
- MPO Board Support, including: providing special reports, researching MPO issues, preparation of board/public meeting materials, and attendance at MPO regular and special meetings.

Expected Products:

- Monthly agenda and meeting materials for CAMPO board meetings and other public hearings, as needed.
- Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management and invoicing for CAMPO and local transit operators, as needed.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$156,750
Local	\$8,250
Total	\$165,000

1.2 Unified Planning Work Program (UPWP) Development and Administration

Description: This task includes administration of the FY 2019/FY 2020 2-year UPWP, and development of the FY 2021/FY 2022 2-year UPWP in cooperation with other local, regional, and statewide agencies. This task also includes UPWP amendments, as needed.

Task Elements:

- Administration of the FY 2019/FY 2020 2-year UPWP document.
- Implement the UPWP including amendments, as required.
- Development and preparation of the FY 2021/FY 2022 2-year UPWP.

Expected Products:

- FY 2018 UPWP 4th quarter report.
- FY 2019/FY 2020 2-year UPWP quarterly reports.
- Amendments to the FY 2019/FY 2020 2-year UPWP, as needed.
- An adopted FY 2021/FY 2022 2-year UPWP.

Estimated Benchmarks: Draft FY 2021/FY 2022 2-year UPWP, March 2020

Estimated Completion Date: Ongoing Tasks

Funding:

CPG	\$14,250
Local	\$750
Total	\$15,000

1.3 MPO Representation

Description: Staff will represent the MPO at events and meetings not related to specific other UPWP tasks. This task includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region. This task includes participation in the statewide planning process, including attendance and participation in the TPAC, the development and coordination of the Statewide Transportation Improvement Program (STIP), project selection, and participation in other advisory committees, as appropriate.

Task Elements:

- Preparation and attendance at events and meetings not related to specific other UPWP tasks.
- Ongoing coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and/or other agencies/organizations, as needed.
- Participation in statewide planning activities, as needed.

Expected Products:

- A well-represented MPO with ongoing inter- and intra-regional coordination.
- Coordinated State planning processes and documents.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$57,000
Local	\$3,000
Total	\$60,000

1.4 Professional Development

Description: This task focuses on professional development that enhances the capabilities of staff in exercising the responsibilities of the MPO, including training time and materials. This task includes memberships in related professional organizations, subscriptions to related professional periodicals, and dues/fees required for obtaining and maintaining professional certifications.

Task Elements:

- Facilitation and/or attendance at training courses/seminars directly related to transportation planning as appropriate, including, but not limited to: TransCAD, GIS, planning best practices, State/federal grants administration, performance-based planning, asset management, professional services procurement, etc.
- Internal cross-training that promotes diverse staffing capabilities in regional transportation planning.
- Memberships in related professional organizations and subscriptions to related professional periodicals.
- Dues/fees required for obtaining and maintaining professional memberships/certifications.

Expected Products:

- Enhanced staff capabilities.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$52,250
Local	\$2,750
Total	\$55,000

WORK ELEMENT 2.0 – Regional Coordination and Engagement

Tasks within this work element include public participation, regional coordination, and engagement tasks necessary to carry out a continuing, comprehensive, and cooperative regional transportation planning activities. Tasks are ongoing activities designed to continue public participation and engagement efforts related to planning for all modes with all stakeholders, and to meet the requirements set forth in CAMPO’s Public Participation Plan.

2.1 Public Participation

Description: Ongoing public participation efforts will be conducted throughout the program period related to numerous work study tasks including: necessary TIP or RTP amendments; development of corridor/specific studies; preparation of updates to regional planning documents and policies; development of the UPWP for the next fiscal years; public information campaigns to promote planning initiatives and programs; coordination with Tahoe MPO (TMPO) and Washoe County Regional Transportation Commission (Washoe RTC); and other related activities. This task includes publication of notices and maintenance of the CAMPO website, as the website is a useful tool for informing constituents of CAMPO’s purpose and activities.

Task Elements:

- Public noticing and stakeholder engagement for necessary TIP or RTP amendments.
- Activities necessary to host/coordinate public participation activities.
- Property owner outreach resulting from development of corridor/specific studies or local development projects.
- Public outreach and noticing needed for development of the next UPWP and next TIP.
- Development of public information campaigns that promote planning initiatives and programs.
- Continuous maintenance of the CAMPO website.

Expected Products:

- Hosted/coordinated public participation activities.
- Published notices.
- An operational website for distribution of current, accurate, and transparent public information.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$19,000
Local	\$1,000
Total	\$20,000

2.2 Regional Transit Coordination and Engagement

Description: There are five transit services operating within the CAMPO planning area (Eastern Sierra Transit Authority, BlueGo, Jump Around Carson, Douglas Area Rural Transit, and RTC Intercity) that are subsidized by member counties. This task includes regional coordination of transit services by CAMPO staff, development and implementation of a transit non-rider survey, and ongoing stakeholder engagement.

Task Elements:

- Development and preparation of transit non-rider survey materials and workforce, and implementation of distribution channels.
- Hosted/coordinated public participation activities related to transit planning and implementation.
- Participation in local and regional planning processes for public transportation projects in which the Carson area has a vested interest.

Expected Products:

- Coordination and communication among transit operators.
- Analysis of survey results from transit non-riders.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing, Draft/Final Transit non-rider survey results, Spring 2019

Funding:

CPG	\$12,350
Local	\$650
Total	\$13,000

WORK ELEMENT 3.0 – Regional Multimodal Planning

The activities in this work element carry out and support the integration of federal, state, and local transportation planning processes; complete activities and products to satisfy core planning functions and State and federal metropolitan planning requirements; consider all modes of transportation in implementing regional transportation goals; support transportation policy development and analyses; support the incorporation of various modal and corridor/specific plans into the Regional Transportation Plan and Transportation Improvement Program; and support ongoing and strengthened partnerships with government partners, organizations and agencies, and the public to further our regional transportation goals.

3.1 2040 Regional Transportation Plan (RTP)

Description: The 2040 RTP was adopted by CAMPO in August 2016. This task includes maintenance of the 2040 RTP and any necessary administrative modifications or amendments. Community outreach on the document will continue, as well as coordination with partner agencies and local governments.

Task Elements:

- Administration of the 2040 RTP, including ongoing coordination with federal, State, and local partners to explore funding opportunities to implement the plan.
- Participation in public and interagency meetings as a transportation technical resource.
- Continued public outreach on RTP goals and concepts that promotes vibrant communities and improves public health.
- Processed RTP administrative modifications and/or amendments, as necessary.
- Project review that ensures consistency with established transportation plans and policies.
- Incorporation of federally required performance measures and/or targets as necessary.

Expected Products:

- RTP modifications and amendments, as necessary.
- Continued community outreach and education on the 2040 RTP.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$14,250
Local	\$750
Total	\$15,000

3.2 Transit Planning

Description: This task incorporates responsibilities required of CAMPO as the direct recipient of FTA Section 5307 funds. CAMPO must apply for and manage these funds, including compliance activities and participation in regular federal reviews and audits. Staff will develop a JAC Transit Development and Coordinated Plan, which will include short range (1-5 years) and long range (6-20 years) planning, as well as meet the requirements for a locally developed Coordinated Transit-Human Services plan. As envisioned, the Transit Development and Coordinated Plan seeks to identify the immediate needs of the transit system over the next five year period, as well as a longer term vision for the service. The plan will document opportunities and challenges of the transit system and present a budget for operation of the system. The plan will be paid for in part through an interagency agreement with the Nevada Department of Transportation (NDOT). This task also includes development, maintenance, and administration of transit policies and procedures that support implementation of regional transit planning documents. The public outreach and coordination activities within this task specifically relate to transit planning and do not duplicate public outreach and coordination that is conducted under other tasks within this UPWP. Consultants may be used as needed to complete the tasks noted below.

Task Elements:

- Community outreach.
- Coordination with partner agencies.
- Participation in public and interagency meetings.
- Development of a Transit Development and Coordinated Plan.
- Title VI Program updates.
- DBE Program updates.
- DBE Goal updates.
- Transit responsibilities as a direct recipient – CAMPO, in coordination with NDOT, works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this subtask include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Expected Products:

- Transit Development and Coordinated Plan.
- Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs.
- Title VI Program document for FFY 2020-22.
- DBE Program document for FFY 2020-22.
- DBE Goal creation for FFY 2020-22.

Estimated Benchmarks: Draft Transit Development and Coordinated Plan, Spring 2019; Final Transit Development and Coordinated Plan, Summer 2019; Title VI and DBE Program documents, Fall 2019.

Estimated Completion Date: Ongoing

Funding:

CPG	\$90,250
Local	\$4,750
Total*	\$95,000

**Consultant involvement is expected*

3.3 Intelligent Transportation Systems (ITS) Planning

Description: This task involves identifying possible long term strategies for planning and implementing Coordinated Traffic Signal Systems within the CAMPO planning area.

Task Elements:

- Staff time to identify possible long term strategies and needs for planning and implementing Coordinated Traffic Signal Systems.

Expected Products:

- Staff coordination with partner jurisdictions and NDOT.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$13,348
Local	\$703
Total	\$14,050

3.4 Updates to Supporting Regional Planning Documents

Description: This task includes updating the Carson City Americans with Disabilities Act (ADA) Transition Plan and obtaining plan approval from the Nevada Department of Transportation. Staff will work with a consultant to identify new areas of Carson City to be inventoried and added to the ADA Transition Plan and to update the existing planning document with new information. This task includes updates to CAMPO's Public Participation Plan (PPP). Finally, this task includes development, maintenance, and administration of transportation policies that support implementation of regional transportation planning documents.

Task Elements:

- Development of ADA Transition Plan updates.
- Development of Public Participation Plan updates.

Expected Products:

- Updated and expanded ADA Transition Plan.
- Updated Public Participation Plan.

Estimated Benchmarks: N/A

Estimated Completion Date: Updated Public Participation Plan, September 2018; Updated ADA Transition Plan, January 2019.

Funding:

CPG	\$33,250
Local	\$1,750
Total*	\$35,000

**Consultant involvement is expected*

3.5 Regional Consistency Review

Description: Development or capital improvement projects proposed within the CAMPO boundaries will be subjected to a review by staff to determine consistency with the RTP and TIP. Reviews will examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, consideration of likely impacts of transportation policy on land use and development decisions, preservation and efficient utilization of transportation facilities, and other matters as required by federal or State regulation. The activities within this task do not duplicate routine reviews of proposed developments that are conducted by constituent units of government.

Task Elements:

- Provide input on proposed developments of regional significance with regard to the RTP and TIP.
- Annual growth management reviews.

Expected Products:

- Periodic transportation system review and reports.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$14,250
Local	\$750
Total	\$15,000

WORK ELEMENT 4.0 – Transportation Performance Management

The activities in this work element support and implement federal and State requirements for performance-based planning to inform decision-making, including: transportation data collection and management; travel demand modeling and forecasting; development of performance measures and targets; and various other information gathering, analyses, monitoring and reporting, as needed. This task includes development and implementation of the Transportation Improvement Program (TIP).

4.1 MAP-21/FAST Act Implementation and Performance Measures

Description: Under this task, staff will work to comply with new requirements under MAP-21 and the FAST Act as they continue to be communicated from the U.S. Department of Transportation (U.S. DOT), with an emphasis on developing performance measures and establishing performance targets.

Task Elements:

- Coordination of data collection across CAMPO partner jurisdictions, transit operators, NDOT and FHWA in response to established performance measure target-setting requirements.
- Conduct technical analyses and model outputs that support development and implementation of MAP-21/Fast Act performance-based planning requirements.
- Preparation and development of documentation as required.

Expected Products:

- Compliance with MAP-21/FAST Act.
- Documentation as required.
- Ongoing participation in Nevada’s Planning Executive Group (PEG) and PEG Performance Measures Working Group.

Estimated Benchmarks: Adopted performance measure targets that meet MAP-21/Fast Act requirements.

Estimated Completion Date: Ongoing

Funding:

CPG	\$30,400
Local	\$1,600
Total	\$32,000

4.2 Update and Maintain the Transportation Improvement Program

Description: This task supports the selection, funding, and implementation of transportation projects that meet State and federal regulations. The MAP-21/FAST Act compliant Federal Fiscal Year (FFY) 2018-2021 Transportation Improvement Program (TIP) was adopted by the Regional Transportation Commission (RTC) on August 9, 2017. Activities under this task include administration and maintenance of the current FFY 2018-2021 TIP, including processing of modifications and amendments as needed, and development of the FFY 2020-2023 TIP in cooperation with other local, regional, and statewide agencies. The TIP includes a current four-year listing of projects and will be consistent with all Federal planning regulations. The format of the TIP will reflect consistency with NDOT's eSTIP platform. This task includes project tracking and financial tracking that is performance-based and consistent with the goals and objectives of MAP-21 and the FAST Act.

Task Elements:

- Determine that sufficient federal, State, and local revenue sources are available to fund projects programmed in the TIP.
- Coordinate administration and maintenance of the TIP within the Statewide TIP (STIP).
- Provide reasonable opportunity for public comment in accordance with the Public Participation Plan and federal regulations.
- Incorporate Environmental Justice and ADA considerations, as appropriate.
- Consider best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support achievement of adopted targets MAP-21/FAST Act performance measures.
- Prepare modifications and amendments to the TIP, as needed.
- Coordinate modifications and amendments of the TIP program with the STIP to ensure changes are incorporated into the STIP.
- Develop and prepare the FFY 2020-2023 TIP for adoption.
- Ongoing participation in Nevada's Planning Executive Group (PEG) initiatives related to programming.
- Coordination with FHWA NV Division office, FTA, NDOT, and CAMPO partner agencies on project development and funding.
- Develop annual list of obligated projects.
- Document continuing, coordinated and comprehensive processes that include traditionally underrepresented and underserved populations and their community leaders (e.g., elderly, disabled, low income, and minorities).

Expected Products:

- FFY 2018-2021 TIP that is updated appropriately to include administrative modifications and amendments, as needed.
- Adopted FFY 2020-2023 TIP.
- Annual Federal Obligations Report.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$17,100
Local	\$900
Total	\$18,000

4.3 Maintain Travel Demand Model

Description: Staff will work with a consultant to maintain the travel demand model in preparation for the next Regional Transportation Plan update and to meet ongoing forecasting needs. The model will be maintained with the most recent traffic volume counts available (segments/intersections) as well as population and land use assumptions. There are periodic needs to provide information to other agencies both within and outside the CAMPO planning area that is derived from, or is an input to, the modeling process. The majority of task costs are associated with consultant costs, with staff project management also included.

Task Elements:

- Ongoing travel demand modeling services through consultant service, including model maintenance activities to incorporate most current population and transportation network data.
- Using a contractor, produce requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested.
- Using a contractor, update travel demand model and associated forecasting software and tools as necessary.
- Provision of information from the modeling process as needed/requested.

Expected Products:

- Validated and maintained travel demand model.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$39,900
Local	\$2,100
Total*	\$42,000

**Consultant involvement is expected*

4.4 Data Management, Collection, and Performance Measurement

Description: This task builds from prior UPWP tasks and supports monitoring of transportation performance measures included in the 2040 RTP. Staff will continue to collect baseline information to evaluate and monitor the performance of Complete Streets and transportation infrastructure within CAMPO’s planning area. Staff will collect data, record any changes or trends, and provide recommendations that may be used to inform future transportation improvement projects or policies. This task includes an update to CAMPO’s Complete Streets Performance Monitoring Program, which will expand the program from identified complete streets corridors to include data collection, monitoring, and reporting procedures across all transportation modes within the CAMPO area.

Task Elements:

- Ongoing data collection along facilities identified within the Complete Streets Performance Monitoring Program.
- Ongoing data collection related to safety, regional bicycle and pedestrian counts, vehicular movements, and other transportation infrastructure data as needed.
- Analyses of collected data on auto, transit, bicycle, and pedestrian use.
- Updates to the Complete Streets Performance Monitoring Program to comprehensively include all transportation modes within the CAMPO area.
- Coordinate the dissemination and consideration of transportation-related performance data.
- Periodic recommendations and/or reports.
- Development of an annual performance measure tracking report.

Expected Products:

- Updated Complete Streets Performance Monitoring Program document.
- FY 2019 and FY 2020 Annual Performance Measure Tracking Reports.

Estimated Benchmarks: Draft Updated Monitoring Program document, April 2019; Final Monitoring Program document, June 2019; FY 2019 Annual Performance Measure Tracking Report, September 2019.

Estimated Completion Date: June/September 2019 and Ongoing

Funding:

CPG	\$33,250
Local	\$1,750
Total	\$35,000

WORK ELEMENT 5.0 – Asset Planning and Management

The activities in this work element support multi-modal asset management throughout the CAMPO planning area using ongoing data collection, analyses, and reporting to inform decision-making that promotes: efficient system management and operation; improves the resiliency and reliability of the transportation system; and emphasizes preservation of the existing transportation system. This task includes development and implementation of the Transportation Improvement Program (TIP).

5.1 Maintain Pavement Management System

Description: This task involves regular updates and maintenance of the Pavement Management System following improvements or changes to the street network or land uses. A consultant will be hired to collect data on the Douglas County roadway network within the CAMPO planning area. Staff will use this task to provide data to CAMPO to report on performance measures as they relate to pavement maintenance.

Task Elements:

- Conduct regular updates and maintenance of the Pavement Management System.
- Using a contractor, collect pavement survey data for the Douglas County roadways within the CAMPO planning area in a format that meets the individual needs of both Douglas County and CAMPO.

Expected Products:

- Up-to-date pavement management system.
- Pavement data.

Estimated Benchmarks: Completed pavement survey for Douglas County roadways within the CAMPO planning area.

Estimated Completion Date: Douglas County pavement survey, Summer 2019; Ongoing

Funding:

CPG	\$42,703
Local	\$2,248
Total*	\$44,950

**Consultant involvement is expected*

5.2 Roadway Asset Management

Description: CAMPO staff recently completed an initial draft of a Pavement Management Plan to support ongoing planning and programming activities related to roadway infrastructure in Carson City. This task begins implementation of that plan and includes activities required to amend the plan to incorporate future roadway condition data, or other amendments, as needed.

Task Elements:

- Implementation and Ongoing Maintenance of the Pavement Management Plan.

Expected Products:

- Up-to-date Pavement Management Plan.
- Ongoing activities supporting implementation of the plan, including annual pavement assessments supporting performance-based pavement rehabilitation investments.
- Reports to CAMPO on plan implementation and performance, as appropriate.

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

Funding:

CPG	\$28,500
Local	\$1,500
Total	\$30,000

5.3 Non-Motorized Asset Management

Description: Staff will continue to evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the accessibility and connectivity of the system. Using a consultant, this task includes a comprehensive sidewalk and bicycle facility inventory that will be mapped using ArcGIS. The inventory may be used to update maps within CAMPO's 2040 RTP.

Task Elements:

- Conduct a comprehensive non-motorized asset inventory (sidewalks, bicycle facilities).
- Conduct mapping activities that support integration of inventory data with CAMPO's web-based mapping platform.

Expected Products:

- Improved access and connectivity of the bicycle and pedestrian network.
- Sidewalks and bicycle facilities inventory.
- Maps of non-motorized assets, including sidewalks and bicycle facilities, integrated into CAMPO's web-based mapping platform.

Estimated Benchmarks: Sidewalks and bicycle facilities inventory, Spring 2019; Ongoing

Estimated Completion Date: Ongoing

Funding:

CPG	\$25,650
Local	\$1,350
Total*	\$27,000

**Consultant involvement is expected*

5.4 Transit Asset Management

Description: The activities within this task include development of a Transit Asset Management (TAM) Plan that is compliant with the FAST Act. Ongoing maintenance of the Plan, including annual performance target setting, will also be included.

Task Elements:

- Conduct an inventory and projection of transit assets, life expectancies, replacement costs, and maintenance activities and costs.
- Ongoing monitoring and updating of performance targets.

Expected Products:

- Draft and Final TAM Plan.
- Annual performance target updates in accordance with Federal requirements.

Estimated Benchmarks: Attainment of performance targets annually, and adherence to maintenance and replacement schedule established in the TAM Plan.

Estimated Completion Date: Ongoing and October 2018.

Funding:

CPG	\$11,400
Local	\$600
Total	\$12,000

5.0 FY 2019 – FY 2020 Unified Planning Work Program Budget

CAMPO receives an annual apportionment of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and the FTA funds are allocated from the Section 5303 program. These two funding sources are combined as Consolidated Planning Grant (CPG) funds and may be used to reimburse up to 95% of eligible expenses. The CPG funds are allocated to CAMPO based on an agreed-upon distribution formula between NDOT and Nevada's three other MPOs. See the individual work elements and tasks described earlier in this UPWP and the budget table, below, for additional budget information.

**Table 5.1 CAMPO FY 2019 and FY 2020 UPWP Cost/Funding Summary
Amended 2/13/2019**

Major Work Element	Work Task		Funding Breakdown		
	Task #	Description	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$156,750	\$8,250	\$165,000
	1.2	UPWP Development and Administration	\$14,250	\$750	\$15,000
	1.3	MPO Representation	\$57,000	\$3,000	\$60,000
	1.4	Professional Development	\$52,250	\$2,750	\$55,000
2.0 Regional Coordination and Engagement	2.1	Public Participation	\$19,000	\$1,000	\$20,000
	2.2	Regional Transit Coordination and Engagement	\$12,350	\$650	\$13,000
3.0 Regional Multimodal Planning	3.1	2040 Regional Transportation Plan (RTP)	\$14,250	\$750	\$15,000
	3.2	Transit Planning*	\$90,250	\$4,750	\$95,000
	3.3	ITS Planning	\$13,348	\$703	\$14,050
	3.4	Updates to Supporting Regional Planning Documents and Policies*	\$33,250	\$1,750	\$35,000
	3.5	Regional Consistency Review	\$14,250	\$750	\$15,000
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	\$30,400	\$1,600	\$32,000
	4.2	Update and Maintain the Transportation Improvement Program	\$17,100	\$900	\$18,000
	4.3	Maintain Travel Demand Model*	\$39,900	\$2,100	\$42,000
	4.4	Data Management, Collection, and Performance Measurement	\$33,250	\$1,750	\$35,000
5.0 Asset Planning and Management	5.1	Maintain Pavement Management System*	\$42,703	\$2,248	\$44,950
	5.2	Roadway Asset Management	\$28,500	\$1,500	\$30,000
	5.3	Non-Motorized Asset Management*	\$25,650	\$1,350	\$27,000
	5.4	Transit Asset Management	\$11,400	\$600	\$12,000
Total Funding			\$705,850	\$37,150	\$743,000

*Consultant involvement is expected

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Possible Action) To approve Cooperative Agreement PR060-19-804 with the Nevada Department of Transportation (NDOT) for financial assistance to CAMPO to deliver the JAC Transit Development and Coordinated Plan.

Staff Summary: Approval of the Cooperative Agreement will facilitate the transfer of \$25,050 in federal transit planning funds from NDOT to CAMPO for financial assistance with the Jump Around Carson (JAC) Transit Development and Coordinated Plan. This funding will supplement CAMPO's Unified Planning Work Program (UPWP) Task 3.2 Transit Planning funds.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve Cooperative Agreement PR060-19-804 between CAMPO and the Nevada Department of Transportation.

Background/Issues & Analysis

CAMPO staff issued a competitive Request for Qualifications (RFQ) to identify a qualified professional services contractor that will develop a Transit Development and Coordinated Plan for the JAC transit system. One proposal was received from LSC Transportation Consultants, Inc. Staff conducted an interview with LSC Transportation Consultants, Inc., and determined the firm to be qualified. Through contract and cost negotiations, a funding shortfall of \$25,050 was identified. This planning effort is consistent with NDOT's 2019 State Planning and Research Program (SPR), allowing for Federal State Planning and Research funds to be used to bridge the funding shortfall. CAMPO board approval will allow staff to proceed with executing a contract with LSC Transportation Consultants, Inc.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.080, NRS 277.110

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO Fund, FHWA PR060-19-804 Revenue Account / 245-0000-331.64-12

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: CAMPO will invoice NDOT \$25,050 upon completion of Task 2.5 within the Transit Development and Coordinated Plan scope of work. Should CAMPO fail to complete the project, funds would be required to be returned to NDOT.

Alternatives

Decline to approve the agreement and provide alternative direction to staff.

Supporting Material

-Exhibit-1: Cooperative Agreement PR060-19-804

-Exhibit-2: Scope of work for FY 2019 JAC Transit Development and Coordinated Plan

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Agreement Number PR060-19-804

COOPERATIVE AGREEMENT

This Agreement is made and entered into on _____, by and between the State of Nevada, acting by and through its Department of Transportation, hereinafter called the "DEPARTMENT", and Carson Area Metropolitan Planning Organization, 3050 Butti Way, Carson City, Nevada, hereinafter called "CAMPO".

WITNESSETH:

WHEREAS, a Cooperative Agreement is defined as an agreement between two or more public agencies for the "joint exercise of powers, privileges and authority;" and

WHEREAS, pursuant to the provisions contained in Chapter 408 of the Nevada Revised Statutes, the Director of the DEPARTMENT may enter into those agreements necessary to carry out the provisions of the Chapter; and

WHEREAS, NRS 277.110 authorizes any two or more public agencies to enter into agreements for joint or cooperative action; and

WHEREAS, the parties to this Agreement are public agencies and authorized to enter into agreements in accordance with NRS 277.080 to 277.110; and

WHEREAS, the purpose of this Agreement is to assist CAMPO to deliver a planning study which will establish a development and coordinated plan of the Jump Around Carson transit service, hereinafter called the "PROJECT;" and

WHEREAS, the Transportation Planning services to be provided by CAMPO will be of benefit to the DEPARTMENT, CAMPO, and to the people of the State of Nevada; and

WHEREAS, the PROJECT has been approved for Federal State Planning and Research funds, through the approval of the 2019 State Planning and Research Program Code of Federal Domestic Assistance (CFDA) Number 20205; and

WHEREAS, the parties hereto are willing and able to perform the services described herein.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, it is agreed as follows:

ARTICLE I - CAMPO AGREES

1. To provide the DEPARTMENT with a planning study that will provide both a development and coordinated plan for the Jump Around Carson transit service that CAMPO oversees for the Metropolitan Service Area and provide quarterly updates to be included within the State Planning and Research Program's quarterly reports.

2. To bill the DEPARTMENT in a lump-sum amount upon completion of Task 2.5 of the PROJECT for an amount not to exceed Twenty-Five Thousand Fifty and No/100 Dollars (\$25,050.00). CAMPO will provide supporting documentation to be audited that work performed conforms to DEPARTMENT and Federal Highway Administration guidelines.

3. During the performance of this Agreement, CAMPO, for itself, its assignees, and successors in interest agrees as follows:

a. Compliance with Regulations: CAMPO shall comply with all of the regulations relative to nondiscrimination in federally-assisted programs of 49 CFR Part 21 as they may be amended from time to time (hereinafter "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

b. Nondiscrimination: CAMPO, with regard to the professional services performed by it during the Agreement, shall not discriminate on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low income status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. CAMPO shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the Agreement covers a program set forth in Appendix B of the Regulations.

c. Solicitations for Subcontracts, Including Procurement of Materials, and Equipment: In all solicitations either by competitive bidding or negotiation made by CAMPO for professional services to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by CAMPO of the subcontractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low income status.

d. Information and Reports: CAMPO shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CAMPO is in the exclusive possession of another who fails or refuses to furnish this information, CAMPO shall so certify to the DEPARTMENT, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of CAMPO noncompliance with the nondiscrimination provisions of this Agreement, the DEPARTMENT shall impose such Agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

1. Withholding of payments to CAMPO under the Agreement until CAMPO complies, and/or

2. Cancellation, termination or suspension of the Agreement, in whole or in part.

f. Agreements with subcontractors will include provisions making all subcontractor records available for audit by the DEPARTMENT or the FHWA.

g. Incorporation of Provisions: CAMPO will include the provisions of Paragraphs (a) through (f) above in every subcontract including procurement of materials and leases of equipment, unless exempt by Regulations, order, or instructions issued pursuant thereto. CAMPO will take such action with respect to any subcontract or procurement as the DEPARTMENT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance. In the event CAMPO becomes involved in, or is threatened with

litigation by a subcontractor or supplier as a result of such direction, CAMPO may request the DEPARTMENT to enter into such litigation to protect the interests of the DEPARTMENT and CAMPO may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE II - DEPARTMENT AGREES

1. To fund twenty-eight percent (28%) of the PROJECT with State Planning and Research funds, estimated to be and not to exceed Twenty-Five Thousand Fifty and No/100 Dollars (\$25,050.00).
2. To observe and review all work associated with the PROJECT during the development of the study with the understanding that any and all items of concern are reported to the DEPARTMENT's Transit Planning Group.

ARTICLE III - IT IS MUTUALLY AGREED

1. The term of this Agreement shall be from the date first written above through and including the 11th day of January, 2021.
2. This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each party.
3. In the event that CAMPO performs or causes to be performed any work after: (a) the Agreement's expiration date as set forth within this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date; or (b) termination of this Agreement prior to the expiration date set forth within this Agreement; then the DEPARTMENT shall make no payment for work performed following the expiration or termination dates, and CAMPO shall forfeit any and all right to payment for such work.
4. CAMPO, on behalf of itself, its spouses, heirs, executors, administrators, successors, subrogees, servants, insurers, attorneys, independent representatives, personal representatives, agents, and assigns, does hereby waive, release, and forever discharge the State of Nevada, the DEPARTMENT, and each and every of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, from any and all claims, demands, liens, liability, actions, causes of action, and suits for damages, at law and in equity, in any way connected with or arising from CAMPO provision of services and work performed following termination of this Agreement, and/or following the expiration date of this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date.
5. Neither the State of Nevada, the DEPARTMENT, nor any of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, shall have authority to extend this Agreement beyond the expiration date set forth within this Agreement, unless such extension is set forth within a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date. CAMPO shall not rely upon any oral or written representations expressed extrinsic to a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date, purporting to alter or amend this

Agreement, including but not limited representations relating to the extension of the Agreement's expiration date.

6. Paragraphs 1 through 5 of this Article III - It is Mutually Agreed, shall survive the termination and expiration of this Agreement.

7. CAMPO shall not proceed with said work until a copy of this fully executed Agreement is received. If CAMPO does commence said work prior to receiving a copy of this fully executed Agreement, CAMPO shall forfeit any and all right to reimbursement for that portion of the work performed prior to said dates. Furthermore, CAMPO shall not rely on the terms of this Agreement in any way, including but not limited to any written or oral representations and warranties made by the DEPARTMENT or any of its agents, employees, or affiliates, or on any dates of performance, deadlines, indemnities, or any other term contained in this Agreement or otherwise prior to the receipt of the fully executed Agreement. In the event CAMPO violates the provisions of this Section, it waives any and all claims and damages against the DEPARTMENT, its employees, agents and/or affiliates, including but not limited to monetary damages and/or any other available remedy at law or in equity.

8. This Agreement may be terminated by either party prior to the date set forth above, provided that a termination shall not be effective until thirty (30) calendar days after a party has served written notice upon the other party. This Agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason Federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

9. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile or electronic mail with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth below:

FOR DEPARTMENT: Rudy Malfabon, P.E., Director
Attn.:Kevin Verre
Nevada Department of Transportation
Division:Program Development & Multi-Modal Planning
1263 South Stewart Street
Carson City, Nevada 89712
Phone:775-888-7712
Fax:775-888-
Email:kverre@dot.nv.gov

FOR CAMPO: Lucia Maloney, Transportation Manager
Carson Area Metropolitan Planning Organization (CAMPO)
MAILING ADDRESS 3505 Butti Way Carson City NV 89701
Phone:775-283-7396
Fax:775-887-2112
Email:LMaloney@carson.org

10. Should this Agreement be terminated by CAMPO prior to completion of the PROJECT, CAMPO will reimburse the DEPARTMENT for all costs incurred up to the point of Agreement termination, and all costs incurred by the DEPARTMENT because of the Agreement termination.

11. CAMPO will ensure that any reports, materials, studies, photographs, negatives, drawings or other documents prepared in the performance obligations under this Agreement shall be the exclusive property of CAMPO and the DEPARTMENT. CAMPO will ensure any subconsultant will not use, willingly allow or cause to have such documents used for any purpose other than performance of obligations under this Agreement without the written consent of CAMPO and the DEPARTMENT. CAMPO shall not utilize (and shall ensure any subconsultant will not utilize) any materials, information or data obtained as a result of performance of this Agreement in any commercial or academic publication or presentation without the express written permission of the DEPARTMENT. CAMPO (and any subconsultant) shall not reference an opinion of an employee or agent of the DEPARTMENT obtained as a result of performance of this Agreement in any publication or presentation without the written permission of the employee or agent to whom the opinion is attributed, in addition to the permission of the DEPARTMENT.

12. Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitations, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

13. To the fullest extent of NRS Chapter 41 liability limitations, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, caused by the negligence, errors, omissions, recklessness, or intentional misconduct of its own officers, employees, and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. This indemnification obligation is conditioned upon the performance of the duty of the party seeking indemnification (indemnified party), to serve the other party (indemnifying party) with written notice of actual or pending claim, within thirty (30) calendar days of the indemnified party's notice of actual or pending claim or cause of action. The indemnifying party shall not be liable for reimbursement of any attorney's fees and costs incurred by the indemnified party due to said party exercising its right to participate with legal counsel.

14. The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Agreement liability of both parties shall not be subject to punitive damages. Actual damages for any DEPARTMENT breach shall never exceed the amount of funds which have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.

15. Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. An alteration ordered by the DEPARTMENT, which substantially changes the services provided for by the expressed intent of this Agreement will be considered extra work, and shall be specified in an amendment which will set forth the nature and scope thereof. The method of payment for extra work shall be specified at the time the amendment is written.

17. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent

to the exclusive jurisdiction of the Nevada state district courts, located in Carson City, Nevada, for enforcement of this Agreement.

18. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement, and this Agreement shall be construed as if such provision did not exist. The unenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

19. Except as otherwise expressly provided within this Agreement, all or any property presently owned by either party shall remain in such ownership upon termination of this Agreement, and there shall be no transfer of property between the parties during the course of this Agreement.

20. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary status hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

21. Each party agrees to keep and maintain under generally accepted accounting principles full, true, and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation are maintained. Such records and documentation shall be maintained for three (3) years after final payment is made.

22. The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is, and shall be, a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

23. In connection with the performance of work under this Agreement, the parties agree not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation, apprenticeship. The parties further agree to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

24. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

25. The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to engage in the cooperative action set forth herein.

26. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is confidential by law or a common law balancing of interests.

27. Each party shall keep confidential all information, in whatever form, produced, prepared, observed, or received by that party to the extent that such information is confidential by law or otherwise required to be kept confidential by this Agreement.

28. This Agreement constitutes the entire agreement of the parties and such is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Attorney General.

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

Carson Area Metropolitan Planning
Organization (CAMPO)

State of Nevada, acting by and through its
DEPARTMENT OF TRANSPORTATION

Carson Area Metropolitan Planning
Organization, Chair

Director

Name and Title (Print)

Approved as to Legality and Form:

Deputy Attorney General

Approved as to Form:

Attorney

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A Proposal to Conduct the
FY 2019 JAC Transit
Development and Coordinated
Plan

Prepared for the



Carson Area Metropolitan
Planning Organization

A Proposal to Prepare the

JAC Transit Development and Coordinated Plan

Prepared for the

City and County of Carson City

On Behalf of the

Carson Area Metropolitan Planning Organization

Prepared by

LSC Transportation Consultants, Inc.

2690 Lake Forest Road

P.O. Box 5875

Tahoe City, California 96145

530-583-4053

FAX 530-583-5966

December 7, 2019



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

2690 Lake Forest Road, Suite C
• Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsctahoe.com • www.lsctrans.com

December 7, 2019

Ms. Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department – Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701

RE: JAC Transit Development and Coordinated Plan


Dear Ms. Akers:

LSC Transportation Consultants, Inc. is proud to submit this Statement of Qualifications to conduct a Transit Development and Coordinated Plan for the Jump Around Carson public transit program. LSC is a well-established California- and Colorado-based transportation planning firm that has been assisting transit programs for 39 years, including preparation of a transit plan for Carson City in 1992. We have extensive experience in preparing appropriate operating and coordination plans for smaller urban areas similar to Carson City, such as Lodi, Merced and Vacaville in California; St. George and Logan in Utah; and Pocatello in Idaho.

The attached Statement of Qualifications demonstrates how our team will meet all requirements for the upcoming study, within the available time schedule and with a high degree of attention to local conditions. Our proposal (including tasks, deliverables and cost) are firm for at least 90 days from the proposal due date. As Principal, I am authorized to bind LSC Transportation Consultants, Inc. I would also serve as Project Manager for the project and would not be removed from the project without the permission of the City.

We look forward to assisting Carson City in the development of transit plans and a coordination plan that make the best use of available resources in meeting the mobility needs of Carson City residents, and that fully address Federal requirements.

Respectfully Submitted,

by 

Gordon R. Shaw, PE, AICP, Principal

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Section 1 Project Approach

LSC Transportation Consultants understands that Carson City desires completion of a Transit Development and Coordinated Plan (TDCP) for the Jump-Around-Carson public transit program. This planning process provides an opportunity to develop integrated short- and long-range plans for the JAC public transit program, as well as to ensure that the program meets the needs of the region's human services organizations and is well-coordinated with other social service providers.

Since the establishment of the service in 2005, the JAC program has become an important service to Carson City residents. The four fixed routes and Dial-A-Ride program currently serve over 200,000 passenger-trips per year. Unlike many other public transit programs across the nation that have seen substantial declines, ridership has held relatively steady with only a 1.5 percent reduction in total ridership between 2013 and 2017. While costs have increased over recent years, the 2017 cost per vehicle-hour of \$55 is relatively low compared with other transit providers in the region. The fixed routes serve all major trip destinations, though some neighborhoods are a long walk to the nearest bus stop. In addition, the hours/days of service are constrained by financial limitations.

Building on this strong platform, the short-range plan element should focus on the following key questions:

- What are the appropriate fixed-route services that should be provided? Are any of the existing services not meeting standards and should be reviewed? Is there ridership demand and financial resources to expand services, such as providing evening service?
- What areas of the community truly warrant fixed route service?
- Are there strategies that can improve the effectiveness of the Dial-A-Ride program, or to shift ridership from DAR to the more cost-effective fixed-route services?
- How should the overall transit program address the growing senior population of the community?
- What is the potential for increased operating revenues? Are current fares and pass rates appropriate?
- What capital projects should be pursued to achieve transit goals? For instance, what is the best strategy for bus replacement? What facilities (such as bus stop improvements) will be warranted in the future?

This study will also serve as the coordinated public transit-human services transportation plan for Carson City. This “coordinated plan” is a requirement both under the federal MAP-21 requirements as well as State of Nevada requirements for receiving federal funds. Federal law requires that projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program be included in a Coordinated Human Services Transportation Plan. The plan must be developed and approved through a process that includes participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Additionally, to the maximum extent feasible, the services funded will need to be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services.

This CHSTP update will assess available services provided by current transportation providers. We will assess transportation needs for individuals with disabilities and seniors, based on experiences and perceptions of the planning partners or on more sophisticated data collection efforts, including analysis of gaps in service. We will recommend strategies, activities, and/or projects to address the gaps between current services and identified needs. In the analysis, we will look for opportunities to achieve efficiencies in service delivery, prioritizing implementation strategies based on resources (from multiple program sources), including time, and feasibility for implementing specific strategies and/or activities identified.

Finally, this plan will develop a long-range transit plan for Carson City. This will build upon other long-range transportation plans, including the Carson Area Metropolitan Planning Organization (CAMPO) Regional Transportation Plan and Transportation Improvement Program. It will address growth in the community, such as the population growth from the current level of 56,945 up to a projected population in 2040 of 72,915. Perhaps more importantly, it will consider shifts in population characteristics, such as the expected substantial increase in senior population. This long-range element will reflect planned development areas, as well as future new roadways. Finally, this portion of the overall study will be provide an opportunity to consider how new transportation technologies (such as Transportation Network Companies or autonomous vehicles) will impact the need for public transit in Carson City over the next 20 years.

Fortunately, Carson City and CAMPO already have a substantial amount of data that can be used as input to the study. In particular, the recent Rider and Non-Rider Surveys as well as the EcoLane and Bishop Peak fare/service tracking data will allow us to bypass the costly collection of new data typical in similar studies. The use of the Remix software will aid in evaluation of service options and plans. Finally, the data already collected as part of NDOT’s current Coordinated Human Services Transportation Plan process will be a good starting point for the Coordinated Plan.

LSC proposes the following specific approach based on the goals of the project and successful experience with other similar projects. The Study Team will work closely with local staff to complete all proposed project tasks detailed below. We have found through experience in previous transit and transportation planning projects that this manner of technical approach provides for a cost-effective use of resources as well as allowing local staff to keep well apprised of our progress. The following pages present a detailed outline of our proposed Technical Approach. For each task, the resulting project deliverable is indicated in *italics*. LSC will work with the client to develop a schedule that completes the project in a timely manner.

TASK 1: Project Administration

Task 1.1: Project Management and Invoicing

Throughout the project, LSC will submit monthly status reports describing the tasks performed in the previous month, any complications which have arisen in the project, and the next steps to take place. These status reports will be submitted with monthly billing invoices.

DELIVERABLES – Monthly progress reports.

TASK 2: Review of Existing Conditions

The purpose of this task is to establish the existing conditions for transit services in Carson City. Once a refined scope is established, it will be important review existing plans and documents relating to transit; review demographic and economic conditions; and conduct a thorough evaluation of the current operations and management the transit system.

Task 2.1: Kickoff Meeting

The first subtask will be to establish the communication links and information processes that are necessary to the success of the study. The Study Team will develop and provide to the Carson City staff a list of desired data items. For those items not readily available, a list of sources and contacts will be developed that the Team will use to conduct further research. An initial “kick-off” meeting will be held between the Study Team, City staff and others at the City’s direction. This meeting will have a number of goals, including the following:

- Review of the scope of the study and identify study issues.
- Review of the data list to identify any missing items and to decide a course of action to collect or develop additional data.

- Finalize the work program to best address the issues identified, and to best address the additional data needs.

DELIVERABLES – Kickoff meeting minutes and a specific refined work scope and schedule will be developed based upon the input received at the meeting. In addition, an inventory of study data sources will be begun, which will be updated through the course of the study.

Task 2.2: Review Transit Planning Documents

The Consultant will review transit planning documents and provide a brief summary of how each relates to the current project. At a minimum, the Consultant will review the Regional Transportation Plan, the Transportation Improvement Program, the most recent (2014) TDP, the 2011 Coordinated Public Transit – Human Services Transportation Plan, the NDOT Inter-County and Regional Transit Plan and any documentation regarding NDOT’s ongoing statewide rural Coordination Plan. We will also contact Washoe RTC and Tahoe Transportation District staff to review and obtain any documents regarding transit plans impacting Carson City.

DELIVERABLES – A summary of existing documents and their plan elements regarding impacts on transit services, to be included in Technical Memorandum One.

Task 2.3 Evaluate Study Area Characteristics

A key basis of any transit plan is a thorough understanding of demographic characteristics and trends of the study area. This task will provide a demographic analysis of Carson City and the overall CAMPO area (including portions of Lyons and Douglas Counties) from the perspective of transit factors. The 2010 Census data, American Community Survey data, social service agencies, and state agencies will be used to obtain existing and projected information about:

- General population
- Seniors (Age 65 to 74, 75 to 84 and 85 and above)
- Youth (Age 5 to 17)
- Disabled
- Automobile availability
- Low Income

Data will be provided for current demographics, and projections for demographic changes over the next twenty-five years will be evaluated. In addition, current and forecast future development patterns in the Carson City area will be evaluated. The location of important transit trip generators, such as major employers, shopping areas, schools and elderly/disabled program centers will be identified and their characteristics assessed. Land use patterns, such as the location of multifamily housing areas, will be considered. Planning department staff will be contacted to generate a clear picture of development trends in the Carson City area and their impact on the long-term demand for transit service.

LSC will also evaluate commute patterns for Carson City, Douglas County and Lyon County. We will collect and analyze the US Census *Longitudinal Employer Household Dataset* for all three counties, by census place. In addition, other data (such as the cellphone data used in the TransCAD model development) will be reviewed. This will be evaluated to identify overall existing commute patterns. Employment forecasts for each of the three jurisdictions will be obtained and, along with the TransCAD model forecasts, used to identify future changes in commuting patterns.

This task will also include the development of a summary of existing human service programs within the CAMPO area. While a full list will be developed with CAMPO staff, our intention is to include the following:

- Senior service organizations
- Health and welfare organizations
- Area Agency on Aging
- Developmental disability organizations
- Tribal organizations
- School districts
- Vocational rehabilitation centers
- Community Action Programs
- Jobs training sites
- Healthcare facilities

For each organization, we will inventory current program sites, activities conducted at each site and estimated daily attendance/visitation. Transportation needs to and from each site will be discussed with organization representations. The goal of this sub-task will be to provide a summary of all mobility services in the CAMPO area, as a basis to identify potential gaps in service and opportunities to provide cost savings or service enhancements.

DELIVERABLES – A comprehensive look at the study area characteristics, demographics and land use forecasts for the short-range, five year time frame and long-range, 20 year time frame, as well as a summary of existing human service programs. This will be presented in Technical Memorandum Number 1 after completion of Task 2.5. This task will generate a minimum of six demographic maps (8.5 X 11 inches) as well as four commute pattern maps (8.5 X 11 inches).

Task 2.4: Review of Transit Operations and Existing Transportation Services

The purpose of this task is to ensure the Consultant has extensive knowledge and familiarity with the JAC transit system and all transportation services available in the area in order to best identify needs and develop service alternatives. The Study Team will review the service area and characteristics of all public and private operators in the area. The Consultant will work with providers to update any information lacking from reports to provide a complete inventory and understanding of all transportation services.

A profile of the current services will be prepared by the Study Team to include the following:

- Name of operation, location, and type of ownership
- Type of operation (fixed-route and demand responsive)
- Service area and clients served
- Hours/days of operation and level of service
- Routes and schedules
- Existing fare structure and transfer agreements
- Number of passengers and passenger-trips served
- Operator's equipment and facilities, including existing fleet
- Staff (number of drivers, other positions)
- Estimated annual operating costs
- Existing funding sources (particularly public sources)
- Fueling and maintenance arrangements

In addition, we will identify the following:

- Existing coordination arrangements among providers
- Transportation needs identified by their clients
- Barriers to coordination

This information will be summarized in text and graphic form, including service maps. As a whole, this information will provide a valuable resource for the remainder of the study. LSC will conduct a review of bicycle/pedestrian accessibility to JAC transit stops. Maps/inventories of existing bike/ped facilities will be collected and overlaid on maps of existing stops. Each stop will then be reviewed, with a focus on identifying connections (or lack of connections) to nearby transit activity generators and housing areas. The active transportation plans included in the 2040 Regional Transportation Plan will then be reviewed to define how well these existing plans address current limitations to bike/ped access to transit stops.

DELIVERABLE – A summary of transit services operating in the CAMPO region and bike/ped access, to be included in Technical Memorandum Number 1 at the completion of Task 2.5. A minimum of two route/service area maps (8.5 X 11 inches) will be provided.

Task 2.5 Existing Transit Service Performance, Ridership, Fiscal and Peer Analysis

The Consultant will conduct an in-depth route-level analysis of the existing transit service performance and ridership. Through an analysis of ridership data and operating and financial statistics gathered in Task 2.3, we will quantify the efficiency and effectiveness of existing services. In particular, the Consultant will identify the following:

- Current ridership trends (riders per hour and mile of service, by route or service type)
- Operating cost per revenue hour

- Farebox recovery ratio
- Average subsidy per passenger trip
- ADA compliance
- Dial-a-Ride reservation procedures
- We will also analyze EcoLane and Bishop Peak data for representative periods to identify detailed data such as ridership by run by day of week and boarding activity by stop.

We will then conduct a “peer analysis” of similar transit programs in the western U.S. An initial potential list of peers will first be developed, based on the following criteria:

- Total population
- Size of transit program, as measured by annual vehicle-hours
- Location relative to a large urban center (preference for locations relatively distinct from larger cities)
- Presence of a university or other large transit generator not found in Carson City

An initial list of potential peers will then be provided to CAMPO staff for review and comment. After a final list of 5 to 7 peers are identified, LSC will collect available data regarding the span of service, service frequency, ridership, fleet size, annual operating vehicle-hours, annual operating costs, and annual fare revenues. This data will be collected and summarized separately for fixed route and dial-a-ride services. LSC will prepare a discussion of the various peer systems and how Carson City’s transit program compares.

Building from the performance measures defined in the 2040 RTP, the Transit Asset Management Plan and previous transit plans, LSC will conduct a review of existing performance for the various elements of the JAC program. This review will also reflect the findings of the peer analysis, as well as transit industry standards. Recommended changes in performance measures will be identified.

DELIVERABLES – The existing transit conditions (including a service map and performance analysis) will be presented as text, tables, and graphs in Technical Memorandum Number 1, to be produced at the conclusion of this task. A PDF file will be provided for posting on the CAMPO website

TASK 3: Public Outreach

Conducting a Transit Development Plan / Coordinate Plan is an excellent opportunity to gain input from the community about transit and transit needs, as well as to give the community a greater understanding of the capabilities and limitations of their transit system. Under this task, there will be multiple approaches throughout the study to gain feedback from the community, and stakeholders in particular, about their understanding of transit, their concerns about transportation needs, and their response to potential alternatives. In the process of gaining feedback, the Consultant will endeavor to provide a greater understanding of how transit works.

Task 3.1 Conduct Stakeholder Meetings

Under this task, the Consultant will work with City staff to identify transit stakeholders, including underrepresented populations. The consultant will conduct two Stakeholder meetings. One meeting will be conducted near the outset of the study to gather input on current transit conditions and needs, with a focus on the needs of social service programs. A second meeting will be held once the draft plan has been developed, for review and input. The Consultant will prepare agendas for each meeting for the City staff to send out. City staff will determine the meeting locations and set meeting dates. The Consultant will provide summaries of meetings.

DELIVERABLES – Two Stakeholder meetings, preparation of meeting agendas, and subsequent meeting summaries.

Task 3.2 Conduct Public Meeting

In addition to Stakeholder meetings, the Consultant will conduct up to three Public Meetings to gather input regarding the current transit program. At a minimum, one meeting will be conducted early in the study process. The purpose of the meetings will be to provide information on the Consultant's findings regarding the effectiveness of current services, and discuss potential improvements and strategies. At CAMPO's direction, additional meeting may be held to present the findings of the existing services review, and to present/discuss potential alternatives and coordination strategies.

DELIVERABLES – A Public Meeting, input into meeting flyers and advertisements. PowerPoint presentations will be developed for all meetings, and provided to CAMPO for use in other public outreach.

Optional Task 3.3 Online Survey

As an optional task to provide greater insight into factors that could encourage additional transit ridership among current non-riders, LSC could conduct an online survey. The Consultant would design and administer a web-based community survey (such as SurveyMonkey.com). The content of the survey would include 10 to 15 questions to determine respondents desire to use transit for work, social and recreational purposes, time and location of desired service, and personal limitations that might discourage transit usage such as dropping off children at school. The availability of the survey would be announced on the JAC, City and CAMPO home pages, as well as flyers posted on JAC buses, and would include the purpose of the survey, a web link to access the survey, contact information for LSC staff in case of questions and the deadline for completing the survey. In addition, we will provide a flyer for posting in social service offices in Carson City.

DELIVERABLES – Survey forms, a flyer for survey promotion, and a memo summarizing the results of the survey

TASK 4: Alternatives Analysis

Under this task, the short- and long-range alternatives will be developed and evaluated, along with potential coordination strategies. *Technical Memorandum 2 – Alternatives Analysis* will present the analysis and findings of this task. The preferred alternatives will be selected from the *Tech Memo 2* and developed into 5-year and 20-year action plans in the *Draft Report*.

Task 4.1 Evaluate Long-Range Transit Demand

As part of this task, LSC will evaluate the CAMPO travel demand model. This analysis focuses on the origin/destination person-trip tables of the computer traffic models. By comparing existing transit ridership between various origin/destination pairs with the existing total person-trip figures, we can estimate existing transit “mode split” for key travel corridors. These mode-split figures can then be applied to the 2040 origin/destination trip tables, yielding estimates of long-range future travel demand based upon the model. In our work for other long-range transit plans, we have found this analysis of the travel demand model to be particularly useful in developing realistic demand forecasts.

Factors that could potentially impact the provision of or demand for transit services will be identified, including at least the following:

- Demographic trends – population aging, employment participation rates, vehicle availability trends, family size and structure, and changes in school enrollment.
- Mobility trends – changes in trip-making patterns such as the increasing importance of non-work travel, the increasing mobility of the disabled, and impacts of telecommuting.
- Macro-scale transportation trends – future fuel costs and availability, changes in public transit usage associated with expansion in smartphone technology and social media, advancements in transportation technologies such as intelligent vehicle/highway systems.
- Economic trends – changes in the local economy and trends in real-wage rates.

A specific sub-task will be to evaluate future trends in demand for commute transit services between Carson City and Lyon County and between Carson City and Douglas County. This will be based on the data and forecasts developed through Task 2, above, as well as standard transit commute demand models.

The goal of this evaluation will be to identify and assess the impact of these and similar trends on transit services. Based upon this information, LSC will prepare a 5-year incremental forecast of transit demand for local and commuter services over the next 20 years. These forecasts and estimates of future service productivity will be used to forecast the following:

- Annual vehicle-hours of service
- Annual vehicle-miles of service
- Peak number of vehicle in operation
- Estimated operating costs

Together, these forecasts will provide a clear picture of future transit services needed in Carson City, the fleet needed to provide these services, the program requirements for transit facilities, and the financial requirements.

DELIVERABLE – Transit Demand forecasts by target market for the long-term (20 year) time frames, included as part of Technical Memorandum provided at the end of Task 4.4. This will include a minimum of four 8.5 X 11 charts and/or maps.

Task 4.2 Evaluate Short-Range and Long-Range Service Alternatives

The Consultant Team will work with the City staff, and others as deemed appropriate, to determine alternatives which should be evaluated. The alternatives will be formulated based on the transit needs identified in Task 4.1, input received over the course of the study, and the review of existing service efficiency/effectiveness. The Consultant Team will then develop detailed information on each service alternative. The detailed information will be used in the analysis of each alternative and the development of recommendations to the client. The following information will be provided for each alternative:

- Type of service to be offered;
- Operating characteristics, including service areas, routes and schedules, hours of operation, vehicle mileage, ridership, and personnel requirements;
- Ridership impacts, disaggregated by type of rider. In particular, we will compare the potential for additional new riders versus the impact of any service modifications on existing ridership;
- Financial characteristics including operating, capital and administrative costs; fare, charter, advertising, tax, and other revenues. Cost and revenue figures will be projected for each of the five years; and
- Provisions for meeting elderly and disabled needs in general and the requirements of the ADA in particular.

The route alternatives will be evaluated using the Remix software package, as LSC has done for several other transit plans in the last few years. Each of these components will be incorporated into a cost-effectiveness analysis for the alternatives. The alternatives will also be evaluated based on the goals and objectives for transit service in the study area. In addition, a “status

quo” alternative will be projected over the study horizon to identify the impacts associated with maintaining current operations.

Other specific alternatives that will be evaluated will include:

- Expansion of existing service areas
- Modifications in the hours of operation
- Revisions (including possible cut backs) in established services that are not meeting performance standards
- Potential changes in the provision of ADA demand-response service
- Modification of existing routes, schedules, and timed transfer points
- Recommendations of previous studies that have yet to be implemented
- Modification of fare levels
- Provision of flex-route or Transportation Network Company (TNC) services, as an expansion of fixed route service and/or replacement of low-performing services.

The alternatives will be developed after close consultation and coordination with staff and committee members. Alternatives will be refined from the conceptual level to better define operational systems in terms of their feasibility, level of service, rolling stock requirements, maintenance facilities, etcetera. Based upon the configuration and service quality of the alternative systems, forecasts of ridership will be prepared. A comprehensive analysis of alternatives will be prepared for the short-term and long-term. This will include an assessment of financial impacts and available financial capacity, given trends in local, state and Federal funding levels

DELIVERABLE – The short- and long-range service alternatives, including 8.5 X 11 maps necessary to describe the various alternatives, will be presented in Technical Memorandum 2 after completion of Task 4.4.

Task 4.3 Evaluate Short-Range and Long-Range Capital Alternatives

Capital alternatives will be developed to support the transit service alternatives in Task 4.4, and to meet short- and long-term transit needs. Capital alternatives to be evaluated will include the following:

- Future fleet requirements, based upon both planned replacement of existing vehicles as well as the fleet needs associated with the various service alternatives. This will include a review of transit vehicle fuel options.
- Future transit maintenance/administration facility needs that are required to accommodate the fleet and staff associated with future transit service levels.
- Bus stop improvements, including the need for benches and shelters. This sub-task will include a review of bicycle and pedestrian improvements needed to improve access to key bus stops.
- A specific evaluation of the transit transfer centers. The amenities provide at the existing Downtown Transfer Plaza will be reviewed. In coordination with the service alternatives, we will evaluate the benefits of relocation of the existing hub. In addition, the potential to establish a new key transfer location (such as in South Carson City) will be evaluated.

DELIVERABLE – The short- and long-range capital alternatives will be presented in Technical Memorandum 2 after completion of Task 4.4. At a minimum, this will include maps showing recommended location of new bus shelters and benches.

Task 4.4: Develop Coordination Strategies

The coordinated planning process involves the mutual effort of human service agencies, transportation providers, workforce development agencies, citizens, and others who need some form of transportation assistance. A coordinated planning effort requires communication among these entities and sharing of perspectives and specialized expertise that different agencies, organizations, and individuals have to offer. To identify the needs and issues, proper strategies—such as information sharing, future operation planning, and reduction in the administrative barriers that inhibit coordination—need to be developed. A coordinated planning effort can increase the visibility of available transportation resources and funding sources to the stakeholders and the community as a whole. Achieving the goals of the coordinated plan may therefore serve to promote self-sufficiency and equal opportunity for employment of individuals, thereby contributing to the economic health of the entire community.

We will identify a wide range of coordination strategies for consideration including more traditional approaches and those identified as national best practices. We will provide a description of each strategy, the potential benefits, and the challenges to implementation. Examples of these strategies might include:

- Coordination of individual program transportation services to reduce vehicle needs and/or staffing levels.

- Expansion of specific transportation services to fill identified mobility gaps.
- Joint maintenance or fueling opportunities.
- Coordination of routes and schedules to reduce overall operating requirements, particularly for longer runs.
- Modification of public transit services to better accommodate persons with special needs and reduce specialized transportation costs.

Also as part of this task, LSC will make a presentation to the staff/committee regarding the results of the alternatives analysis and coordination evaluation.

DELIVERABLES – The strategies will be presented in Technical Memorandum 2 after completion of this task. A PDF file will be provided for posting on the CAMPO website. A PowerPoint presentation will be prepared for use in meetings reviewing the potential service and coordination alternatives.

TASK 5: Draft Report

Task 5.1 Prepare Draft Report

The second Technical Memoranda will be reviewed by City staff and presented to the Stakeholders group. This will then be combined with the first Technical Memoranda and a plan chapter to create a Draft Report.

In addition, as part of preparing the Draft Report we will prioritize the coordination strategies. This task involves establishing criteria for prioritizing recommended strategies. Criteria may include the level of need, transportation access to jobs, shopping and basic services, feasibility, and potential for implementation without significant increase in local funding, availability of funding, potential to improve operational efficiency, and opportunities to match Federal Transit Administration funding. We will work with the City to identify the appropriate criteria for prioritizing strategies at a meeting to review Technical Memorandum Two. We will then evaluate the various strategies using the prioritization criteria to establish recommendations for phased implementation of the prioritized strategies.

An administrative draft version will be provided to City staff for review and comment, in PDF format. After all comments have been addressed, a public draft version will be provided (including a PDF version for posting on websites).

DELIVERABLE – A Draft Final Report consisting of revised Technical Memoranda 1 and 2 and a Plan Chapter. This will include a minimum of 12 maps (8.5 X 11 inches).

Task 5.2 Present Draft Report

Up to two presentations of the Draft Report will be presented, such as to the CAMPO Board and City Council.

DELIVERABLE – A PowerPoint Presentation.

TASK 6: Final Report

Task 6.1 Incorporate Comments and Finalize Report

After distribution and presentations of the Draft Report in previous tasks, the Consultant will incorporate comments and feedback as appropriate to create a Final Report. No additional presentations are assumed for this task. Ten bound copies and a camera-ready unbound copy will be provided, along with an electronic PDF file. All electronic files developed through the course of the study will be provided upon request.

DELIVERABLES – The Final TDCP. 10 bound paper copies, 1 unbound paper copy, and a PDF file will be provided.

Proposed Project Schedule and Cost

Figure 1 presents a proposed schedule for the project. As shown, we propose a study schedule that will result in the final plan by the end of July 2019. Key interim memos would be provided to allow City staff to review our finding to date, and to weigh in on the alternatives under consideration. We believe this schedule is aggressive but achievable, given the substantial amount of data already available.

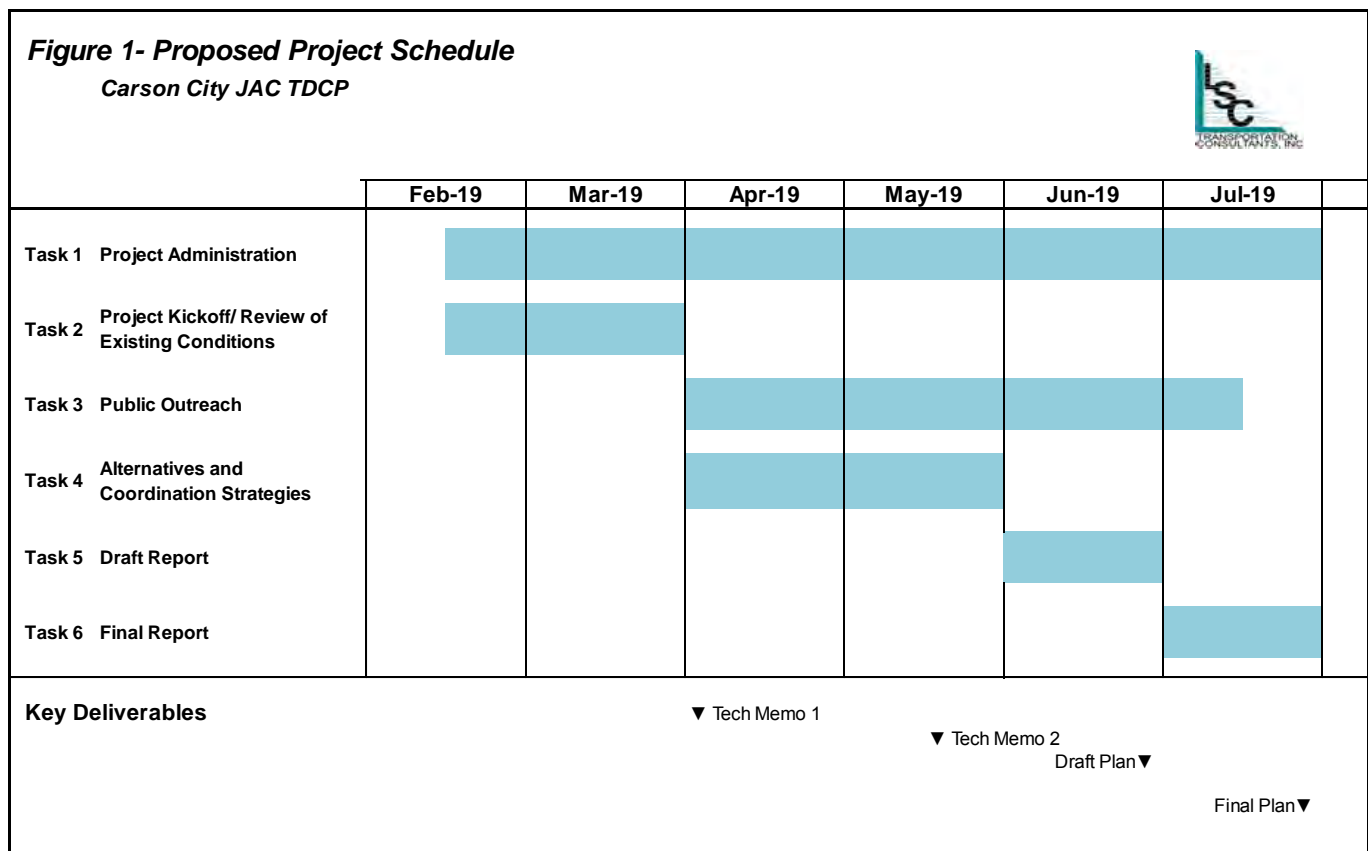



Table 1 presents a staffing plan and cost estimate for the project. As shown, we would proposed to conduct the scope of work (including the optional online survey task) for a not-to-exceed amount of \$86,470. Excluding the optional task, this contract maximum would be \$82,250.

Table 1: Overall Staffing Plan and Cost Estimate
JAC Transit Development and Coordinated Plan

Task	Project Manager	Senior Planner	Planner	Support Staff	Total Hours	Cost
Task 1 Project Administration	2	0	0	2	4	\$530
1.1 Project Management and Invoicing	2	0	0	2	4	\$530
Task 2 Review of Existing Conditions	28	7	155	26	216	\$24,440
2.1 Kickoff Meeting	4	0	6	0	10	\$1,430
2.2 Review Transit Planning Documents	2	0	12	0	14	\$1,660
2.3 Evaluate Study Area Characteristics	8	2	52	12	74	\$8,090
<i>Demographic Analysis</i>	2	0	20	8		
<i>Commute Analysis</i>	2	0	12	4		
<i>Human Service Program Inventory</i>	4	2	20	0		
2.4 Review of Transit Operations & Services	4	2	40	12	58	\$6,030
<i>Summary of Existing Services</i>	1	2	32	8		
<i>Bicycle/Pedestrian Access</i>	3	0	8	4		
2.5 Existing Service Performance and Peer Analysis	10	3	45	2	60	\$7,230
<i>Performance Review</i>	4	2	24	2		
<i>Peer Analysis</i>	2	0	20	0		
<i>Review of Performance Standards</i>	4	1	1	0		
Task 3 Public Outreach (Without Optional Task)	9	32	24	2	67	\$8,450
3.1 Stakeholder Meetings (2)	1	16	12	2	31	\$3,590
3.2 Public Meetings (up to 3)	8	16	12	0	36	\$4,860
3.3 Online Survey (Optional)	6	4	24	0	34	\$4,220
Task 4 Alternatives Analysis	84	56	72	34	246	\$33,570
4.1 Evaluate Long-Range Transit Demand	8	4	16	2	30	\$3,910
4.2 Service Alternatives	40	12	16	20	88	\$12,480
4.3 Capital Alternatives	24	8	16	6	54	\$7,870
4.4 Coordination Strategies	12	32	24	6	74	\$9,310
Task 5 Draft Report	40	8	18	18	84	\$12,060
5.1 Prepare Draft Report	32	8	16	16	72	\$10,120
5.2 Present Draft Report	8	0	2	2	12	\$1,940
Task 6 Final Report	4	8	0	0	4	\$1,800
6.1 Incorporate Comments & Finalize Report	4	8	0	0	4	\$1,800
Total	167	111	269	82	621	
Labor Subtotal						
Total Hours						
Direct Labor Rate	\$200.00	\$125.00	\$105.00	\$65.00		
Labor Subtotal:	\$33,400	\$13,875	\$28,245	\$5,330		\$80,850
	Direct Costs:					
	Item					
	Travel: LSC					\$900
	Copying/Printing: LSC					\$500
	Direct Costs Subtotal:					\$1,400
	Total Cost: Without Optional Task					\$82,250
	Total Cost: With Optional Task					\$86,470

Team Profile, Background and Experience



This proposal is submitted by LSC Transportation Consultants, Inc. LSC is the successor firm to Leigh, Scott, and Cleary, which was formed in 1975 to provide consulting services in all phases of transportation planning and traffic engineering. The firm has offices in Tahoe City, California (from which the study would be conducted) as well as Denver and Colorado Springs, Colorado. With an overall staff of 25, we have the capability and background to efficiently conduct the upcoming work.

Our experience focuses on transit systems of JAC's size and complexity, such as our recent work for the Merced *The Bus* program, for San Luis Obispo Transit and for the City of Vacaville's *City Coach* program. Through this work, as well as our work for the Tahoe Transportation District and Washoe RTC, we have gained a good understanding of the issues facing Carson City and the need to maximize the effectiveness of the service.



The firm has extensive experience in transit planning, both across the American West and the nation. The following pages present descriptions of recent projects that reflect our experience pertinent to the upcoming Carson City Project.

Proposed Project Team

LSC Transportation Consultants, Inc. will bring to the Short- and Long-Range Transit Plan study a Team comprised of experienced transit and transportation planners. Our Team members will function in a complementary manner with local staff to accomplish the transportation study in a timely manner, responsive to locally formulated goals and objectives. Proposed members of the Consultant Team are introduced below, followed by detailed resumes at the end of this section.

Project Manager – Gordon Shaw, PE, AICP, Principal with LSC, will serve as the Project Manager for the SRLRTP effort. He will utilize his experience as Project Manager for over 30 transit planning studies over the past 25 years. He will be responsible for overall project management, schedule and budget control, and for substantial portions of the SRLRTP work program.

Senior Planner – Jason Miller will support the project with capital and operational analysis and planning. Jason has over 15 years of experience planning, developing, implementing, and managing effective public transportation solutions in smaller communities. In particular, Jason for many years served as Executive Director for the Ketchum Area Regional Transit (KART) system in Ketchum/Sun Valley Idaho, which is similar in size to the JAC program. Jason developed numerous transit service plans, long-range strategic plans, capital improvement plans, operating plans, bus stop improvement projects, performance dashboards, and transit outreach plans. Jason has experience growing transit system ridership by planning and developing routes and services that meet community needs. Jason holds an engineering degree from the University of Colorado.

Project Planner – Genevieve Evans, AICP, Transportation Planner with LSC, will serve as a Planner for the study. She will collect, compile, and analyze the existing conditions and transit data, and assist in the analyses of financial alternatives. She will collect, compile, and analyze demographic data and assist in the analyses of existing conditions. Ms. Evans has proven invaluable in the compilation of data and preparation of study documents for transit studies in California including El Dorado County, Calaveras County, Nevada County, Town of Truckee, Placer County, Tuolumne County, and Del Norte County. She has also conducted several Transportation Development Act Triennial Performance Audits in other Northern California counties as well. She holds a B.A. in Economics from the University of California at Berkeley and is a member of the American Institute of Certified Planners and the American Planning Association.

Project Planner – Justine Rembac will assist with data collection, review of development plans, and analysis of demographic data. Since joining LSC in 2018, Ms. Rembac has worked on transit studies for Dinuba California and Lodi California, on the General Plan for the Town of Truckee, as well as corridor studies in the Tahoe Basin and the Big Sur Area. She also has four years of experience as a land use/urban planner in the Bay Area and Tahoe City, and holds a BS degree in Society and Environment from the University of California at Berkeley.

Other Project Staff – In addition to the key study personnel identified above, LSC will provide the graphics and clerical staff needed to conduct the study from our Tahoe City office. If study schedule requirements indicate a need for additional professional personnel, LSC will draw (at no additional cost to the client) on our staff members in our Colorado Springs office.

The LSC staff will have more than adequate availability between February and July to complete the work scope. While we will have several other concurrent projects underway, our Tahoe City office will have wrapped up two major projects (Yosemite Area Regional Transit System SRTP and SolTrans Comprehensive Operational Assessment) by the initiation date for the Carson City project. Our office location within an hour drive of Carson City will ensure that we are available as needed to complete the project.

Gordon Shaw, PE, AICP

Principal



Gordon Shaw is a Principal of LSC Transportation Consultants, Inc. and generally serves as the Project Manager for studies conducted out of the Tahoe City, California office.

Mr. Shaw joined the firm in 1983 and has experience conducting traffic and transportation studies throughout the western United States. He has conducted over 300 transportation studies for both public and private clients, including traffic engineering studies, traffic model and simulation analyses, transit planning studies, parking analyses, transit facility designs, and bicycle/pedestrian studies.

Mr. Shaw holds an Engineer's Degree in Civil Engineering from Stanford University, a M.S. in Infrastructure Planning from Stanford University, and a B.S. in Civil Engineering from Purdue University.

EDUCATION

Engineer's Degree in Civil Engineering – Stanford University
Master of Science in Infrastructure Planning – Stanford University
Bachelor of Science in Civil Engineering – Purdue University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer in California, Colorado, Nevada, and Utah

PROFESSIONAL MEMBERSHIPS

American Institute of Certified Planners (AICP)
Institute of Transportation Engineers (ITE)
American Planning Association (APA)

PROJECT EXPERIENCE

In his capacity as Principal with the firm, his duties run the gamut from large-scale urban transit and transportation planning to site-specific preliminary engineering design and traffic analysis. A strong focus of his work history is for resort areas developing transportation plans for environmentally sensitive areas that can efficiently accommodate large variations in travel demands. Mr. Shaw also conducted transportation modeling efforts for roadway design studies associated with numerous large developments in California, Nevada, and Colorado.

Fixed-route transit system studies have formed the focus of Mr. Shaw's transit experience with the firm. He has served as Project Manager for over 60 transit studies throughout the American West, with a focus on rural and small urban transit systems. He has specialized in the planning of transit service for mountain resort communities directing studies in Durango, Steamboat Springs and Summit County, Colorado; South Lake Tahoe, California and Jackson, Wyoming. He developed plans for transit systems providing service to the elderly and disabled of Weld County, El Paso, and Pueblo Counties in Colorado as well as conducted a statewide transit needs assessment for the Arkansas Governor's Office. He conducted transit-planning workshops in California, Arizona, New Mexico, and Colorado. In addition, Mr. Shaw developed a number of transit maintenance, intermodal, and bus rapid transit facility plans.

Parking has constituted another element of Mr. Shaw's work history including work for downtown centers, hospitals, resort communities, and universities. In addition, he developed preliminary engineering and functional designs for municipalities and college campuses as well as for other private and public projects. Mr. Shaw served as Project Manager for a variety of pedestrian and bicycle studies in Colorado and California.





Jason M. Miller Senior Planner



Resort Transit Planning Projects

5-year Strategic Plan and Service Plan for Mountain Rides Transportation Authority (ID). Author and project manager for development of a new plan to define direction of all of Mountain Rides transit services and transportation programs for 2016-2020 timeframe. Project involved significant public outreach, stakeholder meetings, and interface with board of directors. Existing and potential new services were analyzed for potential ridership and costs and overall effectiveness.

Strategic Marketing and Public Outreach Plan for Mountain Rides (ID). Author and manager of development of a plan to define public engagement, outreach strategies, and customer information tools. The plan focused on low-cost, grassroots strategies that relied heavily on community partnerships. Website improvements and a real-time bus location phone app were called for.

Transit development tools for Selkirk Pend Oreille Transit (SPOT) (ID). Served as consultant and project manager for the development of a complete package of transit development tools for this rural transit agency serving the greater Sandpoint area of Idaho. Tools for SPOT included a capital improvement plan that analyzed current and future fleet needs; a marketing plan that suggested an improved website and customer information tools; a service development plan that analyzed opportunity to connect transit service to Schweitzer Mountain Resort and improve overall route connectivity; and, a performance dashboard that organized monthly ridership, safety, and financial data into an easy to read report for the board and public.

Development of a downtown transit center for City of Ketchum (ID). Led funding, planning, public outreach, and necessary entitlements for a facility in the downtown core of Ketchum. Facility will coordinate 5 bus routes with passenger amenities such as a waiting area, bus shelters, bicycle racks and lockers, pedestrian connectivity, bus pull-outs, and safety features. Work involved site alternatives analysis, federal environmental approvals, and city planning and zoning approvals.

Planning, funding, and construction of new maintenance and administration facility in Bellevue (ID). Secured federal funding and local match, managed procurement and architectural design process with contractors, and served as transit agency project manager for \$2 million construction project that included bus storage, maintenance bays, office space, bus stop improvement, and park and ride spaces. Facility opened in 2015 and was built on-budget and ahead of schedule and received state level award for a transportation facility.

Experience

- Over 15 years' experience planning, developing, and implementing effective public transportation solutions in rural and mountain resort communities
- Executive Director of Mountain Rides Transportation Authority, a rural resort transportation provider, Ketchum, ID (2007-2017)
- Executive Director of Wood River Rideshare, a multi-modal transportation non-profit, Ketchum, ID (2006-2007)
- Sales Engineer at AceCo Precision Manufacturing, Boise, ID (2002-2005)
- Owner of Timberline Express, a private passenger shuttle and charter company, Buena Vista, CO and Denver, CO (1997-2001)
- Technical Engineer at Western Region, a manufacturers rep, Westminster, CO (1994-1997)

Education

- Bachelor of Science in Electrical Engineering, University of Colorado at Boulder (1994)

Professional Registrations/Affiliations

- Member – American Planning Association
- League Certified Instructor (LCI# 1564) and Member – League of American Bicyclists
- Board Member and Past President – Community Transportation Association of Idaho

Accolades

- Community Engagement Award for Blaine Co. Bicycle and Pedestrian Master Plan; Idaho Smart Growth (2017)
- Leader of the Year; I-WAY, an Idaho multi-modal transportation group (2014)
- "Top 40 Under 40" Transportation Professional; Mass Transit Magazine (2010)

Genevieve Evans, AICP



Ms. Evans joined LSC Transportation Consultants, Inc. as a Transportation Planner for the Tahoe City, California office in 2003.

Ms. Evans has served as Project Manager for Transit planning studies in Alpine County, Amador County, Calaveras County, City of Anderson, Placer County, Lake County, and Nevada County. She has also conducted updates of Coordinated Public Transit Human Service Transportation Plans in Amador and Inyo/Mono counties.



EDUCATION

Bachelor of Arts, Economics at University of California, Berkeley
Coursework in Land Use Planning and GIS at University of Nevada, Reno and Oregon State University Distance Education

PROFESSIONAL REGISTRATIONS

American Institute for Certified Planners (AICP)

PROFESSIONAL MEMBERSHIPS

American Planning Association
American Institute for Certified Planners

PROJECT EXPERIENCE

Over the years, Ms. Evans has been a part of the study team for a variety of projects such as the Calaveras Intercity Transit Feasibility Study, Tahoe Interregional/Intraregional Transit Study, Sierra County Bicycle Plan, transit planning guidebook for the National Park Service and the Town of Truckee ADA-Compliant Paratransit Plan. As part of these studies, Ms. Evans has researched demographic and economic data, reviewed the existing transit systems, administered onboard surveys, conducted alternatives analysis, and prepared fiscally constrained plans.

Ms. Evans conducted the update of the Inyo County 2015 Regional Transportation Plan, Lassen County 2012 Regional Transportation Plan, Del Norte 2011 Regional Transportation Plan, Alpine County 2010 Regional Transportation Plan, Sierra County 2005 and 2010 Regional Transportation Plans, Calaveras County 2007 Regional Transportation Plan, and the Modoc County 2008 Regional Transportation Plan. Additionally, she has conducted Triennial Performance Audits for the transit programs and regional transportation planning agencies in El Dorado County, Tahoe Basin, Del Norte County, Alpine County, Modoc County, Amador County, Nevada County and Placer County. Ms. Evans had a major role in the collection, organization, and analysis of land use data used in the traffic model for the Truckee General Plan update. She also prepared grant requests for federal transit capital and operating grant programs, Active Transportation Programs, and conducted a study of vehicle and transit facility improvements for Modoc County.



Justine Rembac, Planner

EDUCATION

University of California, Berkeley
Bachelor of Science in U.S. Environmental Policy and Management with a Minor in City and Regional Planning

PROJECT EXPERIENCE

Prior to joining LSC, Ms. Rembac worked in the San Francisco Bay Area as a Planner. While at Urban Planning Partners in Oakland, she authored CEQA planning documents, drafted general plans, and coordinated public input for small towns and cities. In this role, she interfaced with subconsultants, clients, the public, and government agencies daily to create documents such as the Truckee Railyard Master Plan and the Alameda Main Street Neighborhood Specific Plan.

In her previous role as a Planner at PlaceWorks, she used ArcGIS, census data, and field research to create an Open Space and Parks Assessment report for Los Angeles County. Justine holds a Bachelor of Science in U.S. Environmental Policy and Management with a Minor in City and Regional Planning from University of California, Berkeley.

Justine Rembac joined LSC Transportation Consultants, Inc. in 2018 as a Transportation Planner in the Tahoe City, California office.

Ms. Rembac has strong research and technical writing skills and is experienced in conveying information using Microsoft Excel, ArcGIS, and Adobe Suite.



TRANSPORTATION
PLANNING AND
TRAFFIC
ENGINEERING
CONSULTANTS

2690 Lake Forest Road
Suite C
Post Office Box 5875
Tahoe City, CA 96145
530-583-4053



WESTERN PLACER COUNTY SHORT RANGE TRANSIT PLANS

PROJECT LOCATION

Placer County, California

CLIENT

Placer County Transportation Planning Agency

PROJECT MANAGER

Gordon Shaw

DATE -- 2017-2018

CONTRACT AMOUNT -- \$214,850

REFERENCE

David Melko, Senior Trans. Planner
dmelko@pctpa.net
530-823-4090

Will Garner, Transit Manager
publicworks@placer.ca.gov
530-889-7582



Western Placer County comprises a large area that encompasses larger suburban communities (Roseville, Lincoln, Rocklin) as well as smaller towns (Auburn, Colfax) and rural areas. The region is served by three public transit organizations: Placer County Transit (operated by Placer County), Roseville Transit, and Auburn Transit. In addition, the Western Placer Coordinated Transit Services Agency provides a range of mobility services for the region's seniors and persons with disabilities. The overall services encompass two commuter services into downtown Sacramento, fixed route services, route deviation services, paratransit programs, and mobility training services.

To provide for a coordinated transit plan for these overlapping entities, LSC was retained by the Placer County Transportation Planning Agency to conduct concurrent Short Range Transit Plans for the four transit programs. This work encompassed the following:

- Extensive on-board data collection on all services, including boarding/alighting counts, passenger surveys and on-time observations.
- A comprehensive operational analysis of all routes and services.
- Extensive public outreach efforts, utilizing the able services of AIM Consulting.
- A detailed evaluation of the potential role of Transportation Network Company service in the region.
- Preparation of service, capital, marketing, financial and institutional plans for all transit organizations.

The resulting final plans are currently being reviewed for final adoption.



MERCED COUNTY SHORT RANGE TRANSIT PLAN 2017/18-2021/22

PROJECT/LOCATION

Merced County, California

CLIENT

Merced County Association of
Governments
369 West 18th Street
Merced, California 95340

CONTRACT MAXIMUM: \$124,930

PROJECT MANAGER

Gordon Shaw, PE, AICP



DATE

2016-17

REFERENCE

Stacy Dabbs, Deputy Executive Director
stacy.dabbs@mcagov.org
209 • 723-3153 ext. 109

The Merced County Associations of Governments contracted with LSC Transportation Consultants, Inc. to prepare a Short Range Transit Plan for “*The Bus*” program serving Merced County. This work built upon a previous Comprehensive Operational Analysis conducted by LSC. Our work for the SRTP consisted of the following:

- A complete boarding/alighting and schedule adherence survey of all runs on each fixed route over the course of several days.
- On-board passenger surveys.
- A review of existing bus stop and transit center conditions and potential improvements.
- Analysis of Routematch and automated vehicle location data.
- An extensive public outreach process, including stakeholder interviews, public workshops, and a successful on-line survey of public perceptions of potential service alternatives.
- An assessment of the impacts of autonomous vehicles on the demand for and provision of transit service
- A detailed evaluation of goals, standards and objectives.
- An updated Marketing Plan, focusing on key potential ridership groups.

Reflecting the many elements of the transit program, the final plan included modifications to urban fixed routes and schedules, improvements to commuter and rural routes, changes in paratransit policies and service levels, and modifications to fare policies. These elements were supported by a detailed financial plan. The study was adopted by the MCAG Board in May, 2017.



TAHOE AREA REGIONAL TRANSIT (TART) SHORT RANGE TRANSIT PLAN

PROJECT/LOCATION

North Lake Tahoe, California/Nevada

CLIENT

Tahoe Regional Planning Agency
128 Market Street
P. O. Box 5310
Stateline, Nevada 89449

PROJECT MANAGER

Gordon Shaw

DATE

2003-2005

REFERENCE

Will Garner, Transit Manager
530 • 889-7582
publicworks@placer.co.gov



The Tahoe Area Regional Transit (TART) program, operated by Placer County in California, serves the North Shore portion of the Tahoe Basin as well as the nearby communities of Truckee, Squaw Valley, and Alpine Meadows. The service area includes major winter and summer resorts and is currently developing at a rapid pace. LSC Transportation Consultants, Inc. was retained by the Tahoe Regional Planning Agency to prepare a five-year plan for the TART program to guide the expansion of services.

The study included comprehensive on-board passenger surveys, as well as detailed passenger activity and on-time performance surveys. In addition, demographic studies were conducted regarding existing transit needs for both residents and visitors of the region, as well as an evaluation of future needs based upon approved development and demographic trends. Working with a study steering committee, a series of over 40 alternatives were developed and evaluated. The resulting plan identified service improvements including expansion in service area and evening services as well as improvements in service frequency. Capital plans, management systems, and marketing plans were developed to support the new services. Finally, a detailed financial plan was developed to identify the required funding levels.

VACAVILLE TRANSIT SERVICE EVALUATION

DATE – 2016-2017

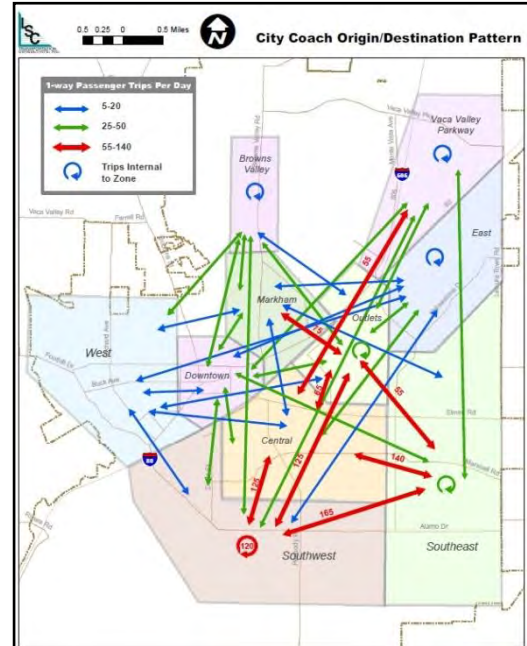
PROJECT/LOCATION – Vacaville, California

PROJECT MANAGER - Gordon Shaw

CLIENT – City of Vacaville

REFERENCES

Brian McLean, Public Works Superintendent
City of Vacaville
Brian.mclean@cityofvacaville.com
707-469-6504



The City of Vacaville, faced with declining ridership and tight financial requirements, saw the need for a comprehensive review and service plan for the City Coach program. LSC Transportation Consultants, Inc. was retained to conduct this very detailed operational analysis and plan. The initial task was to produce a detailed market analysis, which, through a review of current demographics and trends, as well as an evaluation of near-term future development plans, matched the expected need with current services and identified gaps in service. Next, the Consultant Team conducted a detailed evaluation of services, which included:

- On-board boarding/alighting and on-time performance data collection for all fixed routes.
- On-board passenger survey, as well as a web-based survey
- A series of six transit planning workshops
- A detailed review of existing services, including a route segment analysis, transfer analysis, performance analysis, and a comparison of transit passenger travel patterns with the quality of existing services.

With a clear understanding of the transit market and transit performance, the Consultant evaluated a series of service enhancements with high potential, including changes in operating hours, new school tripper routes, revisions in routes to reduce transfers, and service to new areas. After presenting alternatives to the public through additional workshops and working with transit staff, these alternatives were refined into a five-year operations plan, supported by a capital plan and financial plan to revamp the City Coach program to better meet current and expected needs. The final plan was unanimously approved and adopted by the City Council. The client followed up, stating “I wanted to take a moment to thank you both for the work that you did on our system evaluation project...We greatly appreciated your feedback, work product and general desire as we have to make some positive changes within the City Coach program.”



RTC VIRGINIA STREET CORRIDOR BUS RAPID TRANSIT EXPANSION STUDY

PROJECT LOCATION

Reno, Nevada

CLIENT

Regional Transportation Commission
1105 Terminal Way Suite 211
Reno, NV 89502

CONTRACT MAXIMUM: \$72,000

PROJECT MANAGERS

Gordon Shaw

DATE

2012-13

REFERENCES

Amy Cummings, Director of Planning
775-335-1825
acummings@rtcwashoe.com



Virginia Street is the primary north-south arterial roadway through Reno, connecting the University of Nevada Reno campus on the north with the downtown, midtown and commercial centers on the south. This corridor is also the site of RTC's successful "RAPID" Bus Rapid Transit program, currently stretching from downtown to the Meadowood Mall regional commercial center on the south. As a subconsultant to Atkins, LSC was retained to head up the transit planning and facility design tasks of a comprehensive corridor study for Virginia Street. Our key tasks consisted of the following:

- Ridership projections associated with extension of the BRT service 2 miles northward to serve the UNR campus, based on extensive analysis of existing ridership data.
- Development of alternative BRT station locations on the UNR campus, including evaluation of impacts on ridership, parking and traffic circulation.
- Operational and ridership analysis of service options for the southern portion of study corridor.
- Assessment of service, fare, and marketing strategies to better serve both UNR and the Truckee Meadows Community College campuses with public transit, as part of a broader effort to make Reno a "university town".

Combined with roadway, bicycle/pedestrian and parking strategies developed by Atkins, the resulting plan provides a comprehensive transportation strategy for the Virginia Street Corridor that increases connectivity between the key portions of the corridor while encouraging non-auto mobility options. It was subsequently used as the technical basis for a FTA "Small Starts" funding application.

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Possible Action) To approve the expenditure of \$61,420 to be funded from the CAMPO/Unified Planning Work Program Account and to recommend approval of Contract No. 1819-128 JAC Transit Development and Coordinated Plan services to LSC Transportation Consultants, Inc. for a total not to exceed amount of \$86,470.00, to the Carson City Regional Transportation Commission (RTC).

Staff Summary: CAMPO released a formal Request for Qualifications (RFQ) for qualified firms to submit proposals for FY 2019 Transit Development and Coordinated Plan services on November 12, 2018. Contract No. 1819-128 satisfies the activities described within Task 3.2 Transit Planning of CAMPO's 2019/2020 Unified Planning Work Program (UPWP). An outside agency is contributing the difference between \$86,470.00 and \$61,420.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the expenditure of \$61,420 to be funded from the CAMPO/Unified Planning Work Program (UPWP) Account and to recommend approval of Contract No. 1819-128 JAC Transit Development and Coordinated Plan services to LSC Transportation Consultants, Inc. for a total not to exceed amount of \$86,470.00, to the Carson City Regional Transportation Commission (RTC).

Background/Issues & Analysis

CAMPO staff issued a formal Request for Qualifications (RFQ) on November 12, 2018 to identify a qualified professional services contractor to develop a Transit Development and Coordinated Plan for the JAC transit system. Proposals could be submitted through November 26, 2018.

The Transit Development and Coordinated Plan serves three primary objectives: (1) a short-range (1-5 year) planning document; (2) a long-range (10-20 year) planning document; and, (3) a coordinated public transit-human services planning document.

The plan will include an evaluation of the current system and its procedures, suggested short-term and long-term improvements, a forecast of future ridership and impacts to the administrative and operations structure, and a broad vision of capital requirements to meet recommended changes for both the short-term and long-term. It will include a comparison of JAC's transit system to peer systems, a detailed guide for the five-year plan, and a financial plan with specific emphasis on alternative funding sources.

The plan will function as a coordinated public transit-human services transportation plan. This section of the plan will comply with all applicable FTA programs in the CAMPO area. The plan will be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers, as well as the public. The plan will be coordinated with CAMPO's Transportation Improvement Program (TIP), the 2040 Regional Transportation Plan, and other established documents.

Details regarding the full scope of work are contained within Exhibit-1 and Exhibit-2. The Transit Development and Coordinated Plan is anticipated to be completed by July 2019, to maintain JAC's eligibility for Federal Transit Agency (FTA) Section 5310 funding for transit operations.

In response to the RFQ, one proposal was submitted from LSC Transportation Consultants, Inc. Staff conducted an interview with LSC on December 6, 2018, and determined the firm to be qualified to complete the effort. The proposal was evaluated based on the following factors:

- **Qualifications:** LSC's experience with similar projects, favorable performance record, length of time in business, organization size, and favorable professional references. LSC also appears to have the leadership and management personnel necessary to capably execute its obligations under a contract.
- **Staffing:** LSC's identified project manager has demonstrated experience and abilities in overseeing similar projects, and LSC proposed method of staffing provides appropriate levels of staff expertise. Also taken into account were the technical staff's capabilities.
- **Technical Approach:** Staff reviewed the proposal for its completeness and evaluated how the firm will approach the task of initiating and fully implementing the project scope.

A contract with a scope of work, schedule, and cost has been negotiated with LSC and is contained within Exhibit-1. CAMPO staff is recommending execution of the contract with LSC Transportation Consultants, Inc., in the amount of \$86,470. The CAMPO Board is being asked to approve the expenditure of funding from the CAMPO/UPWP Account in the amount of \$61,420, and to recommend approval of the Transit Development and Coordinated Plan contract to RTC for contract execution.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO Fund, Unified Planning Work Program Account / 245-3028-431-12-01, Task 3.2 Transit Planning

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The contract amount has been budgeted under Task 3.2 Transit Planning of CAMPO's 2019/2020 Unified Planning Work Program (UPWP) (\$61,420), with additional funding from the Nevada Department of Transportation (NDOT) through Cooperative Agreement PR060-19-804 (\$25,050). A local match of 5% of the UPWP funds (\$61,420) will be required, totaling \$3,071.

Alternatives

Decline to approve the expenditure of funds or to recommend awarding the contract to LSC Transportation Consultants, Inc. and provide alternative direction to staff.

Supporting Material

-Exhibit-1: Final RFQ 1819-128

-Exhibit-2: Contract 1819-128

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

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REQUEST FOR QUALIFICATIONS

THIS IS NOT AN ORDER

ADVERTISED RFQ 1819-128 FY19 JAC Transit Development and Coordinated Plan Services

RELEASE DATE: November 12, 2018

Carson City invites qualified firms to submit Statements for Qualifications (SOQ) for **FY19 JAC Transit Development and Coordinated Plan Services**. The SOQ shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Qualifications."

RFQ DOCUMENTS may be obtained from the Carson City website <http://www.carson.org/Bids>

SOQs shall be submitted to the **CARSON CITY EXECUTIVE DEPARTMENT – PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 2, Carson City, Nevada 89701, by no later than 2:00 p.m. on November 26, 2018.

RECOMMENDATION FOR AWARD will be made by the Carson City Public Works Department, on behalf of Carson Area Metropolitan Planning Organization (CAMPO), based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation, the results will be posted on the City's website www.carson.org/bids.

FINAL SELECTION will be made by the Carson City Public Works Department on behalf of Carson Area Metropolitan Planning Organization CAMPO. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified firms to submit SOQ for **FY19 JAC Transit Development and Coordinated Plan Services**. SOQ shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Qualifications." The Contract that will result from this "Request for Qualifications" will include what is indicated in Section 4 of this RFQ.
- 1.2 A City Review and Selection Committee will evaluate the SOQs submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a SOQ and were short listed.
- 1.4 Submission of a SOQ indicates acceptance by the Consulting Firm of the conditions contained in this Request for Qualifications, unless clearly and

PROVISIONS AND REQUIREMENTS

specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.

- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing SOQ, as well as, travel expenses during interviews in response to this Request for Qualifications.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of SOQ, the firms' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and all questions and answers will be posted through Carson City's website except for the questions that are considered proprietary. All SOQs submitted must have all addendum(s) attached and acknowledged. Any proposal that does not include the addendum(s) is subject to rejection. Questions will only be received through 5:00 p.m. on November 19, 2018.

Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department – Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-283-7362
e-mail: CAkers@carson.org

- 2.2 All contact regarding the RFQ should be with the above-named individual only. Firms contacting other City staff or City officials may be disqualified for doing so.

3 BACKGROUND INFORMATION:

The Carson Area Metropolitan Planning Organization (CAMPO) is soliciting for professional services for Transit Planning Services. CAMPO is responsible for transportation planning in the Carson Urbanized Area, including Carson City, Northern Douglas County and Western Lyon County. Services are being solicited to develop a planning document inclusive of short-range, long-range, and coordinated planning elements.

Anticipated Schedule:

Release RFQ		November 12, 2018
Deadline to Submit Questions	5:00 PM	November 19, 2018

PROVISIONS AND REQUIREMENTS

Response to Questions Posted by	5:00 PM	November 21, 2018
RFQ Submittal Deadline	2:00 PM	November 26, 2018
Firms Notified of Short List		December 7, 2018 (if necessary)
Short List Oral Interviews		December 13, 2018 (if necessary)
Contract Negotiations		January 11, 2019
RTC Awards Professional Services Contract		February 13, 2019
Complete Plan		July 31, 2019

4 SCOPE OF WORK:

4.1 The scope of work for Transit Planning Services will cover the following as a minimum:

- Kick off Meeting with Carson City representatives
- Scheduling of all project activities
- Conducting stakeholder coordination and outreach activities that meet Federal transit planning requirements
- Development of a draft and final Transit Development and Coordinated Plan that meets functional objectives as described in Exhibit A, attached.
- Monthly invoices and progress reports.
- Coordination and delivery of all documents and materials in a method acceptable to Carson City staff.

Additional Information:

- A sample contract is contained within Exhibit B. Although contract modifications may be included within the proposal, please be advised that as a general rule, the City does not make but minor modifications.

Carson City/Douglas County will provide to the successful Contractor:

- Access to Remix software, which is expected to be utilized during the planning process. Selected contractor will be expected to develop exhibits within Remix which can be used to communicate with stakeholders and elected officials.
- Access to EcoLane and Bishop Peak data outputs, including boarding and alighting data
- Fall 2017 JAC Rider Survey materials and results
- Fall 2018 JAC Non-User Survey materials and results

Attachments are as follows:

- Exhibit A – Detailed Plan Scope
- Exhibit B – Sample Contract

4.2 Guaranteed payment: The City shall pay the Contractor a guaranteed minimum payment to be specified in the contract.

PROVISIONS AND REQUIREMENTS

5 RFQ REQUIREMENTS:

5.1 Submission of SOQ:

- 5.1.1 A master copy (so marked) of the SOQ and one electronic copy (Adobe Acrobat format saved onto a PC readable medium (flash drive) to include a title page showing the RFQ subject; the firm's name, address, telephone number and fax number of a contact person. The SOQ must be received on or before the date and time set for receipt of RFQ.

SOQ must include a one page cover letter signed by an authorized representative of the Contracting Firm. The letter shall identify the project manager and state that the project manager will not be removed from the project without permission of the City or the consultant may forfeit the project. Cover letter shall not be included in page count.

SOQ shall be clear, straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

5.1.3 **SOQ shall contain the following information:**

5.1.3.0 Cover Letter

5.1.3.1 A Statement of Project Understanding

5.1.3.2 Project Approach

5.1.3.3 Schedule / Time Lines for Completion of project

5.1.3.4 **Key Personnel Information:**

- a. Key Staff, including Project Manager information
- b. Relevant Experience
- c. Demonstrated Commitment and availability to the project
- d. Accessibility to Carson City Staff

- 5.1.3.5 Firms shall send their completed SOQ to the following person at the address indicated. Further, they should indicate the RFQ number and Firm Name on the outside of the sealed Proposal Package to:

Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department-Purchasing and Contracts

PROVISIONS AND REQUIREMENTS

201 N. Carson Street, Suite 2
Carson City, Nevada 89701

6 EVALUATION OF SOQ:

6.1 SOQs submitted will be evaluated by the City Review and Selection Committee.

6.2 The Committee may call for **oral interviews**. The City reserves the right to retain all SOQs submitted and use any idea in a proposal regardless of whether or not said proposal is selected.

6.3 **Evaluation Criteria:**

Having determined that a SOQ meets the basic requirements, the Evaluation Committee will then evaluate it with respect to each of the following elements, total **100 points**:

A. **Qualifications (Maximum 35 points)**. The evaluation committee will consider: firm's experience with similar projects, performance record, length of time in business, apparent capabilities to perform well in the execution of its obligations under a contract as evidenced by its leadership and management personnel, size of organization, and professional references.

B. **Staffing (Maximum 30 points)**. The evaluation committee will consider: demonstrated experience and abilities of the identified project manager, firm's staffing method of providing coverage in this contract with the different levels of staff proposed. Also taken into account will be the level of capabilities of technical staff.

C. **Technical Approach (Maximum 35 points)**. The evaluation committee will review the proposal for its completeness, evaluate how the firm will approach the task of initiating and fully implementing the project scope, and demonstration of assurance of performance as to quality and efficiency will be weighted when scoring.

6.4 The firms will be ranked and an agreement shall be negotiated following the selection of the most qualified Applicant. If an acceptable agreement cannot be reached with the highest ranked Applicant, the City shall proceed to negotiate with the next highest ranked Applicant and so on until an acceptable agreement is negotiated or the City, in its sole discretion, elects to terminate the solicitation

7 RIGHT TO REJECT SOQ:

7.1 Submission of SOQ indicates acceptance by the Consulting Firm of the conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.

7.2 Carson City reserves the right to reject any or all SOQ and to award to the firm the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

PROVISIONS AND REQUIREMENTS

- 7.3 **Late SOQs will not be accepted.** Prospective firms are held responsible that their SOQ arrive at the Carson City Executive Department-Purchasing and Contracts on or before the designated time and date.

8 WITHDRAWAL OF SOQ:

- 8.1 Requests to withdraw SOQ received after the date and time set for opening and acknowledging SOQ will not be considered.

9 ATTACHMENTS:

- Exhibit A: Detailed Plan Scope
Exhibit B: Sample Contract

***** END OF DOCUMENT *****

EXHIBIT A – DETAILED PLAN SCOPE

The Transit Development and Coordinated Plan (TDCP) will provide a comprehensive and critical evaluation of the vision and mission of public transit in the Carson City area. The Final TDCP shall serve three primary objectives: (1) A short-range (1-5 year) planning document; (2) a long-range (10-20 year) planning document; and, (3) a coordinated public transit-human services planning document.

The transit development element of the plan shall include: an evaluation of the current system and its procedures, suggested short-term and long-term improvements resulting in service that is more efficient and effective, a forecast of future ridership and how this projection will affect the administrative and operations structure, and a broad vision of capital requirements to meet recommended changes for both the short term and long term. It should include a comparison of JAC's transit system to peer systems, a detailed guide for the five-year plan, and a financial plan with specific emphasis on alternative funding sources.

The TDCP will also function as a coordinated public transit-human services transportation plan (coordinated plan). This section of the plan must comply with all applicable FTA programs used and available in the CAMPO area. The plan must be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers, as well as the public. The Final TDCP must be consistent with, and reflect the planning previously accomplished in the community and the planning now being initiated, to include coordination with all transportation providers. The TDCP must be coordinated with Carson Area Metropolitan Planning Organization's (CAMPO's) current Transportation Improvement Program (TIP), the 2040 Regional Transportation Plan, and other necessary documents.

The TDCP should consider alternative vehicle and service types to improve productivity and satisfy unmet needs of the area's residents, and provide information on the impact of implementing changes. The plan should also incorporate the Nevada Department of Transportation's current Inter-County and Regional Transit Plan.

The coordination component of the plan shall follow all applicable federal requirements, but should generally follow a five (5) step recommendation for including the coordination process into plans. Steps one and two should be completed prior to holding a coordinated planning meeting; while steps three and four are completed during the meeting. Step five is the plan-implementation phase.

1. **Inventory:** The coordinated area must gather county data from transportation providers and human service organizations to develop a comprehensive list of the area's resources. After area data has been gathered, a calculation of demand, based on the inventory data, should be made.
2. **Needs Assessment:** This step requires consultants to analyze the inventory data from Step 1 and determine where there are gaps or duplications in service.

In preparation for the coordinated planning meetings, the consultant should determine who will be involved in the development of the coordinated plan, in compliance with all applicable federal

EXHIBIT A – DETAILED PLAN SCOPE

requirements. The identified stakeholders can act as catalysts by providing and assisting with the creation of coordinated systems, which improve access and mobility to transportation-dependent populations. Examples of stakeholders that should be included are: elderly groups, senior citizen center, assisted care facilities, mental health centers, work programs, church groups, taxi services and other transportation providers, low income and affordable housing, developers, doctors' offices, major employment centers, local governments, community members, etc.

3. Stakeholders' meeting: multiple meetings may be required to ensure stakeholders are engaged in the process and necessary information is collected and processed. Results of the transportation assessments and background research shall be presented. Information should be shared about the current system and future transportation projections that will give stakeholders the opportunity to brainstorm about strategies to meet service gaps. Surveys may be provided at meetings to solicit comments and ideas for areas that need improvement. After completing the self-assessment, the consultants, with stakeholders' input, should identify areas in need of improved transportation services.

4. Develop coordination actions: The coordinated plan must contain the following: all of the major strategies to be pursued; timelines; resources needed; persons and agencies responsible for carrying out the tasks; and a communication strategy.

5. Implementing the coordinated plan: The consultant will need to formulate a process for how and what CAMPO will report to the federal government and its stakeholders, and steps for achieving identified transportation needs.

**PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No.XXXX-XXX**

Title: _____

THIS CONTRACT made and entered into this _____ day of _____, 2018, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "CITY", and (Vendor Name), hereinafter referred to as "CONSULTANT".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 332 and 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract is for consulting services from one or more licensed architects, engineers and/or land surveyors; and

WHEREAS, this Contract (does involve____) (does not involve X) a "public work" construction project, which pursuant to NRS 338.010(17) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, CONSULTANT'S compensation under this agreement (does ____) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONSULTANT** for **CONTRACT No. XXXX-XXX** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until signed by all parties and insurance certificates are received.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONSULTANT** shall provide and perform the following services set forth in Exhibit A, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the "SERVICES".

2.2 **CONSULTANT** represents that it is duly licensed by **CITY** for the purposes of performing the SERVICES.

2.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the SERVICES.

For P&C Use Only
CCBL expires _____
GL expires _____
AL expires _____
PL expires _____
WC expires _____

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No. XXXX-XXX

Title: _____

2.4 **CONSULTANT** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONSULTANT** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONSULTANT** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONSULTANT** to **CITY**.

2.5 **CONSULTANT** represents that neither the execution of this Contract nor the rendering of services by **CONSULTANT** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONSULTANT** is a party or by which **CONSULTANT** is bound, or which would preclude **CONSULTANT** from performing the SERVICES required of **CONSULTANT** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any work under this Contract, **CONSULTANT** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONSULTANT** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONSULTANT** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 Special Terms and Conditions for Engineers, Architects, and Land Surveying/Testing:

2.7.1 *Use of **CONSULTANT'S** Drawings, Specifications and Other Documents:*

2.7.1.1 The drawings, specifications and other documents prepared by **CONSULTANT** for this Contract are instruments of **CONSULTANT'S** service for use solely with respect to this Contract and, unless otherwise provided, **CONSULTANT** shall be deemed the author of these documents and shall retain all common law statutory and other reserved rights, including the copyright.

2.7.2 *Cost Accounting and Audits:*

2.7.2.1 If required by **CITY**, **CONSULTANT** agrees to make available to **CITY** for two (2) years after the completion of the SERVICES under this Contract, such books, records, receipts, vouchers, or other data as may be deemed necessary by **CITY** to enable it to arrive at appropriate cost figures for the purpose of establishing depreciation rates for the various materials and other elements which may have been incorporated into the SERVICES performed under this Contract.

2.7.3 *If Land Surveying or Testing SERVICES are provided to a Public Work Project involving actual Construction (not solely design work):*

2.7.3.1 DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5): **CONSULTANT** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONSULTANT** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered SERVICES. The statement shall be executed by **CONSULTANT** or subcontractor or by an authorized officer or employee of **CONSULTANT** or subcontractor who supervised the payment of

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wages and shall be on the "Statement of Compliance" form. **CONSULTANT** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 of this statute must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONSULTANT** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month.**

2.7.3.2 FEDERAL FUNDING: In the event federal funds are used for payment of all or part of this Contract, **CONSULTANT** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period.** The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

2.7.3.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS: The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project SERVICES. Should a classification be missing from the Davis-Bacon rates the **CONSULTANT** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONSULTANT**. **CONSULTANT** shall ensure that a copy of **CONSULTANT'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

2.7.3.3.1 Per NRS 338.070(5) a **CONSULTANT** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work:

- (1) The name of the worker;
- (2) The occupation of the worker;
- (3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and
- (6) The actual per diem, wages and benefits paid to the worker; and

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(b) An additional accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work who has a driver's license or identification card:

- (1) The name of the worker;
- (2) The driver's license number or identification card number of the worker; and
- (3) The state or other jurisdiction that issued the license or card.

2.7.3.3.2 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONSULTANT**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

2.7.3.3.3 Pursuant to NRS 338.060 and 338.070, **CONSULTANT** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONSULTANT** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

2.7.3.4 FAIR EMPLOYMENT PRACTICES: Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONSULTANT** and a public body such as **CITY**:

2.7.3.4.1 *In connection with the performance of work or SERVICES under this Contract, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.*

2.7.3.4.2 **CONSULTANT** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

2.7.3.5 PREFERENTIAL EMPLOYMENT: Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other citizens of the State of Nevada.

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2.7.3.5.1 In connection with the performance of SERVICES under this Contract, **CONSULTANT** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONSULTANT** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

2.7.4 If the CITY was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONSULTANT** provides a written certification that the **CONSULTANT** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONSULTANT** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONSULTANT's** non-compliance with this Section.

2.8 CITY Responsibilities:

2.8.1 **CITY** shall make available to **CONSULTANT** all technical data that is in **CITY'S** possession, reasonably required by **CONSULTANT** relating to the SERVICES.

2.8.2 **CITY** shall provide access to and make all provisions for **CONSULTANT** to enter upon public and private lands, to the fullest extent permitted by law, as reasonably required for **CONSULTANT** to perform the SERVICES.

2.8.3 **CITY** shall examine all reports, correspondence, and other documents presented by **CONSULTANT** upon request of **CITY**, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the work of **CONSULTANT**.

2.8.4 It is expressly understood and agreed that all work done by **CONSULTANT** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONSULTANT** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. CONTRACT TERM:

3.1 This Contract shall be effective from (Month XX, 2018 to (Month XX, 2018, unless sooner terminated by either party as specified in **Section 7** (CONTRACT TERMINATION).

4. NOTICE:

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

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4.2 Notice to **CONSULTANT** shall be addressed to:

(Company Contact), (Title)
 (Company)
 (Street Address)
 (City), (State) (ZIP)
 Telephone Number/ Fax Number
 email: (E-Mail Address)

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
 Carol Akers, Purchasing and Contracts Administrator
 201 North Carson Street, Suite 2
 Carson City, NV 89701
 775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONSULTANT** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONSULTANT** the Contract's compensation based upon Time and Materials and the Scope of Work Fee Schedule for a not to exceed maximum amount of (Amount written out in words) Dollars and 00/100 (\$XXX,000.00), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CONSULTANT** shall provide **CITY** with a scope of work for each task to be completed and if approved by the Public Works Director, **CONSULTANT** will be provided a "Task Order" authorizing the work.

5.4 **CITY** has provided a sample invoice and **CONSULTANT** shall submit its request for payment using said sample invoice.

5.5 Payment by **CITY** for the SERVICES rendered by **CONSULTANT** shall be due within thirty (30) calendar days from the date **CITY** acknowledges that the performance meets the requirements of this Contract or from the date the correct, complete, and descriptive invoice is received by **CITY** employee designated on the sample invoice, whichever is the later date.

5.6 **CITY** does not agree to reimburse **CONSULTANT** for expenses unless otherwise specified.

6. TIMELINESS OF BILLING SUBMISSION:

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject

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CONSULTANT to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONSULTANT**.

7. CONTRACT TERMINATION:

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall **CONSULTANT** be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONSULTANT** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subconsultant to make claims against **CONSULTANT** for damages due to breach of contract, of lost profit on items of SERVICES not performed or of unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and SERVICES provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONSULTANT** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONSULTANT** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any SERVICES called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

7.3.2.3 If **CONSULTANT** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

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7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONSULTANT'S** ability to perform; or

7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONSULTANT**, or any agent or representative of **CONSULTANT**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONSULTANT** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** (Winding Up Affairs Upon Termination) survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONSULTANT** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONSULTANT** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONSULTANT** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance **Section 19** (CITY OWNERSHIP OF PROPRIETARY INFORMATION).

7.6 Notice of Termination:

7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately

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at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONSULTANT** to **CITY**.

9. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONSULTANT**, for the fiscal year budget in existence at the time of the breach. **CONSULTANT'S** tort liability shall not be limited.

10. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 As required by NRS 338.155, if this Contract involves a "public work" construction project as defined above, **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and the employees, officers and agents of the public body from any liabilities, damages, losses, claims, actions or proceedings, including without limitation, reasonable attorney's fees, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the **CONSULTANT** or the employees or agents of the **CONSULTANT** in the performance of the Contract. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this section. However, with respect to any anticipated benefits to **CITY** resulting from the Scope of Work, **CONSULTANT** shall not be responsible or liable to **CITY** for any warranties, guarantees, fitness for a particular purpose or loss of anticipated profits resulting from any termination of this Contract. Additionally, **CONSULTANT** shall not be responsible for acts and decisions of third parties, including governmental agencies, other than **CONSULTANT'S** subcontractors, that impact project completion and/or success.

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11.3 Except as otherwise provided in **Subsection 11.5** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

11.3.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.3.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.5 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. INDEPENDENT CONTRACTOR:

12.1 **CONSULTANT**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONSULTANT** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONSULTANT** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONSULTANT** or any other party.

12.4 **CONSULTANT**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONSULTANT'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONSULTANT** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. INSURANCE REQUIREMENTS (GENERAL):

13.1 NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.

13.2 **CONSULTANT**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONSULTANT** shall not commence work before: (1) **CONSULTANT** has provided the required

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evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONSULTANT**.

13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONSULTANT** shall, at **CONSULTANT'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONSULTANT** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONSULTANT**. **CONSULTANT'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONSULTANT** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONSULTANT** has knowledge of any such failure, **CONSULTANT** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

13.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONTRACTOR**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONTRACTOR** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONTRACTOR** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 **Policy Cancellation:** Except for ten (10) calendar days' notice for non-payment of premium, premium, **CONTRACTOR** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of

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cancellation, except for ten (10) days' notice for non-payment of premium, to City.

13.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

13.15 **Evidence of Insurance:** Prior to commencement of work, **CONTRACTOR** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

13.16 **Certificate of Insurance:** **CONTRACTOR** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONTRACTOR**.

13.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONTRACTOR**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONTRACTOR** shall relieve **CONTRACTOR** of **CONTRACTOR'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONTRACTOR** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

13.20 COMMERCIAL GENERAL LIABILITY INSURANCE:

CONTRACTOR shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

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

13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT**Contract No.XXXX-XXX****Title:** _____

- 13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.
- 13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.
- 13.20.9 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.
- 13.21 BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 13.21.1 *Minimum Limit required:*
- 13.21.2 Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 13.21.4 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by **CONTRACTOR** pursuant this Contract.
- 13.22 PROFESSIONAL LIABILITY INSURANCE**
- 13.22.1 *Minimum Limit required:*
- 13.22.2 **CONTRACTOR** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 13.22.4 **CONTRACTOR** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONTRACTOR** shall purchase Extended Reporting Period coverage for claims arising out of **CONTRACTOR's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 13.22.5 A certified copy of this policy may be required.
- 13.23 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**
- 13.23.1 **CONTRACTOR** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance

PROFESSIONAL SERVICES CONSULTANT AGREEMENT**Contract No.XXXX-XXX****Title:** _____

with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

13.23.2 **CONTRACTOR** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONTRACTOR** is a sole proprietor; that **CONTRACTOR** will not use the services of any employees in the performance of this Contract; that **CONTRACTOR** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONTRACTOR** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

13.23.3 **CONTRACTOR** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

14.1 **CONSULTANT** shall not commence work before **CONSULTANT** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

15. COMPLIANCE WITH LEGAL OBLIGATIONS:

CONSULTANT shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services of this Contract. **CONSULTANT** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONSULTANT** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONSULTANT** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONSULTANT** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No.XXXX-XXX

Title: _____

Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONSULTANT** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONSULTANT** upon completion, termination, or cancellation of this Contract. **CONSULTANT** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONSULTANT'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

20. PUBLIC RECORDS:

Pursuant to; NRS 239.010, information or documents received from **CONSULTANT** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONSULTANT** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONSULTANT** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONSULTANT shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONSULTANT** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 In the event federal grant funds are used for payment of all or part of this Contract:

22.1.1 CONTRACTOR certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 CONTRACTOR and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.3 CONTRACTOR and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No.XXXX-XXX

Title: _____

22.1.4 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONTRACTOR** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONSULTANT warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONSULTANT** acknowledges that this Contract is effective only for the period of time specified in this Contract. Any SERVICES performed by **CONSULTANT** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONSULTANT**.

26. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the SERVICES under this Contract involve a “public work” as defined under NRS 338.010(17), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution (“ADR”) before initiation of a judicial action if a dispute arising between the public body and the **CONSULTANT** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONSULTANT** regarding that public work cannot otherwise be settled, **CITY** and **CONSULTANT** agree that, before judicial action may be initiated, **CITY** and **CONSULTANT** will submit the dispute to non-binding mediation. **CITY** shall present **CONSULTANT** with a list of three potential mediators. **CONSULTANT** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

27. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONSULTANT** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT**Contract No.XXXX-XXX****Title:** _____**28. ENTIRE CONTRACT AND MODIFICATION:**

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto. Conflicts in language between this Contract and any other agreement between CITY and CONSULTANT on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

**PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No.XXXX-XXX**

Title: _____

29. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Finance Department
Attn: Carol Akers, Purchasing & Contracts Administrator
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

CITY'S LEGAL COUNSEL

Carson City District Attorney

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

By: _____
Sheri Russell, Chief Financial Officer

By: _____
Deputy District Attorney

Dated _____

Dated _____

CITY'S ORIGINATING DEPARTMENT
CONSULTANT will not be given authorization to begin work until this Contract has been signed by Purchasing and Contracts

BY: Carol Akers
Purchasing & Contracts Administrator

Account: XXX-XXXX-XXX.XX-XX
Project # XXXXXX

By: _____

Dated _____

PROJECT CONTACT PERSON:

XXXX, Project Manager
Telephone: 775-XXXXX

**PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No.XXXX-XXX**

Title: _____

Undersigned deposes and says under penalty of perjury: That he/she is **CONSULTANT** or authorized agent of **CONSULTANT**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONSULTANT
BY: (Contact Person)
TITLE:
FIRM: (Company Name)
CARSON CITY BUSINESS LICENSE #: 18-
Address:
City:_____ **State:** _____ **Zip Code:** _____
Telephone: (XXX) 686-9590XXX-XXXX/ **Fax:** (XXX) XXX-XXXX
E-mail Address:

(Signature of Contractor)

DATED _____

STATE OF _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20__.

(Signature of Notary)

(Notary Stamp)

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PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No. 1819-128
Title: JAC Transit Development and Coordinated Plan Services

THIS CONTRACT made and entered into this 13th day of February, 2019, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "CITY", and LSC Transportation Consultants, Inc., hereinafter referred to as "CONSULTANT".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 332 and 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract is for consulting services from one or more licensed architects, engineers and/or land surveyors; and

WHEREAS, this Contract (does involve ___) (does not involve X) a "public work" construction project, which pursuant to NRS 338.010(17) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, CONSULTANT'S compensation under this agreement (does X) (does not ___) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONSULTANT** for **CONTRACT No. 1819-128** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Regional Transportation Commission.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONSULTANT** shall provide and perform the following services set forth in Exhibit A, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the "SERVICES".

2.2 **CONSULTANT** represents that it is duly licensed by **CITY** for the purposes of performing the SERVICES.

2.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the SERVICES.

For P&C Use Only
CCBL expires _____
GL expires _____
AL expires _____
PL expires _____
WC expires _____

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No. 1819-128
Title: JAC Transit Development and Coordinated Plan Services

2.4 **CONSULTANT** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONSULTANT** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONSULTANT** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONSULTANT** to **CITY**.

2.5 **CONSULTANT** represents that neither the execution of this Contract nor the rendering of services by **CONSULTANT** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONSULTANT** is a party or by which **CONSULTANT** is bound, or which would preclude **CONSULTANT** from performing the SERVICES required of **CONSULTANT** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any work under this Contract, **CONSULTANT** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONSULTANT** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONSULTANT** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 Special Terms and Conditions for Engineers, Architects, and Land Surveying/Testing:

2.7.1 *Use of **CONSULTANT'S** Drawings, Specifications and Other Documents:*

2.7.1.1 The drawings, specifications and other documents prepared by **CONSULTANT** for this Contract are instruments of **CONSULTANT'S** service for use solely with respect to this Contract and, unless otherwise provided, **CONSULTANT** shall be deemed the author of these documents and shall retain all common law statutory and other reserved rights, including the copyright.

2.7.2 *Cost Accounting and Audits:*

2.7.2.1 If required by **CITY**, **CONSULTANT** agrees to make available to **CITY** for two (2) years after the completion of the SERVICES under this Contract, such books, records, receipts, vouchers, or other data as may be deemed necessary by **CITY** to enable it to arrive at appropriate cost figures for the purpose of establishing depreciation rates for the various materials and other elements which may have been incorporated into the SERVICES performed under this Contract.

2.7.3 *If Land Surveying or Testing SERVICES are provided to a Public Work Project involving actual Construction (not solely design work):*

2.7.3.1 DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5): **CONSULTANT** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONSULTANT** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered SERVICES. The statement shall be executed by **CONSULTANT** or subcontractor or by an authorized

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 1819-128

Title: JAC Transit Development and Coordinated Plan Services

officer or employee of **CONSULTANT** or subcontractor who supervised the payment of wages and shall be on the "Statement of Compliance" form. **CONSULTANT** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 of this statute must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONSULTANT** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month.**

2.7.3.2 FEDERAL FUNDING: In the event federal funds are used for payment of all or part of this Contract, **CONSULTANT** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period.** The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

2.7.3.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS: The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project SERVICES. Should a classification be missing from the Davis-Bacon rates the **CONSULTANT** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONSULTANT**. **CONSULTANT** shall ensure that a copy of **CONSULTANT'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

2.7.3.3.1 Per NRS 338.070(5) a **CONSULTANT** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work:

- (1) The name of the worker;
- (2) The occupation of the worker;
- (3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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(6) The actual per diem, wages and benefits paid to the worker;
and

(b) An additional accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work who has a driver's license or identification card:

(1) The name of the worker;

(2) The driver's license number or identification card number of the worker; and

(3) The state or other jurisdiction that issued the license or card.

2.7.3.3.2 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONSULTANT**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

2.7.3.3.3 Pursuant to NRS 338.060 and 338.070, **CONSULTANT** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONSULTANT** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

2.7.3.4 **FAIR EMPLOYMENT PRACTICES:** Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONSULTANT** and a public body such as **CITY**:

2.7.3.4.1 *In connection with the performance of work or SERVICES under this Contract, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.*

2.7.3.4.2 **CONSULTANT** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

2.7.3.5 **PREFERENTIAL EMPLOYMENT:** Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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citizens of the State of Nevada.

2.7.3.5.1 In connection with the performance of SERVICES under this Contract, **CONSULTANT** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONSULTANT** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

2.7.4 If the CITY was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONSULTANT** provides a written certification that the **CONSULTANT** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONSULTANT** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONSULTANT's** non-compliance with this Section.

2.8 **CITY Responsibilities:**

2.8.1 **CITY** shall make available to **CONSULTANT** all technical data that is in **CITY'S** possession, reasonably required by **CONSULTANT** relating to the SERVICES.

2.8.2 **CITY** shall provide access to and make all provisions for **CONSULTANT** to enter upon public and private lands, to the fullest extent permitted by law, as reasonably required for **CONSULTANT** to perform the SERVICES.

2.8.3 **CITY** shall examine all reports, correspondence, and other documents presented by **CONSULTANT** upon request of **CITY**, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the work of **CONSULTANT**.

2.8.4 It is expressly understood and agreed that all work done by **CONSULTANT** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONSULTANT** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. **CONTRACT TERM:**

3.1 This Contract shall be effective from February 13, 2019, subject to Carson City Regional Transportation Commission's approval (anticipated to be February 13, 2019) to September 30, 2019, unless sooner terminated by either party as specified in **Section 7** (CONTRACT TERMINATION).

4. **NOTICE:**

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and

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addressed to the other party at the address specified below.

4.2 Notice to **CONSULTANT** shall be addressed to:

Gordon Shaw, Principal
LSC Transportation Consultants, Inc.
P.O. Box 5875
Tahoe City, CA 96145
530-583-4053
gordonshaw@lsctahoe.com

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing and Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONSULTANT** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONSULTANT** the Contract's compensation based upon Time and Materials and the Scope of Work Fee Schedule for a not to exceed maximum amount of Eighty Six Thousand Four Hundred Seventy Dollars and 00/100 (\$86,470.00), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CONSULTANT** shall provide **CITY** with a scope of work for each task to be completed and if approved by the Transportation Manager, **CONSULTANT** will be provided a "Task Order" authorizing the work.

5.4 **CITY** has provided a sample invoice and **CONSULTANT** shall submit its request for payment using said sample invoice.

5.5 Payment by **CITY** for the SERVICES rendered by **CONSULTANT** shall be due within thirty (30) calendar days from the date **CITY** acknowledges that the performance meets the requirements of this Contract or from the date the correct, complete, and descriptive invoice is received by **CITY** employee designated on the sample invoice, whichever is the later date.

5.6 **CITY** does not agree to reimburse **CONSULTANT** for expenses unless otherwise specified.

6. TIMELINESS OF BILLING SUBMISSION:

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the

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following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject **CONSULTANT** to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONSULTANT**.

7. CONTRACT TERMINATION:

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for **SERVICES** actually completed. If termination occurs under this provision, in no event shall **CONSULTANT** be entitled to anticipated profits on items of **SERVICES** not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONSULTANT** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subconsultant to make claims against **CONSULTANT** for damages due to breach of contract, of lost profit on items of **SERVICES** not performed or of unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and **SERVICES** provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONSULTANT** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONSULTANT** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any **SERVICES** called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or **SERVICES** or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

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7.3.2.3 If **CONSULTANT** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONSULTANT'S** ability to perform; or

7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONSULTANT**, or any agent or representative of **CONSULTANT**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONSULTANT** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** (Winding Up Affairs Upon Termination) survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONSULTANT** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONSULTANT** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONSULTANT** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance **Section 19** (CITY OWNERSHIP OF PROPRIETARY INFORMATION).

7.6 Notice of Termination:

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7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONSULTANT** to **CITY**.

9. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONSULTANT**, for the fiscal year budget in existence at the time of the breach. **CONSULTANT'S** tort liability shall not be limited.

10. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 As required by NRS 338.155, if this Contract involves a "public work" construction project as defined above, **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and the employees, officers and agents of the public body from any liabilities, damages, losses, claims, actions or proceedings, including without limitation, reasonable attorney's fees, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the **CONSULTANT** or the employees or agents of the **CONSULTANT** in the performance of the Contract. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this section. However, with respect to any anticipated benefits to **CITY** resulting from the Scope of Work, **CONSULTANT** shall not be responsible or liable to **CITY** for any

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warranties, guarantees, fitness for a particular purpose or loss of anticipated profits resulting from any termination of this Contract. Additionally, **CONSULTANT** shall not be responsible for acts and decisions of third parties, including governmental agencies, other than **CONSULTANT'S** subcontractors, that impact project completion and/or success.

11.3 Except as otherwise provided in **Subsection 11.5** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

11.3.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.3.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.5 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. INDEPENDENT CONTRACTOR:

12.1 **CONSULTANT**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONSULTANT** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONSULTANT** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONSULTANT** or any other party.

12.4 **CONSULTANT**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONSULTANT'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONSULTANT** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. INSURANCE REQUIREMENTS (GENERAL):

13.1 NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.

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13.2 **CONSULTANT**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONSULTANT** shall not commence work before: (1) **CONSULTANT** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONSULTANT**.

13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONSULTANT** shall, at **CONSULTANT'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONSULTANT** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONSULTANT**. **CONSULTANT'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONSULTANT** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONSULTANT** has knowledge of any such failure, **CONSULTANT** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

13.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONSULTANT**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONSULTANT** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONSULTANT** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 **Policy Cancellation:** Except for ten (10) calendar days' notice for non-payment of premium, premium, **CONSULTANT** or its insurers must provide thirty (30) calendar days prior written notice to

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Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

13.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

13.15 **Evidence of Insurance:** Prior to commencement of work, **CONSULTANT** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

13.16 **Certificate of Insurance:** **CONSULTANT** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONSULTANT**.

13.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONSULTANT**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONSULTANT** shall relieve **CONSULTANT** of **CONSULTANT'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONSULTANT** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

13.20 **COMMERCIAL GENERAL LIABILITY INSURANCE:**

CONSULTANT shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

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

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- 13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.
- 13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.
- 13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.
- 13.20.9 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.
- 13.21 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 13.21.1 *Minimum Limit required:*
- 13.21.2 Consultant shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 13.21.4 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by **CONSULTANT** pursuant this Contract.
- 13.22 **PROFESSIONAL LIABILITY INSURANCE**
- 13.22.1 *Minimum Limit required:*
- 13.22.2 **CONSULTANT** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 13.22.4 **CONSULTANT** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONSULTANT** shall purchase Extended Reporting Period coverage for claims arising out of **CONSULTANT's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 13.22.5 A certified copy of this policy may be required.

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13.23 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

- 13.23.1 **CONSULTANT** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
- 13.23.2 **CONSULTANT** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONSULTANT** is a sole proprietor; that **CONSULTANT** will not use the services of any employees in the performance of this Contract; that **CONSULTANT** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONSULTANT** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.
- 13.23.3 **CONSULTANT** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Consultant pursuant to this Contract. Consultant shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

- 14.1 **CONSULTANT** shall not commence work before **CONSULTANT** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.
- 14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

15. COMPLIANCE WITH LEGAL OBLIGATIONS:

CONSULTANT shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services of this Contract. **CONSULTANT** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONSULTANT** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONSULTANT** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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Title: JAC Transit Development and Coordinated Plan Services

assignment shall be void, and shall be a breach of this Contract. **CONSULTANT** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONSULTANT** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONSULTANT** upon completion, termination, or cancellation of this Contract. **CONSULTANT** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONSULTANT'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

20. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONSULTANT** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONSULTANT** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONSULTANT** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONSULTANT shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONSULTANT** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 In the event federal grant funds are used for payment of all or part of this Contract:

22.1.1 **CONSULTANT** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 **CONSULTANT** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.3 **CONSULTANT** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin,

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creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

22.1.4 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONSULTANT** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

22.1.5 The CITY's funding sources require the following paragraphs to be set forth in this contract:

a. Compliance with Regulations: CAMPO shall comply with all of the regulations relative to nondiscrimination in federally-assisted programs of 49 CFR Part 21 as they may be amended from time to time (hereinafter "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

b. Nondiscrimination: CAMPO, with regard to the professional services performed by it during the Agreement, shall not discriminate on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low income status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. CAMPO shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the Agreement covers a program set forth in Appendix B of the Regulations.

c. Solicitations for Subcontracts, Including Procurement of Materials, and Equipment: In all solicitations either by competitive bidding or negotiation made by CAMPO for professional services to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by CAMPO of the subcontractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low income status.

d. Information and Reports: CAMPO shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CAMPO is in the exclusive possession of another who fails or refuses to furnish this information, CAMPO shall so certify to the DEPARTMENT, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of CAMPO noncompliance with the nondiscrimination provisions of this Agreement, the DEPARTMENT shall impose such Agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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1. Withholding of payments to CAMPO under the Agreement until CAMPO complies, and/or

2. Cancellation, termination or suspension of the Agreement, in whole or in part.

f. Agreements with subcontractors will include provisions making all subcontractor records available for audit by the DEPARTMENT or the FHWA.

22.1.6 Any records kept by **CONSULTANT** that concern this contract must be available for inspection or audit by the Nevada Department of Transportation or the Federal Highway Administration on their request.

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONSULTANT warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONSULTANT** acknowledges that this Contract is effective only after approval by the Carson City Regional Transportation Commission and only for the period of time specified in this Contract. Any SERVICES performed by **CONSULTANT** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONSULTANT**.

26. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the SERVICES under this Contract involve a "public work" as defined under NRS 338.010(17), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution ("ADR") before initiation of a judicial action if a dispute arising between the public body and the **CONSULTANT** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONSULTANT** regarding that public work cannot otherwise be settled, **CITY** and **CONSULTANT** agree that, before judicial action may be initiated, **CITY** and **CONSULTANT** will submit the dispute to non-binding mediation. **CITY** shall present **CONSULTANT** with a list of three potential mediators. **CONSULTANT** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

27. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the

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application of the law of any other jurisdiction. **CONSULTANT** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

28. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Regional Transportation Commission. Conflicts in language between this Contract and any other agreement between CITY and CONSULTANT on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

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PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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29. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Finance Department
Attn: Carol Akers, Purchasing & Contracts Administrator
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

By: _____
Sheri Russell, Chief Financial Officer

Dated _____

CITY'S LEGAL COUNSEL

Carson City District Attorney

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

By: _____
Deputy District Attorney

Dated _____

CITY'S ORIGINATING DEPARTMENT

CONSULTANT will not be given authorization to begin work until this Contract has been signed by Purchasing and Contracts and approved by the Regional Transportation Commission.

BY: Carol Akers
Purchasing & Contracts Administrator

Account: 245-3028-431.12-01

By: _____

Dated _____

PROJECT CONTACT PERSON:

Lucia Maloney, Transportation Manager
Telephone: 775-283-7396

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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Undersigned deposes and says under penalty of perjury: That he/she is **CONSULTANT** or authorized agent of **CONSULTANT**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONSULTANT

BY: Gordon Shaw

TITLE: Principal

FIRM: LSC Transportation Consultants, Inc.

CARSON CITY BUSINESS LICENSE #: 19-_____

Address: P.O. Box 5875

City: Tahoe City **State:** CA **Zip Code:** 96145

Telephone: 530-583-4053

E-mail Address: gordonshaw@lsctahoe.com

(Signature of Consultant)

DATED _____

STATE OF _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20__.

(Signature of Notary)

(Notary Stamp)

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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SAMPLE INVOICE

Invoice Number: _____
 Invoice Date: _____
 Invoice Period: _____

Invoice shall be submitted to:

Carson City Public Works-Transportation Department
 Attn: Lucia Maloney, Transportation Manager
 3505 Butti Way
 Carson City NV 89701

Line Item #	Description	Unit Cost	Units Completed	Total \$\$
Total for this invoice				

Original Contract Sum	\$ _____
Less amount previously billed	\$ _____
= contract sum prior to this invoice	\$ _____
Less this invoice	\$ _____
=Dollars remaining on Contract	\$ _____

ENCLOSE COPIES OF RECEIPTS & INVOICES FOR EXPENSES & OUTSIDE SERVICES

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
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CONTRACT ACCEPTANCE AND EXECUTION:

The Regional Transportation Commission for Carson City, Nevada at their publicly noticed meeting of February 13, 2019 approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 1819-128**. Further, the Regional Transportation Commission authorizes the Chairperson of the Regional Transportation Commission for Carson City, Nevada to set his hand to this document and record his signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA

Brad Bonkowski, RTC CHAIRPERSON

DATED this 13th day of February 2019.

ATTEST:

Aubrey Rowlett, CLERK-RECORDER

DATED this 13th day of February 2019.



A Proposal to Conduct the
FY 2019 JAC Transit
Development and Coordinated
Plan

Prepared for the



Carson Area Metropolitan
Planning Organization

A Proposal to Prepare the

JAC Transit Development and Coordinated Plan

Prepared for the

City and County of Carson City

On Behalf of the

Carson Area Metropolitan Planning Organization

Prepared by

LSC Transportation Consultants, Inc.

2690 Lake Forest Road

P.O. Box 5875

Tahoe City, California 96145

530-583-4053

FAX 530-583-5966

December 7, 2019



**TRANSPORTATION PLANNING AND
TRAFFIC ENGINEERING CONSULTANTS**

2690 Lake Forest Road, Suite C
• Post Office Box 5875
Tahoe City, California 96145
(530) 583-4053 FAX: (530) 583-5966
info@lsctahoe.com • www.lsctrans.com

December 7, 2019

Ms. Carol Akers, Purchasing and Contracts Administrator
Carson City Executive Department – Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701

RE: JAC Transit Development and Coordinated Plan


Dear Ms. Akers:

LSC Transportation Consultants, Inc. is proud to submit this Statement of Qualifications to conduct a Transit Development and Coordinated Plan for the Jump Around Carson public transit program. LSC is a well-established California- and Colorado-based transportation planning firm that has been assisting transit programs for 39 years, including preparation of a transit plan for Carson City in 1992. We have extensive experience in preparing appropriate operating and coordination plans for smaller urban areas similar to Carson City, such as Lodi, Merced and Vacaville in California; St. George and Logan in Utah; and Pocatello in Idaho.

The attached Statement of Qualifications demonstrates how our team will meet all requirements for the upcoming study, within the available time schedule and with a high degree of attention to local conditions. Our proposal (including tasks, deliverables and cost) are firm for at least 90 days from the proposal due date. As Principal, I am authorized to bind LSC Transportation Consultants, Inc. I would also serve as Project Manager for the project and would not be removed from the project without the permission of the City.

We look forward to assisting Carson City in the development of transit plans and a coordination plan that make the best use of available resources in meeting the mobility needs of Carson City residents, and that fully address Federal requirements.

Respectfully Submitted,

by 

Gordon R. Shaw, PE, AICP, Principal

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Section 1

Project Approach

LSC Transportation Consultants understands that Carson City desires completion of a Transit Development and Coordinated Plan (TDCP) for the Jump-Around-Carson public transit program. This planning process provides an opportunity to develop integrated short- and long-range plans for the JAC public transit program, as well as to ensure that the program meets the needs of the region's human services organizations and is well-coordinated with other social service providers.

Since the establishment of the service in 2005, the JAC program has become an important service to Carson City residents. The four fixed routes and Dial-A-Ride program currently serve over 200,000 passenger-trips per year. Unlike many other public transit programs across the nation that have seen substantial declines, ridership has held relatively steady with only a 1.5 percent reduction in total ridership between 2013 and 2017. While costs have increased over recent years, the 2017 cost per vehicle-hour of \$55 is relatively low compared with other transit providers in the region. The fixed routes serve all major trip destinations, though some neighborhoods are a long walk to the nearest bus stop. In addition, the hours/days of service are constrained by financial limitations.

Building on this strong platform, the short-range plan element should focus on the following key questions:

- What are the appropriate fixed-route services that should be provided? Are any of the existing services not meeting standards and should be reviewed? Is there ridership demand and financial resources to expand services, such as providing evening service?
- What areas of the community truly warrant fixed route service?
- Are there strategies that can improve the effectiveness of the Dial-A-Ride program, or to shift ridership from DAR to the more cost-effective fixed-route services?
- How should the overall transit program address the growing senior population of the community?
- What is the potential for increased operating revenues? Are current fares and pass rates appropriate?
- What capital projects should be pursued to achieve transit goals? For instance, what is the best strategy for bus replacement? What facilities (such as bus stop improvements) will be warranted in the future?

This study will also serve as the coordinated public transit-human services transportation plan for Carson City. This “coordinated plan” is a requirement both under the federal MAP-21 requirements as well as State of Nevada requirements for receiving federal funds. Federal law requires that projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program be included in a Coordinated Human Services Transportation Plan. The plan must be developed and approved through a process that includes participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Additionally, to the maximum extent feasible, the services funded will need to be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services.

This CHSTP update will assess available services provided by current transportation providers. We will assess transportation needs for individuals with disabilities and seniors, based on experiences and perceptions of the planning partners or on more sophisticated data collection efforts, including analysis of gaps in service. We will recommend strategies, activities, and/or projects to address the gaps between current services and identified needs. In the analysis, we will look for opportunities to achieve efficiencies in service delivery, prioritizing implementation strategies based on resources (from multiple program sources), including time, and feasibility for implementing specific strategies and/or activities identified.

Finally, this plan will develop a long-range transit plan for Carson City. This will build upon other long-range transportation plans, including the Carson Area Metropolitan Planning Organization (CAMPO) Regional Transportation Plan and Transportation Improvement Program. It will address growth in the community, such as the population growth from the current level of 56,945 up to a projected population in 2040 of 72,915. Perhaps more importantly, it will consider shifts in population characteristics, such as the expected substantial increase in senior population. This long-range element will reflect planned development areas, as well as future new roadways. Finally, this portion of the overall study will be provide an opportunity to consider how new transportation technologies (such as Transportation Network Companies or autonomous vehicles) will impact the need for public transit in Carson City over the next 20 years.

Fortunately, Carson City and CAMPO already have a substantial amount of data that can be used as input to the study. In particular, the recent Rider and Non-Rider Surveys as well as the EcoLane and Bishop Peak fare/service tracking data will allow us to bypass the costly collection of new data typical in similar studies. The use of the Remix software will aid in evaluation of service options and plans. Finally, the data already collected as part of NDOT’s current Coordinated Human Services Transportation Plan process will be a good starting point for the Coordinated Plan.

LSC proposes the following specific approach based on the goals of the project and successful experience with other similar projects. The Study Team will work closely with local staff to complete all proposed project tasks detailed below. We have found through experience in previous transit and transportation planning projects that this manner of technical approach provides for a cost-effective use of resources as well as allowing local staff to keep well apprised of our progress. The following pages present a detailed outline of our proposed Technical Approach. For each task, the resulting project deliverable is indicated in *italics*. LSC will work with the client to develop a schedule that completes the project in a timely manner.

TASK 1: Project Administration

Task 1.1: Project Management and Invoicing

Throughout the project, LSC will submit monthly status reports describing the tasks performed in the previous month, any complications which have arisen in the project, and the next steps to take place. These status reports will be submitted with monthly billing invoices.

DELIVERABLES – Monthly progress reports.

TASK 2: Review of Existing Conditions

The purpose of this task is to establish the existing conditions for transit services in Carson City. Once a refined scope is established, it will be important review existing plans and documents relating to transit; review demographic and economic conditions; and conduct a thorough evaluation of the current operations and management the transit system.

Task 2.1: Kickoff Meeting

The first subtask will be to establish the communication links and information processes that are necessary to the success of the study. The Study Team will develop and provide to the Carson City staff a list of desired data items. For those items not readily available, a list of sources and contacts will be developed that the Team will use to conduct further research. An initial “kick-off” meeting will be held between the Study Team, City staff and others at the City’s direction. This meeting will have a number of goals, including the following:

- Review of the scope of the study and identify study issues.
- Review of the data list to identify any missing items and to decide a course of action to collect or develop additional data.

- Finalize the work program to best address the issues identified, and to best address the additional data needs.

DELIVERABLES – Kickoff meeting minutes and a specific refined work scope and schedule will be developed based upon the input received at the meeting. In addition, an inventory of study data sources will be begun, which will be updated through the course of the study.

Task 2.2: Review Transit Planning Documents

The Consultant will review transit planning documents and provide a brief summary of how each relates to the current project. At a minimum, the Consultant will review the Regional Transportation Plan, the Transportation Improvement Program, the most recent (2014) TDP, the 2011 Coordinated Public Transit – Human Services Transportation Plan, the NDOT Inter-County and Regional Transit Plan and any documentation regarding NDOT’s ongoing statewide rural Coordination Plan. We will also contact Washoe RTC and Tahoe Transportation District staff to review and obtain any documents regarding transit plans impacting Carson City.

DELIVERABLES – A summary of existing documents and their plan elements regarding impacts on transit services, to be included in Technical Memorandum One.

Task 2.3 Evaluate Study Area Characteristics

A key basis of any transit plan is a thorough understanding of demographic characteristics and trends of the study area. This task will provide a demographic analysis of Carson City and the overall CAMPO area (including portions of Lyons and Douglas Counties) from the perspective of transit factors. The 2010 Census data, American Community Survey data, social service agencies, and state agencies will be used to obtain existing and projected information about:

- General population
- Seniors (Age 65 to 74, 75 to 84 and 85 and above)
- Youth (Age 5 to 17)
- Disabled
- Automobile availability
- Low Income

Data will be provided for current demographics, and projections for demographic changes over the next twenty-five years will be evaluated. In addition, current and forecast future development patterns in the Carson City area will be evaluated. The location of important transit trip generators, such as major employers, shopping areas, schools and elderly/disabled program centers will be identified and their characteristics assessed. Land use patterns, such as the location of multifamily housing areas, will be considered. Planning department staff will be contacted to generate a clear picture of development trends in the Carson City area and their impact on the long-term demand for transit service.

LSC will also evaluate commute patterns for Carson City, Douglas County and Lyon County. We will collect and analyze the US Census *Longitudinal Employer Household Dataset* for all three counties, by census place. In addition, other data (such as the cellphone data used in the TransCAD model development) will be reviewed. This will be evaluated to identify overall existing commute patterns. Employment forecasts for each of the three jurisdictions will be obtained and, along with the TransCAD model forecasts, used to identify future changes in commuting patterns.

This task will also include the development of a summary of existing human service programs within the CAMPO area. While a full list will be developed with CAMPO staff, our intention is to include the following:

- Senior service organizations
- Health and welfare organizations
- Area Agency on Aging
- Developmental disability organizations
- Tribal organizations
- School districts
- Vocational rehabilitation centers
- Community Action Programs
- Jobs training sites
- Healthcare facilities

For each organization, we will inventory current program sites, activities conducted at each site and estimated daily attendance/visitation. Transportation needs to and from each site will be discussed with organization representations. The goal of this sub-task will be to provide a summary of all mobility services in the CAMPO area, as a basis to identify potential gaps in service and opportunities to provide cost savings or service enhancements.

DELIVERABLES – A comprehensive look at the study area characteristics, demographics and land use forecasts for the short-range, five year time frame and long-range, 20 year time frame, as well as a summary of existing human service programs. This will be presented in Technical Memorandum Number 1 after completion of Task 2.5. This task will generate a minimum of six demographic maps (8.5 X 11 inches) as well as four commute pattern maps (8.5 X 11 inches).

Task 2.4: Review of Transit Operations and Existing Transportation Services

The purpose of this task is to ensure the Consultant has extensive knowledge and familiarity with the JAC transit system and all transportation services available in the area in order to best identify needs and develop service alternatives. The Study Team will review the service area and characteristics of all public and private operators in the area. The Consultant will work with providers to update any information lacking from reports to provide a complete inventory and understanding of all transportation services.

A profile of the current services will be prepared by the Study Team to include the following:

- Name of operation, location, and type of ownership
- Type of operation (fixed-route and demand responsive)
- Service area and clients served
- Hours/days of operation and level of service
- Routes and schedules
- Existing fare structure and transfer agreements
- Number of passengers and passenger-trips served
- Operator's equipment and facilities, including existing fleet
- Staff (number of drivers, other positions)
- Estimated annual operating costs
- Existing funding sources (particularly public sources)
- Fueling and maintenance arrangements

In addition, we will identify the following:

- Existing coordination arrangements among providers
- Transportation needs identified by their clients
- Barriers to coordination

This information will be summarized in text and graphic form, including service maps. As a whole, this information will provide a valuable resource for the remainder of the study. LSC will conduct a review of bicycle/pedestrian accessibility to JAC transit stops. Maps/inventories of existing bike/ped facilities will be collected and overlaid on maps of existing stops. Each stop will then be reviewed, with a focus on identifying connections (or lack of connections) to nearby transit activity generators and housing areas. The active transportation plans included in the 2040 Regional Transportation Plan will then be reviewed to define how well these existing plans address current limitations to bike/ped access to transit stops.

DELIVERABLE – A summary of transit services operating in the CAMPO region and bike/ped access, to be included in Technical Memorandum Number 1 at the completion of Task 2.5. A minimum of two route/service area maps (8.5 X 11 inches) will be provided.

Task 2.5 Existing Transit Service Performance, Ridership, Fiscal and Peer Analysis

The Consultant will conduct an in-depth route-level analysis of the existing transit service performance and ridership. Through an analysis of ridership data and operating and financial statistics gathered in Task 2.3, we will quantify the efficiency and effectiveness of existing services. In particular, the Consultant will identify the following:

- Current ridership trends (riders per hour and mile of service, by route or service type)
- Operating cost per revenue hour

- Farebox recovery ratio
- Average subsidy per passenger trip
- ADA compliance
- Dial-a-Ride reservation procedures
- We will also analyze EcoLane and Bishop Peak data for representative periods to identify detailed data such as ridership by run by day of week and boarding activity by stop.

We will then conduct a “peer analysis” of similar transit programs in the western U.S. An initial potential list of peers will first be developed, based on the following criteria:

- Total population
- Size of transit program, as measured by annual vehicle-hours
- Location relative to a large urban center (preference for locations relatively distinct from larger cities)
- Presence of a university or other large transit generator not found in Carson City

An initial list of potential peers will then be provided to CAMPO staff for review and comment. After a final list of 5 to 7 peers are identified, LSC will collect available data regarding the span of service, service frequency, ridership, fleet size, annual operating vehicle-hours, annual operating costs, and annual fare revenues. This data will be collected and summarized separately for fixed route and dial-a-ride services. LSC will prepare a discussion of the various peer systems and how Carson City’s transit program compares.

Building from the performance measures defined in the 2040 RTP, the Transit Asset Management Plan and previous transit plans, LSC will conduct a review of existing performance for the various elements of the JAC program. This review will also reflect the findings of the peer analysis, as well as transit industry standards. Recommended changes in performance measures will be identified.

DELIVERABLES – The existing transit conditions (including a service map and performance analysis) will be presented as text, tables, and graphs in Technical Memorandum Number 1, to be produced at the conclusion of this task. A PDF file will be provided for posting on the CAMPO website

TASK 3: Public Outreach

Conducting a Transit Development Plan / Coordinate Plan is an excellent opportunity to gain input from the community about transit and transit needs, as well as to give the community a greater understanding of the capabilities and limitations of their transit system. Under this task, there will be multiple approaches throughout the study to gain feedback from the community, and stakeholders in particular, about their understanding of transit, their concerns about transportation needs, and their response to potential alternatives. In the process of gaining feedback, the Consultant will endeavor to provide a greater understanding of how transit works.

Task 3.1 Conduct Stakeholder Meetings

Under this task, the Consultant will work with City staff to identify transit stakeholders, including underrepresented populations. The consultant will conduct two Stakeholder meetings. One meeting will be conducted near the outset of the study to gather input on current transit conditions and needs, with a focus on the needs of social service programs. A second meeting will be held once the draft plan has been developed, for review and input. The Consultant will prepare agendas for each meeting for the City staff to send out. City staff will determine the meeting locations and set meeting dates. The Consultant will provide summaries of meetings.

DELIVERABLES – Two Stakeholder meetings, preparation of meeting agendas, and subsequent meeting summaries.

Task 3.2 Conduct Public Meeting

In addition to Stakeholder meetings, the Consultant will conduct up to three Public Meetings to gather input regarding the current transit program. At a minimum, one meeting will be conducted early in the study process. The purpose of the meetings will be to provide information on the Consultant's findings regarding the effectiveness of current services, and discuss potential improvements and strategies. At CAMPO's direction, additional meeting may be held to present the findings of the existing services review, and to present/discuss potential alternatives and coordination strategies.

DELIVERABLES – A Public Meeting, input into meeting flyers and advertisements. PowerPoint presentations will be developed for all meetings, and provided to CAMPO for use in other public outreach.

Optional Task 3.3 Online Survey

As an optional task to provide greater insight into factors that could encourage additional transit ridership among current non-riders, LSC could conduct an online survey. The Consultant would design and administer a web-based community survey (such as SurveyMonkey.com). The content of the survey would include 10 to 15 questions to determine respondents desire to use transit for work, social and recreational purposes, time and location of desired service, and personal limitations that might discourage transit usage such as dropping off children at school. The availability of the survey would be announced on the JAC, City and CAMPO home pages, as well as flyers posted on JAC buses, and would include the purpose of the survey, a web link to access the survey, contact information for LSC staff in case of questions and the deadline for completing the survey. In addition, we will provide a flyer for posting in social service offices in Carson City.

DELIVERABLES – Survey forms, a flyer for survey promotion, and a memo summarizing the results of the survey

TASK 4: Alternatives Analysis

Under this task, the short- and long-range alternatives will be developed and evaluated, along with potential coordination strategies. *Technical Memorandum 2 – Alternatives Analysis* will present the analysis and findings of this task. The preferred alternatives will be selected from the *Tech Memo 2* and developed into 5-year and 20-year action plans in the *Draft Report*.

Task 4.1 Evaluate Long-Range Transit Demand

As part of this task, LSC will evaluate the CAMPO travel demand model. This analysis focuses on the origin/destination person-trip tables of the computer traffic models. By comparing existing transit ridership between various origin/destination pairs with the existing total person-trip figures, we can estimate existing transit “mode split” for key travel corridors. These mode-split figures can then be applied to the 2040 origin/destination trip tables, yielding estimates of long-range future travel demand based upon the model. In our work for other long-range transit plans, we have found this analysis of the travel demand model to be particularly useful in developing realistic demand forecasts.

Factors that could potentially impact the provision of or demand for transit services will be identified, including at least the following:

- Demographic trends – population aging, employment participation rates, vehicle availability trends, family size and structure, and changes in school enrollment.
- Mobility trends – changes in trip-making patterns such as the increasing importance of non-work travel, the increasing mobility of the disabled, and impacts of telecommuting.
- Macro-scale transportation trends – future fuel costs and availability, changes in public transit usage associated with expansion in smartphone technology and social media, advancements in transportation technologies such as intelligent vehicle/highway systems.
- Economic trends – changes in the local economy and trends in real-wage rates.

A specific sub-task will be to evaluate future trends in demand for commute transit services between Carson City and Lyon County and between Carson City and Douglas County. This will be based on the data and forecasts developed through Task 2, above, as well as standard transit commute demand models.

The goal of this evaluation will be to identify and assess the impact of these and similar trends on transit services. Based upon this information, LSC will prepare a 5-year incremental forecast of transit demand for local and commuter services over the next 20 years. These forecasts and estimates of future service productivity will be used to forecast the following:

- Annual vehicle-hours of service
- Annual vehicle-miles of service
- Peak number of vehicle in operation
- Estimated operating costs

Together, these forecasts will provide a clear picture of future transit services needed in Carson City, the fleet needed to provide these services, the program requirements for transit facilities, and the financial requirements.

DELIVERABLE – Transit Demand forecasts by target market for the long-term (20 year) time frames, included as part of Technical Memorandum provided at the end of Task 4.4. This will include a minimum of four 8.5 X 11 charts and/or maps.

Task 4.2 Evaluate Short-Range and Long-Range Service Alternatives

The Consultant Team will work with the City staff, and others as deemed appropriate, to determine alternatives which should be evaluated. The alternatives will be formulated based on the transit needs identified in Task 4.1, input received over the course of the study, and the review of existing service efficiency/effectiveness. The Consultant Team will then develop detailed information on each service alternative. The detailed information will be used in the analysis of each alternative and the development of recommendations to the client. The following information will be provided for each alternative:

- Type of service to be offered;
- Operating characteristics, including service areas, routes and schedules, hours of operation, vehicle mileage, ridership, and personnel requirements;
- Ridership impacts, disaggregated by type of rider. In particular, we will compare the potential for additional new riders versus the impact of any service modifications on existing ridership;
- Financial characteristics including operating, capital and administrative costs; fare, charter, advertising, tax, and other revenues. Cost and revenue figures will be projected for each of the five years; and
- Provisions for meeting elderly and disabled needs in general and the requirements of the ADA in particular.

The route alternatives will be evaluated using the Remix software package, as LSC has done for several other transit plans in the last few years. Each of these components will be incorporated into a cost-effectiveness analysis for the alternatives. The alternatives will also be evaluated based on the goals and objectives for transit service in the study area. In addition, a “status

quo” alternative will be projected over the study horizon to identify the impacts associated with maintaining current operations.

Other specific alternatives that will be evaluated will include:

- Expansion of existing service areas
- Modifications in the hours of operation
- Revisions (including possible cut backs) in established services that are not meeting performance standards
- Potential changes in the provision of ADA demand-response service
- Modification of existing routes, schedules, and timed transfer points
- Recommendations of previous studies that have yet to be implemented
- Modification of fare levels
- Provision of flex-route or Transportation Network Company (TNC) services, as an expansion of fixed route service and/or replacement of low-performing services.

The alternatives will be developed after close consultation and coordination with staff and committee members. Alternatives will be refined from the conceptual level to better define operational systems in terms of their feasibility, level of service, rolling stock requirements, maintenance facilities, etcetera. Based upon the configuration and service quality of the alternative systems, forecasts of ridership will be prepared. A comprehensive analysis of alternatives will be prepared for the short-term and long-term. This will include an assessment of financial impacts and available financial capacity, given trends in local, state and Federal funding levels

DELIVERABLE – The short- and long-range service alternatives, including 8.5 X 11 maps necessary to describe the various alternatives, will be presented in Technical Memorandum 2 after completion of Task 4.4.

Task 4.3 Evaluate Short-Range and Long-Range Capital Alternatives

Capital alternatives will be developed to support the transit service alternatives in Task 4.4, and to meet short- and long-term transit needs. Capital alternatives to be evaluated will include the following:

- Future fleet requirements, based upon both planned replacement of existing vehicles as well as the fleet needs associated with the various service alternatives. This will include a review of transit vehicle fuel options.
- Future transit maintenance/administration facility needs that are required to accommodate the fleet and staff associated with future transit service levels.
- Bus stop improvements, including the need for benches and shelters. This sub-task will include a review of bicycle and pedestrian improvements needed to improve access to key bus stops.
- A specific evaluation of the transit transfer centers. The amenities provide at the existing Downtown Transfer Plaza will be reviewed. In coordination with the service alternatives, we will evaluate the benefits of relocation of the existing hub. In addition, the potential to establish a new key transfer location (such as in South Carson City) will be evaluated.

DELIVERABLE – The short- and long-range capital alternatives will be presented in Technical Memorandum 2 after completion of Task 4.4. At a minimum, this will include maps showing recommended location of new bus shelters and benches.

Task 4.4: Develop Coordination Strategies

The coordinated planning process involves the mutual effort of human service agencies, transportation providers, workforce development agencies, citizens, and others who need some form of transportation assistance. A coordinated planning effort requires communication among these entities and sharing of perspectives and specialized expertise that different agencies, organizations, and individuals have to offer. To identify the needs and issues, proper strategies—such as information sharing, future operation planning, and reduction in the administrative barriers that inhibit coordination—need to be developed. A coordinated planning effort can increase the visibility of available transportation resources and funding sources to the stakeholders and the community as a whole. Achieving the goals of the coordinated plan may therefore serve to promote self-sufficiency and equal opportunity for employment of individuals, thereby contributing to the economic health of the entire community.

We will identify a wide range of coordination strategies for consideration including more traditional approaches and those identified as national best practices. We will provide a description of each strategy, the potential benefits, and the challenges to implementation. Examples of these strategies might include:

- Coordination of individual program transportation services to reduce vehicle needs and/or staffing levels.

- Expansion of specific transportation services to fill identified mobility gaps.
- Joint maintenance or fueling opportunities.
- Coordination of routes and schedules to reduce overall operating requirements, particularly for longer runs.
- Modification of public transit services to better accommodate persons with special needs and reduce specialized transportation costs.

Also as part of this task, LSC will make a presentation to the staff/committee regarding the results of the alternatives analysis and coordination evaluation.

DELIVERABLES – The strategies will be presented in Technical Memorandum 2 after completion of this task. A PDF file will be provided for posting on the CAMPO website. A PowerPoint presentation will be prepared for use in meetings reviewing the potential service and coordination alternatives.

TASK 5: Draft Report

Task 5.1 Prepare Draft Report

The second Technical Memoranda will be reviewed by City staff and presented to the Stakeholders group. This will then be combined with the first Technical Memoranda and a plan chapter to create a Draft Report.

In addition, as part of preparing the Draft Report we will prioritize the coordination strategies. This task involves establishing criteria for prioritizing recommended strategies. Criteria may include the level of need, transportation access to jobs, shopping and basic services, feasibility, and potential for implementation without significant increase in local funding, availability of funding, potential to improve operational efficiency, and opportunities to match Federal Transit Administration funding. We will work with the City to identify the appropriate criteria for prioritizing strategies at a meeting to review Technical Memorandum Two. We will then evaluate the various strategies using the prioritization criteria to establish recommendations for phased implementation of the prioritized strategies.

An administrative draft version will be provided to City staff for review and comment, in PDF format. After all comments have been addressed, a public draft version will be provided (including a PDF version for posting on websites).

DELIVERABLE – A Draft Final Report consisting of revised Technical Memoranda 1 and 2 and a Plan Chapter. This will include a minimum of 12 maps (8.5 X 11 inches).

Task 5.2 Present Draft Report

Up to two presentations of the Draft Report will be presented, such as to the CAMPO Board and City Council.

DELIVERABLE – A PowerPoint Presentation.

TASK 6: Final Report

Task 6.1 Incorporate Comments and Finalize Report

After distribution and presentations of the Draft Report in previous tasks, the Consultant will incorporate comments and feedback as appropriate to create a Final Report. No additional presentations are assumed for this task. Ten bound copies and a camera-ready unbound copy will be provided, along with an electronic PDF file. All electronic files developed through the course of the study will be provided upon request.

DELIVERABLES – The Final TDCP. 10 bound paper copies, 1 unbound paper copy, and a PDF file will be provided.

Proposed Project Schedule and Cost

Figure 1 presents a proposed schedule for the project. As shown, we propose a study schedule that will result in the final plan by the end of July 2019. Key interim memos would be provided to allow City staff to review our finding to date, and to weigh in on the alternatives under consideration. We believe this schedule is aggressive but achievable, given the substantial amount of data already available.

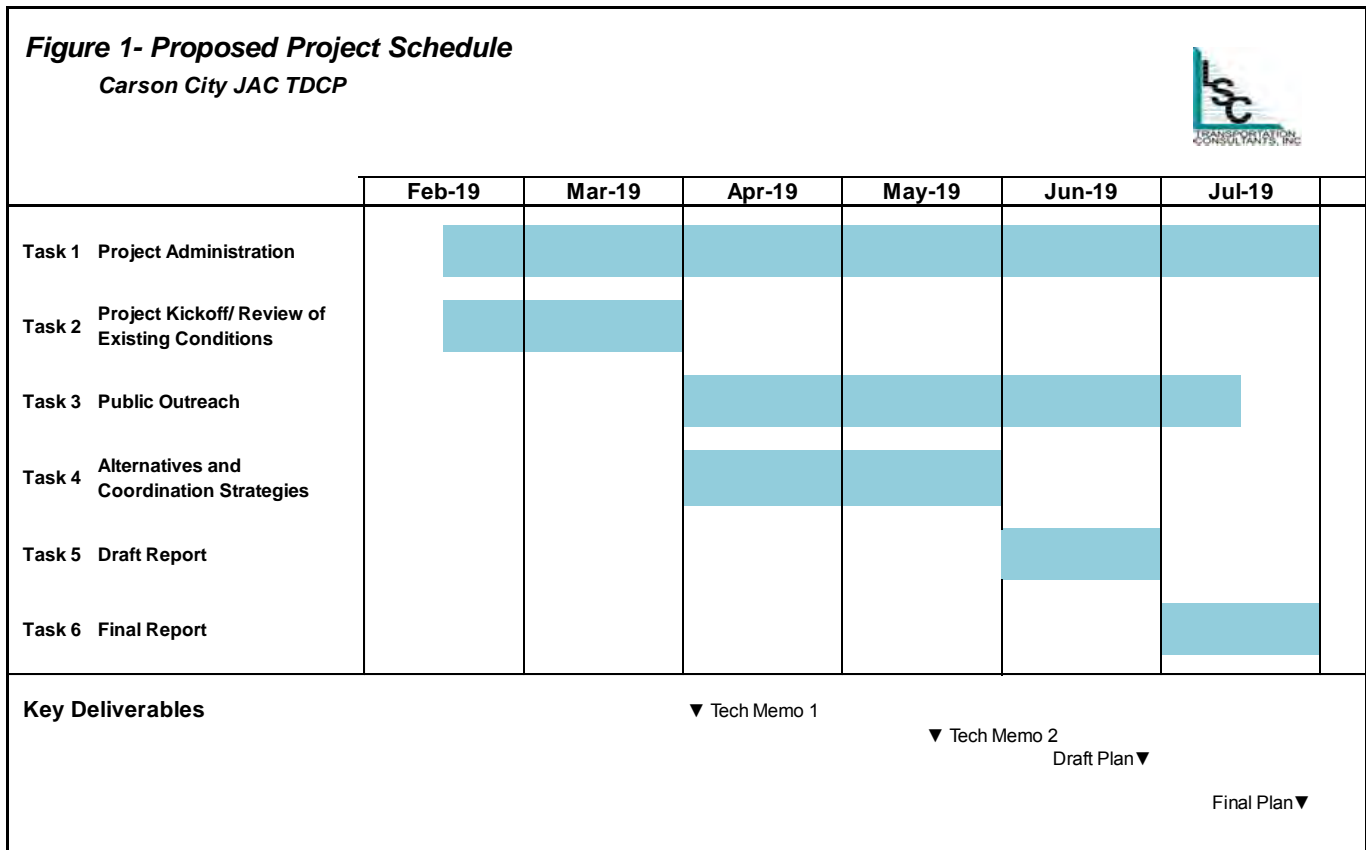


Table 1 presents a staffing plan and cost estimate for the project. As shown, we would proposed to conduct the scope of work (including the optional online survey task) for a not-to-exceed amount of \$86,470. Excluding the optional task, this contract maximum would be \$82,250.

Table 1: Overall Staffing Plan and Cost Estimate
JAC Transit Development and Coordinated Plan

Task	Project Manager	Senior Planner	Planner	Support Staff	Total Hours	Cost
Task 1 Project Administration	2	0	0	2	4	\$530
1.1 Project Management and Invoicing	2	0	0	2	4	\$530
Task 2 Review of Existing Conditions	28	7	155	26	216	\$24,440
2.1 Kickoff Meeting	4	0	6	0	10	\$1,430
2.2 Review Transit Planning Documents	2	0	12	0	14	\$1,660
2.3 Evaluate Study Area Characteristics	8	2	52	12	74	\$8,090
<i>Demographic Analysis</i>	2	0	20	8		
<i>Commute Analysis</i>	2	0	12	4		
<i>Human Service Program Inventory</i>	4	2	20	0		
2.4 Review of Transit Operations & Services	4	2	40	12	58	\$6,030
<i>Summary of Existing Services</i>	1	2	32	8		
<i>Bicycle/Pedestrian Access</i>	3	0	8	4		
2.5 Existing Service Performance and Peer Analysis	10	3	45	2	60	\$7,230
<i>Performance Review</i>	4	2	24	2		
<i>Peer Analysis</i>	2	0	20	0		
<i>Review of Performance Standards</i>	4	1	1	0		
Task 3 Public Outreach (Without Optional Task)	9	32	24	2	67	\$8,450
3.1 Stakeholder Meetings (2)	1	16	12	2	31	\$3,590
3.2 Public Meetings (up to 3)	8	16	12	0	36	\$4,860
3.3 Online Survey (Optional)	6	4	24	0	34	\$4,220
Task 4 Alternatives Analysis	84	56	72	34	246	\$33,570
4.1 Evaluate Long-Range Transit Demand	8	4	16	2	30	\$3,910
4.2 Service Alternatives	40	12	16	20	88	\$12,480
4.3 Capital Alternatives	24	8	16	6	54	\$7,870
4.4 Coordination Strategies	12	32	24	6	74	\$9,310
Task 5 Draft Report	40	8	18	18	84	\$12,060
5.1 Prepare Draft Report	32	8	16	16	72	\$10,120
5.2 Present Draft Report	8	0	2	2	12	\$1,940
Task 6 Final Report	4	8	0	0	4	\$1,800
6.1 Incorporate Comments & Finalize Report	4	8	0	0	4	\$1,800
Total	167	111	269	82	621	
Labor Subtotal						
Total Hours						
Direct Labor Rate	\$200.00	\$125.00	\$105.00	\$65.00		
Labor Subtotal:	\$33,400	\$13,875	\$28,245	\$5,330		\$80,850
Direct Costs:						
Item						
Travel: LSC						\$900
Copying/Printing: LSC						\$500
Direct Costs Subtotal:						\$1,400
Total Cost: Without Optional Task						\$82,250
Total Cost: With Optional Task						\$86,470



Team Profile, Background and Experience



This proposal is submitted by LSC Transportation Consultants, Inc. LSC is the successor firm to Leigh, Scott, and Cleary, which was formed in 1975 to provide consulting services in all phases of transportation planning and traffic engineering. The firm has offices in Tahoe City, California (from which the study would be conducted) as well as Denver and Colorado Springs, Colorado. With an overall staff of 25, we have the capability and background to efficiently conduct the upcoming work.

Our experience focuses on transit systems of JAC's size and complexity, such as our recent work for the Merced *The Bus* program, for San Luis Obispo Transit and for the City of Vacaville's *City Coach* program. Through this work, as well as our work for the Tahoe Transportation District and Washoe RTC, we have gained a good understanding of the issues facing Carson City and the need to maximize the effectiveness of the service.



The firm has extensive experience in transit planning, both across the American West and the nation. The following pages present descriptions of recent projects that reflect our experience pertinent to the upcoming Carson City Project.

Proposed Project Team

LSC Transportation Consultants, Inc. will bring to the Short- and Long-Range Transit Plan study a Team comprised of experienced transit and transportation planners. Our Team members will function in a complementary manner with local staff to accomplish the transportation study in a timely manner, responsive to locally formulated goals and objectives. Proposed members of the Consultant Team are introduced below, followed by detailed resumes at the end of this section.

Project Manager – Gordon Shaw, PE, AICP, Principal with LSC, will serve as the Project Manager for the SRLRTP effort. He will utilize his experience as Project Manager for over 30 transit planning studies over the past 25 years. He will be responsible for overall project management, schedule and budget control, and for substantial portions of the SRLRTP work program.

Senior Planner – Jason Miller will support the project with capital and operational analysis and planning. Jason has over 15 years of experience planning, developing, implementing, and managing effective public transportation solutions in smaller communities. In particular, Jason for many years served as Executive Director for the Ketchum Area Regional Transit (KART) system in Ketchum/Sun Valley Idaho, which is similar in size to the JAC program. Jason developed numerous transit service plans, long-range strategic plans, capital improvement plans, operating plans, bus stop improvement projects, performance dashboards, and transit outreach plans. Jason has experience growing transit system ridership by planning and developing routes and services that meet community needs. Jason holds an engineering degree from the University of Colorado.

Project Planner – Genevieve Evans, AICP, Transportation Planner with LSC, will serve as a Planner for the study. She will collect, compile, and analyze the existing conditions and transit data, and assist in the analyses of financial alternatives. She will collect, compile, and analyze demographic data and assist in the analyses of existing conditions. Ms. Evans has proven invaluable in the compilation of data and preparation of study documents for transit studies in California including El Dorado County, Calaveras County, Nevada County, Town of Truckee, Placer County, Tuolumne County, and Del Norte County. She has also conducted several Transportation Development Act Triennial Performance Audits in other Northern California counties as well. She holds a B.A. in Economics from the University of California at Berkeley and is a member of the American Institute of Certified Planners and the American Planning Association.

Project Planner – Justine Rembac will assist with data collection, review of development plans, and analysis of demographic data. Since joining LSC in 2018, Ms. Rembac has worked on transit studies for Dinuba California and Lodi California, on the General Plan for the Town of Truckee, as well as corridor studies in the Tahoe Basin and the Big Sur Area. She also has four years of experience as a land use/urban planner in the Bay Area and Tahoe City, and holds a BS degree in Society and Environment from the University of California at Berkeley.

Other Project Staff – In addition to the key study personnel identified above, LSC will provide the graphics and clerical staff needed to conduct the study from our Tahoe City office. If study schedule requirements indicate a need for additional professional personnel, LSC will draw (at no additional cost to the client) on our staff members in our Colorado Springs office.

The LSC staff will have more than adequate availability between February and July to complete the work scope. While we will have several other concurrent projects underway, our Tahoe City office will have wrapped up two major projects (Yosemite Area Regional Transit System SRTP and SolTrans Comprehensive Operational Assessment) by the initiation date for the Carson City project. Our office location within an hour drive of Carson City will ensure that we are available as needed to complete the project.

Gordon Shaw, PE, AICP

Principal



Gordon Shaw is a Principal of LSC Transportation Consultants, Inc. and generally serves as the Project Manager for studies conducted out of the Tahoe City, California office.

Mr. Shaw joined the firm in 1983 and has experience conducting traffic and transportation studies throughout the western United States. He has conducted over 300 transportation studies for both public and private clients, including traffic engineering studies, traffic model and simulation analyses, transit planning studies, parking analyses, transit facility designs, and bicycle/pedestrian studies.

Mr. Shaw holds an Engineer's Degree in Civil Engineering from Stanford University, a M.S. in Infrastructure Planning from Stanford University, and a B.S. in Civil Engineering from Purdue University.

EDUCATION

Engineer's Degree in Civil Engineering – Stanford University
Master of Science in Infrastructure Planning – Stanford University
Bachelor of Science in Civil Engineering – Purdue University

PROFESSIONAL REGISTRATIONS

Registered Professional Engineer in California, Colorado, Nevada, and Utah

PROFESSIONAL MEMBERSHIPS

American Institute of Certified Planners (AICP)
Institute of Transportation Engineers (ITE)
American Planning Association (APA)

PROJECT EXPERIENCE

In his capacity as Principal with the firm, his duties run the gamut from large-scale urban transit and transportation planning to site-specific preliminary engineering design and traffic analysis. A strong focus of his work history is for resort areas developing transportation plans for environmentally sensitive areas that can efficiently accommodate large variations in travel demands. Mr. Shaw also conducted transportation modeling efforts for roadway design studies associated with numerous large developments in California, Nevada, and Colorado.

Fixed-route transit system studies have formed the focus of Mr. Shaw's transit experience with the firm. He has served as Project Manager for over 60 transit studies throughout the American West, with a focus on rural and small urban transit systems. He has specialized in the planning of transit service for mountain resort communities directing studies in Durango, Steamboat Springs and Summit County, Colorado; South Lake Tahoe, California and Jackson, Wyoming. He developed plans for transit systems providing service to the elderly and disabled of Weld County, El Paso, and Pueblo Counties in Colorado as well as conducted a statewide transit needs assessment for the Arkansas Governor's Office. He conducted transit-planning workshops in California, Arizona, New Mexico, and Colorado. In addition, Mr. Shaw developed a number of transit maintenance, intermodal, and bus rapid transit facility plans.

Parking has constituted another element of Mr. Shaw's work history including work for downtown centers, hospitals, resort communities, and universities. In addition, he developed preliminary engineering and functional designs for municipalities and college campuses as well as for other private and public projects. Mr. Shaw served as Project Manager for a variety of pedestrian and bicycle studies in Colorado and California.





Jason M. Miller Senior Planner



Resort Transit Planning Projects

5-year Strategic Plan and Service Plan for Mountain Rides Transportation Authority (ID). Author and project manager for development of a new plan to define direction of all of Mountain Rides transit services and transportation programs for 2016-2020 timeframe. Project involved significant public outreach, stakeholder meetings, and interface with board of directors. Existing and potential new services were analyzed for potential ridership and costs and overall effectiveness.

Strategic Marketing and Public Outreach Plan for Mountain Rides (ID). Author and manager of development of a plan to define public engagement, outreach strategies, and customer information tools. The plan focused on low-cost, grassroots strategies that relied heavily on community partnerships. Website improvements and a real-time bus location phone app were called for.

Transit development tools for Selkirk Pend Oreille Transit (SPOT) (ID). Served as consultant and project manager for the development of a complete package of transit development tools for this rural transit agency serving the greater Sandpoint area of Idaho. Tools for SPOT included a capital improvement plan that analyzed current and future fleet needs; a marketing plan that suggested an improved website and customer information tools; a service development plan that analyzed opportunity to connect transit service to Schweitzer Mountain Resort and improve overall route connectivity; and, a performance dashboard that organized monthly ridership, safety, and financial data into an easy to read report for the board and public.

Development of a downtown transit center for City of Ketchum (ID). Led funding, planning, public outreach, and necessary entitlements for a facility in the downtown core of Ketchum. Facility will coordinate 5 bus routes with passenger amenities such as a waiting area, bus shelters, bicycle racks and lockers, pedestrian connectivity, bus pull-outs, and safety features. Work involved site alternatives analysis, federal environmental approvals, and city planning and zoning approvals.

Planning, funding, and construction of new maintenance and administration facility in Bellevue (ID). Secured federal funding and local match, managed procurement and architectural design process with contractors, and served as transit agency project manager for \$2 million construction project that included bus storage, maintenance bays, office space, bus stop improvement, and park and ride spaces. Facility opened in 2015 and was built on-budget and ahead of schedule and received state level award for a transportation facility.

Experience

- Over 15 years' experience planning, developing, and implementing effective public transportation solutions in rural and mountain resort communities
- Executive Director of Mountain Rides Transportation Authority, a rural resort transportation provider, Ketchum, ID (2007-2017)
- Executive Director of Wood River Rideshare, a multi-modal transportation non-profit, Ketchum, ID (2006-2007)
- Sales Engineer at AceCo Precision Manufacturing, Boise, ID (2002-2005)
- Owner of Timberline Express, a private passenger shuttle and charter company, Buena Vista, CO and Denver, CO (1997-2001)
- Technical Engineer at Western Region, a manufacturers rep, Westminster, CO (1994-1997)

Education

- Bachelor of Science in Electrical Engineering, University of Colorado at Boulder (1994)

Professional Registrations/Affiliations

- Member – American Planning Association
- League Certified Instructor (LCI# 1564) and Member – League of American Bicyclists
- Board Member and Past President – Community Transportation Association of Idaho

Accolades

- Community Engagement Award for Blaine Co. Bicycle and Pedestrian Master Plan; Idaho Smart Growth (2017)
- Leader of the Year; I-WAY, an Idaho multi-modal transportation group (2014)
- "Top 40 Under 40" Transportation Professional; Mass Transit Magazine (2010)

Genevieve Evans, AICP



Ms. Evans joined LSC Transportation Consultants, Inc. as a Transportation Planner for the Tahoe City, California office in 2003.

Ms. Evans has served as Project Manager for Transit planning studies in Alpine County, Amador County, Calaveras County, City of Anderson, Placer County, Lake County, and Nevada County. She has also conducted updates of Coordinated Public Transit Human Service Transportation Plans in Amador and Inyo/Mono counties.



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CONSULTANTS**

2690 Lake Forest Road
Suite C
Post Office Box 5875
Tahoe City, CA 96145
530 • 583-4053

**TRANSPORTATION
CONSULTANTS, INC.**

EDUCATION

Bachelor of Arts, Economics at University of California, Berkeley
Coursework in Land Use Planning and GIS at University of Nevada, Reno and Oregon State University Distance Education

PROFESSIONAL REGISTRATIONS

American Institute for Certified Planners (AICP)

PROFESSIONAL MEMBERSHIPS

American Planning Association
American Institute for Certified Planners

PROJECT EXPERIENCE

Over the years, Ms. Evans has been a part of the study team for a variety of projects such as the Calaveras Intercity Transit Feasibility Study, Tahoe Interregional/Intraregional Transit Study, Sierra County Bicycle Plan, transit planning guidebook for the National Park Service and the Town of Truckee ADA-Compliant Paratransit Plan. As part of these studies, Ms. Evans has researched demographic and economic data, reviewed the existing transit systems, administered onboard surveys, conducted alternatives analysis, and prepared fiscally constrained plans.

Ms. Evans conducted the update of the Inyo County 2015 Regional Transportation Plan, Lassen County 2012 Regional Transportation Plan, Del Norte 2011 Regional Transportation Plan, Alpine County 2010 Regional Transportation Plan, Sierra County 2005 and 2010 Regional Transportation Plans, Calaveras County 2007 Regional Transportation Plan, and the Modoc County 2008 Regional Transportation Plan. Additionally, she has conducted Triennial Performance Audits for the transit programs and regional transportation planning agencies in El Dorado County, Tahoe Basin, Del Norte County, Alpine County, Modoc County, Amador County, Nevada County and Placer County. Ms. Evans had a major role in the collection, organization, and analysis of land use data used in the traffic model for the Truckee General Plan update. She also prepared grant requests for federal transit capital and operating grant programs, Active Transportation Programs, and conducted a study of vehicle and transit facility improvements for Modoc County.

Justine Rembac, Planner



EDUCATION

University of California, Berkeley
Bachelor of Science in U.S. Environmental Policy and Management with a Minor in City and Regional Planning

PROJECT EXPERIENCE

Prior to joining LSC, Ms. Rembac worked in the San Francisco Bay Area as a Planner. While at Urban Planning Partners in Oakland, she authored CEQA planning documents, drafted general plans, and coordinated public input for small towns and cities. In this role, she interfaced with subconsultants, clients, the public, and government agencies daily to create documents such as the Truckee Railyard Master Plan and the Alameda Main Street Neighborhood Specific Plan.

In her previous role as a Planner at PlaceWorks, she used ArcGIS, census data, and field research to create an Open Space and Parks Assessment report for Los Angeles County. Justine holds a Bachelor of Science in U.S. Environmental Policy and Management with a Minor in City and Regional Planning from University of California, Berkeley.

Justine Rembac joined LSC Transportation Consultants, Inc. in 2018 as a Transportation Planner in the Tahoe City, California office.

Ms. Rembac has strong research and technical writing skills and is experienced in conveying information using Microsoft Excel, ArcGIS, and Adobe Suite.



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2690 Lake Forest Road
Suite C
Post Office Box 5875
Tahoe City, CA 96145
530-583-4053



WESTERN PLACER COUNTY SHORT RANGE TRANSIT PLANS

PROJECT LOCATION

Placer County, California

CLIENT

Placer County Transportation Planning Agency

PROJECT MANAGER

Gordon Shaw

DATE -- 2017-2018

CONTRACT AMOUNT -- \$214,850



REFERENCE

David Melko, Senior Trans. Planner
dmelko@pctpa.net
530-823-4090

Will Garner, Transit Manager
publicworks@placer.ca.gov
530-889-7582

Western Placer County comprises a large area that encompasses larger suburban communities (Roseville, Lincoln, Rocklin) as well as smaller towns (Auburn, Colfax) and rural areas. The region is served by three public transit organizations: Placer County Transit (operated by Placer County), Roseville Transit, and Auburn Transit. In addition, the Western Placer Coordinated Transit Services Agency provides a range of mobility services for the region's seniors and persons with disabilities. The overall services encompass two commuter services into downtown Sacramento, fixed route services, route deviation services, paratransit programs, and mobility training services.

To provide for a coordinated transit plan for these overlapping entities, LSC was retained by the Placer County Transportation Planning Agency to conduct concurrent Short Range Transit Plans for the four transit programs. This work encompassed the following:

- Extensive on-board data collection on all services, including boarding/alighting counts, passenger surveys and on-time observations.
- A comprehensive operational analysis of all routes and services.
- Extensive public outreach efforts, utilizing the able services of AIM Consulting.
- A detailed evaluation of the potential role of Transportation Network Company service in the region.
- Preparation of service, capital, marketing, financial and institutional plans for all transit organizations.

The resulting final plans are currently being reviewed for final adoption.



MERCED COUNTY SHORT RANGE TRANSIT PLAN 2017/18-2021/22

PROJECT/LOCATION

Merced County, California

CLIENT

Merced County Association of
Governments
369 West 18th Street
Merced, California 95340

CONTRACT MAXIMUM: \$124,930

PROJECT MANAGER

Gordon Shaw, PE, AICP



DATE

2016-17

REFERENCE

Stacy Dabbs, Deputy Executive Director
stacy.dabbs@mcagov.org
209 • 723-3153 ext. 109

The Merced County Associations of Governments contracted with LSC Transportation Consultants, Inc. to prepare a Short Range Transit Plan for “*The Bus*” program serving Merced County. This work built upon a previous Comprehensive Operational Analysis conducted by LSC. Our work for the SRTP consisted of the following:

- A complete boarding/alighting and schedule adherence survey of all runs on each fixed route over the course of several days.
- On-board passenger surveys.
- A review of existing bus stop and transit center conditions and potential improvements.
- Analysis of Routematch and automated vehicle location data.
- An extensive public outreach process, including stakeholder interviews, public workshops, and a successful on-line survey of public perceptions of potential service alternatives.
- An assessment of the impacts of autonomous vehicles on the demand for and provision of transit service
- A detailed evaluation of goals, standards and objectives.
- An updated Marketing Plan, focusing on key potential ridership groups.

Reflecting the many elements of the transit program, the final plan included modifications to urban fixed routes and schedules, improvements to commuter and rural routes, changes in paratransit policies and service levels, and modifications to fare policies. These elements were supported by a detailed financial plan. The study was adopted by the MCAG Board in May, 2017.



TAHOE AREA REGIONAL TRANSIT (TART) SHORT RANGE TRANSIT PLAN

PROJECT/LOCATION

North Lake Tahoe, California/Nevada

CLIENT

Tahoe Regional Planning Agency
128 Market Street
P. O. Box 5310
Stateline, Nevada 89449

PROJECT MANAGER

Gordon Shaw

DATE

2003-2005

REFERENCE

Will Garner, Transit Manager
530 • 889-7582
publicworks@placer.co.gov



The Tahoe Area Regional Transit (TART) program, operated by Placer County in California, serves the North Shore portion of the Tahoe Basin as well as the nearby communities of Truckee, Squaw Valley, and Alpine Meadows. The service area includes major winter and summer resorts and is currently developing at a rapid pace. LSC Transportation Consultants, Inc. was retained by the Tahoe Regional Planning Agency to prepare a five-year plan for the TART program to guide the expansion of services.

The study included comprehensive on-board passenger surveys, as well as detailed passenger activity and on-time performance surveys. In addition, demographic studies were conducted regarding existing transit needs for both residents and visitors of the region, as well as an evaluation of future needs based upon approved development and demographic trends. Working with a study steering committee, a series of over 40 alternatives were developed and evaluated. The resulting plan identified service improvements including expansion in service area and evening services as well as improvements in service frequency. Capital plans, management systems, and marketing plans were developed to support the new services. Finally, a detailed financial plan was developed to identify the required funding levels.

VACAVILLE TRANSIT SERVICE EVALUATION

DATE – 2016-2017

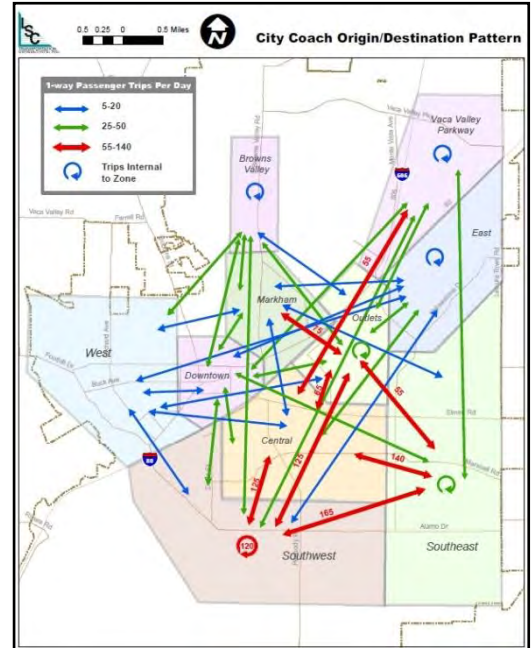
PROJECT/LOCATION – Vacaville, California

PROJECT MANAGER - Gordon Shaw

CLIENT – City of Vacaville

REFERENCES

Brian McLean, Public Works Superintendent
City of Vacaville
Brian.mclean@cityofvacaville.com
707-469-6504



The City of Vacaville, faced with declining ridership and tight financial requirements, saw the need for a comprehensive review and service plan for the City Coach program. LSC Transportation Consultants, Inc. was retained to conduct this very detailed operational analysis and plan. The initial task was to produce a detailed market analysis, which, through a review of current demographics and trends, as well as an evaluation of near-term future development plans, matched the expected need with current services and identified gaps in service. Next, the Consultant Team conducted a detailed evaluation of services, which included:

- On-board boarding/alighting and on-time performance data collection for all fixed routes.
- On-board passenger survey, as well as a web-based survey
- A series of six transit planning workshops
- A detailed review of existing services, including a route segment analysis, transfer analysis, performance analysis, and a comparison of transit passenger travel patterns with the quality of existing services.

With a clear understanding of the transit market and transit performance, the Consultant evaluated a series of service enhancements with high potential, including changes in operating hours, new school tripper routes, revisions in routes to reduce transfers, and service to new areas. After presenting alternatives to the public through additional workshops and working with transit staff, these alternatives were refined into a five-year operations plan, supported by a capital plan and financial plan to revamp the City Coach program to better meet current and expected needs. The final plan was unanimously approved and adopted by the City Council. The client followed up, stating “I wanted to take a moment to thank you both for the work that you did on our system evaluation project...We greatly appreciated your feedback, work product and general desire as we have to make some positive changes within the City Coach program.”



RTC VIRGINIA STREET CORRIDOR BUS RAPID TRANSIT EXPANSION STUDY

PROJECT LOCATION

Reno, Nevada

CLIENT

Regional Transportation Commission
1105 Terminal Way Suite 211
Reno, NV 89502

CONTRACT MAXIMUM: \$72,000

PROJECT MANAGERS

Gordon Shaw

DATE

2012-13

REFERENCES

Amy Cummings, Director of Planning
775-335-1825
acummings@rtcwashoe.com



Virginia Street is the primary north-south arterial roadway through Reno, connecting the University of Nevada Reno campus on the north with the downtown, midtown and commercial centers on the south. This corridor is also the site of RTC's successful "RAPID" Bus Rapid Transit program, currently stretching from downtown to the Meadowood Mall regional commercial center on the south. As a subconsultant to Atkins, LSC was retained to head up the transit planning and facility design tasks of a comprehensive corridor study for Virginia Street. Our key tasks consisted of the following:

- Ridership projections associated with extension of the BRT service 2 miles northward to serve the UNR campus, based on extensive analysis of existing ridership data.
- Development of alternative BRT station locations on the UNR campus, including evaluation of impacts on ridership, parking and traffic circulation.
- Operational and ridership analysis of service options for the southern portion of study corridor.
- Assessment of service, fare, and marketing strategies to better serve both UNR and the Truckee Meadows Community College campuses with public transit, as part of a broader effort to make Reno a "university town".

Combined with roadway, bicycle/pedestrian and parking strategies developed by Atkins, the resulting plan provides a comprehensive transportation strategy for the Virginia Street Corridor that increases connectivity between the key portions of the corridor while encouraging non-auto mobility options. It was subsequently used as the technical basis for a FTA "Small Starts" funding application.

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: February 13, 2019

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: (For Information Only) Presentation and discussion regarding League of American Bicyclists' 2018 Bicycle Friendly Community Report Card for Carson City and 2018 Public Survey Results.

Staff Summary: The League of American Bicyclists provided a 2018 Report Card as well as the results of a Public Survey on bicycle infrastructure and programs for Carson City. Recommendations gleaned from these results can be used to inform long-range planning and capital projects throughout the CAMPO planning area.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Background/Issues & Analysis

Carson City was re-designated a Bronze-level Bicycle Friendly Community in December 2018. The designation is valid for four years and will be up for renewal in 2022. The League of American Bicyclists provided Carson City with a 2018 Report Card (Exhibit-1), documenting areas of achievement and areas for improvement. A 2018 Progress Report for the State of Nevada was also provided (Exhibit-2). As part of the Fall 2018 application, a public survey was distributed to help gain a better understanding of local bicyclists' experiences in individual communities. The survey was open from August 14, 2018, through September 23, 2018. Amelia Neptune, Director for the Bicycle Friendly America Program, reported that the average community received 75 responses to this survey and the community with the highest number of responses received 436 responses. Carson City received 118 responses. Carson City's results are summarized in Exhibit-3.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Supporting Material

-Exhibit-1: Fall 2018 Bicycle Friendly Community Report Card, Carson City, NV

-Exhibit-2: 2018 Progress Report, Bicycle Friendly State: Nevada

-Exhibit-3: Fall 2018 Bicycle Friendly Community Survey Results for Carson City, NV

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CARSON CITY, NV

TOTAL POPULATION
54,745

POPULATION DENSITY
409

TOTAL AREA (sq. miles)
134

OF LOCAL BICYCLE FRIENDLY BUSINESSES 1

OF LOCAL BICYCLE FRIENDLY UNIVERSITIES 0

10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

	Average Silver	Carson City
High Speed Roads with Bike Facilities	35%	25%
Total Bicycle Network Mileage to Total Road Network Mileage	48%	55%
Bicycle Education in Schools	GOOD	ACCEPTABLE
Share of Transportation Budget Spent on Bicycling	11%	30%
Bike Month and Bike to Work Events	GOOD	VERY GOOD
Active Bicycle Advocacy Group	YES	YES
Active Bicycle Advisory Committee	MEETS EVERY TWO MONTHS	MEETS QUARTLY
Bicycle-Friendly Laws & Ordinances	GOOD	NEEDS IMPROVEMENT
Bike Plan is Current and is Being Implemented	YES	YES
Bike Program Staff to Population	1 PER 78K	1 PER 18K

CATEGORY SCORES

ENGINEERING <i>Bicycle network and connectivity</i>	3.0 /10
EDUCATION <i>Motorist awareness and bicycling skills</i>	3.2 /10
ENCOURAGEMENT <i>Mainstreaming bicycling culture</i>	3.0 /10
ENFORCEMENT <i>Promoting safety and protecting bicyclists' rights</i>	1.9 /10
EVALUATION & PLANNING <i>Setting targets and having a plan</i>	5.0 /10

KEY OUTCOMES

	Average Silver	Carson City
RIDERSHIP <i>Percentage of Commuters who bike</i>	2.7%	1.05%
SAFETY MEASURES CRASHES <i>Crashes per 10k bicycle commuters</i>	537	1093
SAFETY MEASURES FATALITIES <i>Fatalities per 10k bicycle commuters</i>	6.3	40.49



KEY STEPS TO SILVER



- » Develop a design manual that meets current NACTO standards or adopt the NACTO Urban Bikeway Design Guide.
- » Develop community-wide Bicycle Parking Standards to ensure that APBP-compliant bicycle parking is available in areas near transit and urban activity centers. Conduct a bike parking study or audit to determine current conditions of bike parking, both in terms of quality and quantity.
- » Consider launching a bike share system that is open to the public.
- » Work with local bicycle groups and interested parents to expand and improve the Safe Routes to School program to all K-12 schools.
- » Expand bicycle education opportunities for adults.
- » Develop a community-wide trip reduction ordinance/program, incentive program, and/or a Guaranteed Ride Home program to encourage and support bike commuters in Carson City.

- » Encourage more local businesses, agencies, and organizations to promote cycling to their employees and customers and to seek recognition through the Bicycle Friendly Business program.
- » Provide education to law enforcement officers on bicycle safety and traffic laws as they apply to bicyclists and motorists and bicycling skills.
- » Develop a bike patrol unit to improve bicyclist/officer relations.
- » Work with law enforcement to ensure that enforcement activities are targeted at motorist infractions most likely to lead to crashes, injuries and fatalities among bicyclists. Traffic enforcement activities should be data-based and responsive to behaviors that have been observed to lead to crashes, injuries, and fatalities.
- » Adopt a comprehensive road safety plan or a Vision Zero policy to create engineering, education, and enforcement strategies to reduce traffic crashes and deaths for all road users, including bicyclists and pedestrians.

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NEVADA



2018 PROGRESS REPORT

#31
2017 ranking

TOTAL COUNTS
 BICYCLE FRIENDLY COMMUNITIES 6
 BICYCLE FRIENDLY BUSINESSES 16
 BICYCLE FRIENDLY UNIVERSITIES 1

REGION: WEST

2018 Progress Report

Nevada's federal data shows a dangerous trend in the rate of bicyclist traffic fatalities.

While its other federal data does not show a strong trend in either the rate of bicycling to work or the state's use of federal funding for bicycling and walking, Nevada has one of the 10 strongest trends of bicycling getting more dangerous.

Nevada can address this trend by taking either of our Bicycle Friendly Actions that the state has not yet taken, including making bicycling safety an emphasis area in its Strategic Highway Safety Plan or increasing its use of federal funding for bicycling and walking.

Bicycle Friendly Actions ✓ = New Progress in 2018

Complete Streets Law / Policy	Yes
Safe Passing Law (3ft+)	Yes
Statewide bike plan in last 10 years	Yes
Bicycle Safety Emphasis Area	No
2% or more fed funds on bike/ped (in last five fiscal years)	No

Featured Statewide Member - Active Advocacy Organizations and Bicycle Clubs



There is currently no statewide advocacy organization in Nevada that is a member of the League of American Bicyclists.

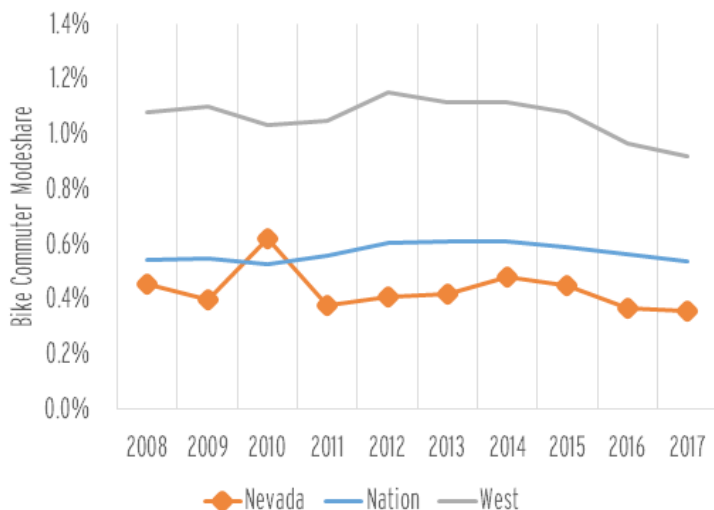
There are 5 local advocacy organizations that are members of the League in Nevada:

- Lake Tahoe Bicycle Coalition,
- City of Henderson,
- Get Outdoors Nevada,
- Southern Nevada Bicycle Coalition, and
- Muscle Powered: Citizens for A Bikeable/Walkable Carson City.

In addition there are 6 bicycle clubs that are members of the League in Nevada:

- 702Shifters Multi Sport Group,
- Alta Alpina Cycling Club,
- Elko Velo Bicycle Club,
- Green Valley Cyclists,
- Las Vegas Valley Bicycle Club, and
- the Procrastinating Pedalers of Reno.

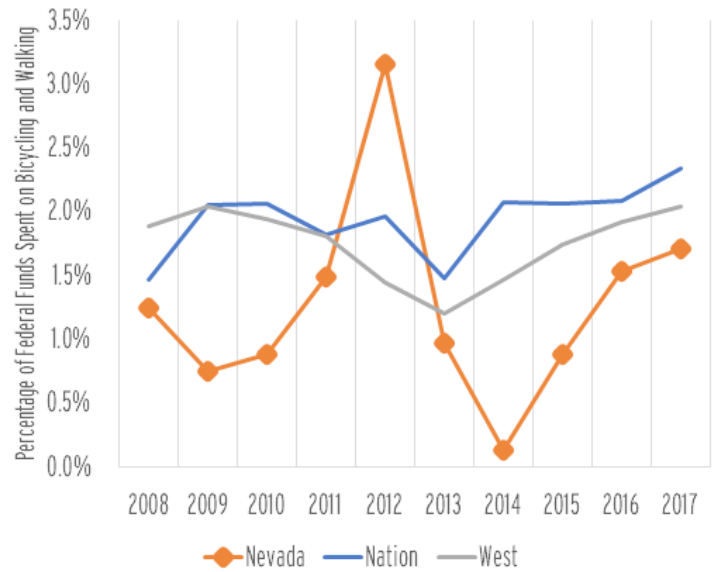
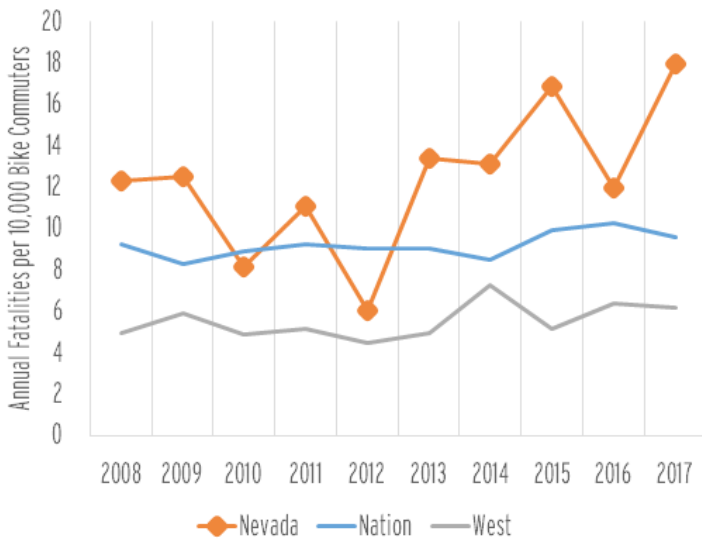
Federal Data on Biking		Ten-Year Trend	Ten-Year Rank
Ridership	0.4% of commuters biking to work	One of 15 largest decreases in bike commuting	29/50



This Progress Report provides an update on Nevada's efforts related to bicycling. A full report card based upon a comprehensive survey is available at: <http://bikeleague.org/content/state-report-cards>

Federal Data on Biking		Ten-Year Trend	Ten-Year Rank
Safety	12.3 fatalities per 10k bike commuters	One of 10 most more dangerous	35/50

Federal Data on Biking		Ten-Year Trend	Ten-Year Rank
Spending	1.3% of FHWA spending on biking and walking	Slight increase in funding	37/50



Featured Agency - Nevada Department of Transportation (Agency did not respond)

The Nevada Department of Transportation adopted a statewide bicycle master plan in 2013.

That plan had four major recommendations, including:

1. "increase agency support for bicycling,"
2. "increase bicycle tourism,"
3. "accommodate appropriate bicycling facilities on all roadways in Nevada open to bicycling," and
4. "increase motorists and bicyclists compliance with laws associated with bicycling."

The bike plan specified two performance measures that would be used to judge the state's progress and success, including:

1. "Increase bicycling mode share throughout Nevada in and between communities, both by residents and tourists" and
2. "Reduce crashes involving bicyclists and eliminate all bicyclist fatalities in support of Nevada's "Zero Fatalities" and the national "Towards Zero Deaths" initiatives."



JOIN US. #IBIKEIVOTE

Every member organization of the League of American Bicyclists gets free access to a powerful advocacy software package. In 2017, the League facilitated over a dozen actions that engaged thousands of people. In New Jersey, these efforts led to a law that requires that drivers are educated about bicyclist and pedestrian safety as part of their driver's license training.

Learn about current actions and how your organization can use our tools at <https://bikeleague.org/TakeAction>

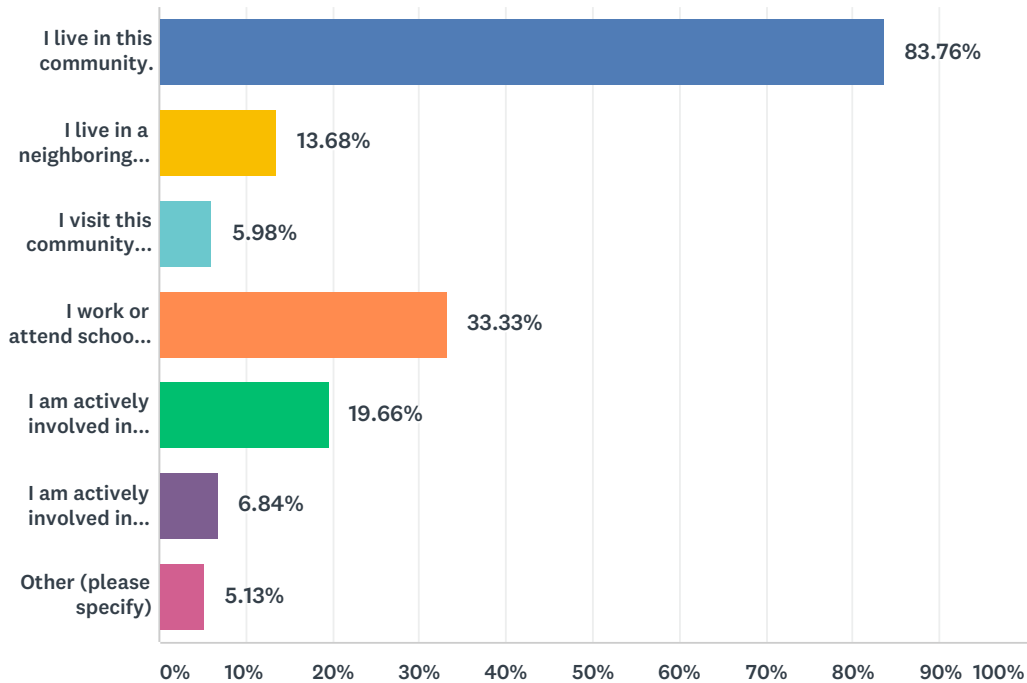
Q23 Please confirm the community you are reviewing.

Answered: 118 Skipped: 0

ANSWER CHOICES	RESPONSES	
Carson City, NV	100.00%	118
TOTAL		118

Q39 Which of the following options best describe your connection to this community? (Select all that apply.)

Answered: 117 Skipped: 1

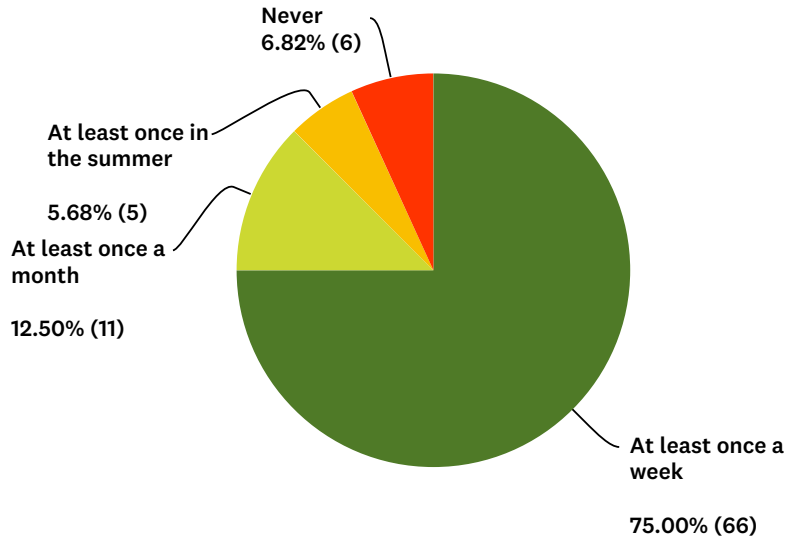


ANSWER CHOICES	RESPONSES	
I live in this community.	83.76%	98
I live in a neighboring community.	13.68%	16
I visit this community often, but do not live there.	5.98%	7
I work or attend school in this community.	33.33%	39
I am actively involved in local bike advocacy within this community.	19.66%	23
I am actively involved in bike advocacy in the state or region where this community is located.	6.84%	8
Other (please specify)	5.13%	6
Total Respondents: 117		

#	OTHER (PLEASE SPECIFY)	DATE
1	I volunteer for Muscle Powered events.	9/20/2018 9:30 PM
2	I ride 5-6 days a week in this community	9/20/2018 11:08 AM
3	Bike to work	9/19/2018 9:04 PM
4	State Bike Planner	9/11/2018 5:32 PM
5	I grew up in Carson City	9/11/2018 3:47 PM
6	I am Mayor of Carson City.	8/14/2018 6:02 PM

Q40 On average during the summer months, how often do you use a bicycle?

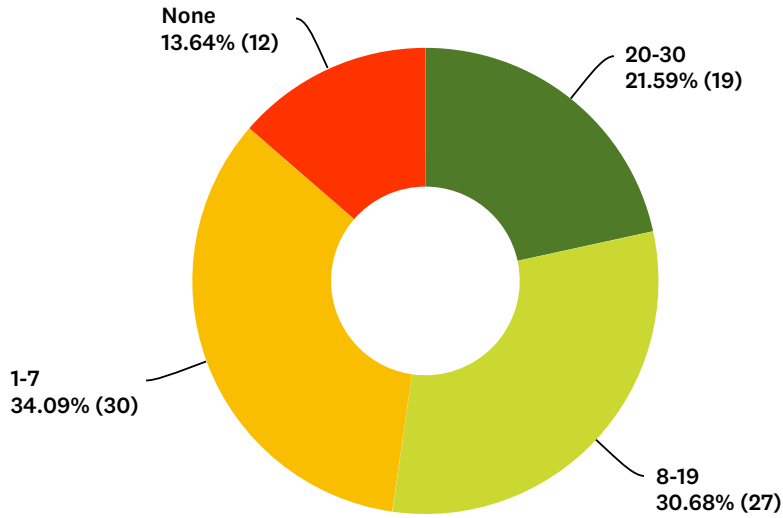
Answered: 88 Skipped: 30



ANSWER CHOICES	RESPONSES	
At least once a week	75.00%	66
At least once a month	12.50%	11
At least once in the summer	5.68%	5
Never	6.82%	6
TOTAL		88

Q41 Thinking about the past 30 days, about how many of those days did you ride a bicycle?

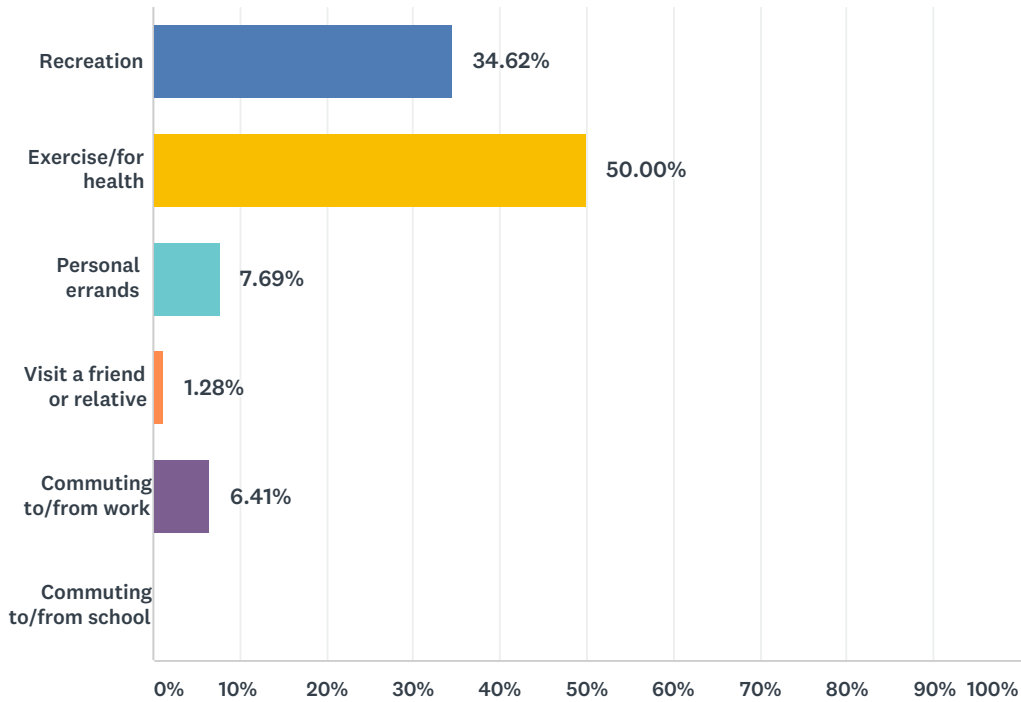
Answered: 88 Skipped: 30



ANSWER CHOICES	RESPONSES	
20-30	21.59%	19
8-19	30.68%	27
1-7	34.09%	30
None	13.64%	12
TOTAL		88

Q42 If you rode a bicycle at least once in the past 30 days, what was the main purpose of the last trip you took on a bicycle?

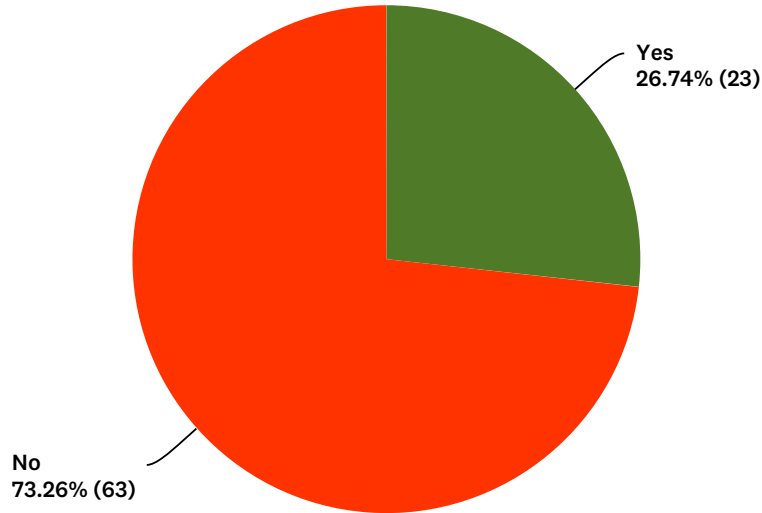
Answered: 78 Skipped: 40



ANSWER CHOICES	RESPONSES	
Recreation	34.62%	27
Exercise/for health	50.00%	39
Personal errands	7.69%	6
Visit a friend or relative	1.28%	1
Commuting to/from work	6.41%	5
Commuting to/from school	0.00%	0
TOTAL		78

Q43 In the past five years, have you received any training in bicycling safety in this community?

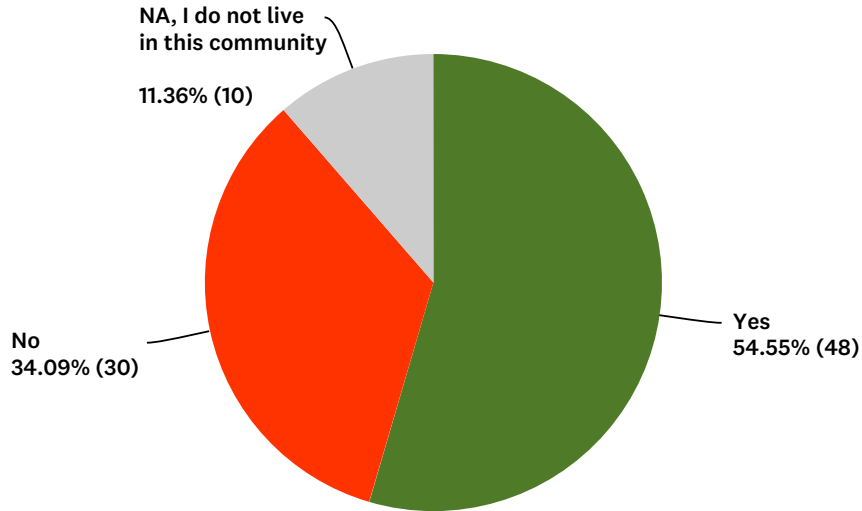
Answered: 86 Skipped: 32



ANSWER CHOICES	RESPONSES	
Yes	26.74%	23
No	73.26%	63
TOTAL		86

Q44 Are bike paths (that is, paths away from the road on which bikes can travel) available within a quarter mile of where you live?

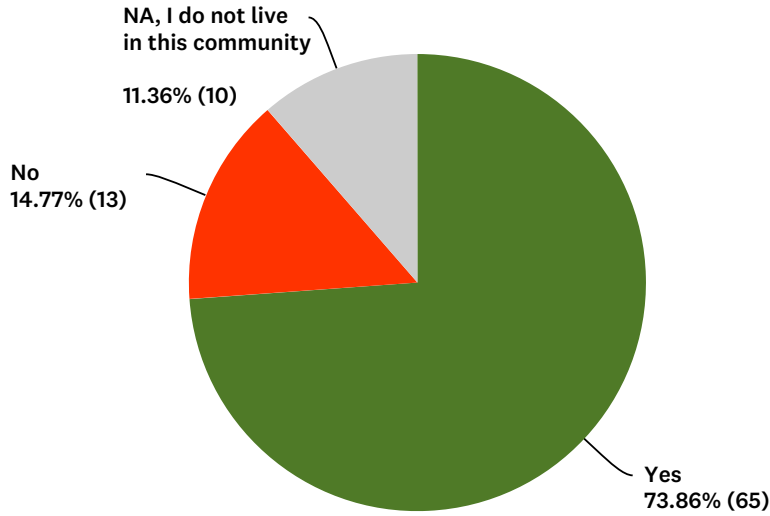
Answered: 88 Skipped: 30



ANSWER CHOICES	RESPONSES	
Yes	54.55%	48
No	34.09%	30
NA, I do not live in this community	11.36%	10
TOTAL		88

Q45 Are bike lanes (that is, marked lanes on a public road reserved for bikes to travel) available within a quarter mile of where you live?

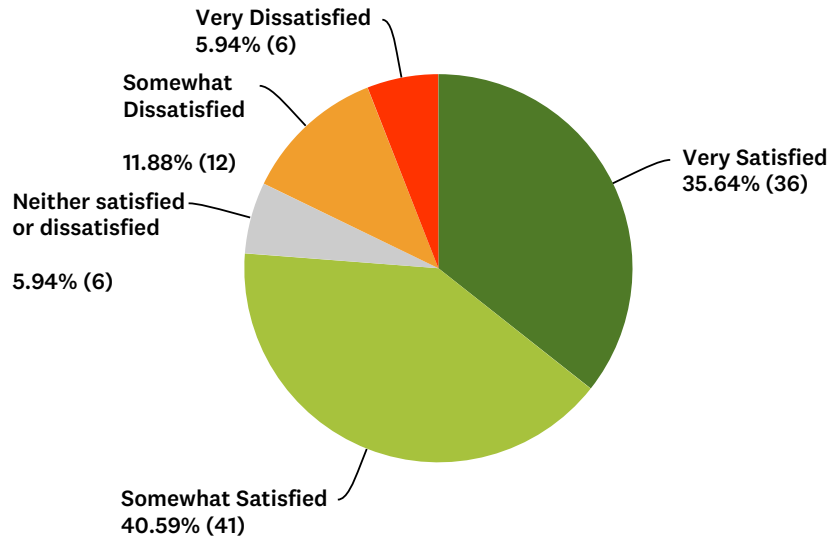
Answered: 88 Skipped: 30



ANSWER CHOICES	RESPONSES	
Yes	73.86%	65
No	14.77%	13
NA, I do not live in this community	11.36%	10
TOTAL		88

Q46 How satisfied are you with how this community is designed for making bike riding safe?

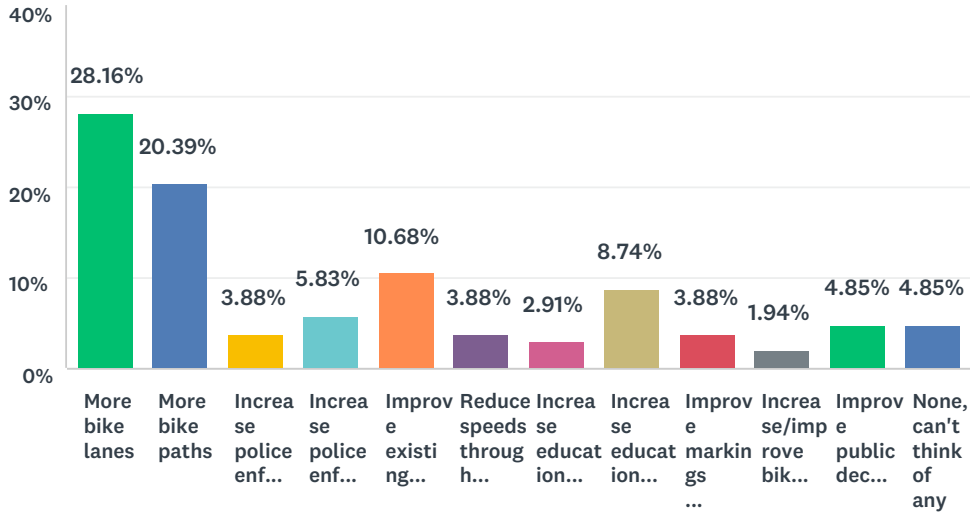
Answered: 101 Skipped: 17



ANSWER CHOICES	RESPONSES	
Very Satisfied	35.64%	36
Somewhat Satisfied	40.59%	41
Neither satisfied or dissatisfied	5.94%	6
Somewhat Dissatisfied	11.88%	12
Very Dissatisfied	5.94%	6
TOTAL		101

Q47 What is the number one change you would most like to see the local government make in this community for bicyclists?

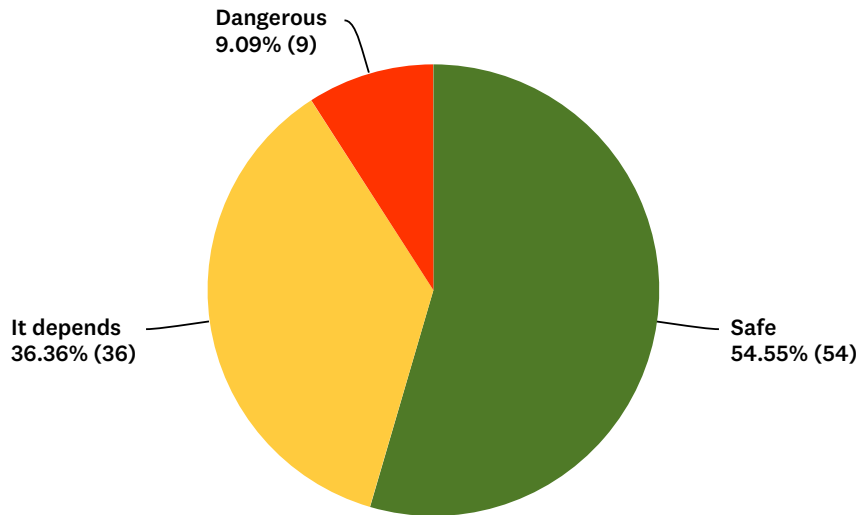
Answered: 103 Skipped: 15



ANSWER CHOICES	RESPONSES	
More bike lanes	28.16%	29
More bike paths	20.39%	21
Increase police enforcement of traffic laws for drivers	3.88%	4
Increase police enforcement of traffic laws for bicyclists	5.83%	6
Improve existing bike lanes to protected bike lanes	10.68%	11
Reduce speeds through traffic calming and/or road diets	3.88%	4
Increase education for bicyclists	2.91%	3
Increase education for drivers	8.74%	9
Improve markings and signage that direct people to safe bike routes	3.88%	4
Increase/improve bike parking	1.94%	2
Improve public decision-making processes for transportation improvements, including bicycling improvements	4.85%	5
None, can't think of any	4.85%	5
TOTAL		103

Q48 Is it safe or dangerous to ride a bicycle in your neighborhood, or does it depend?

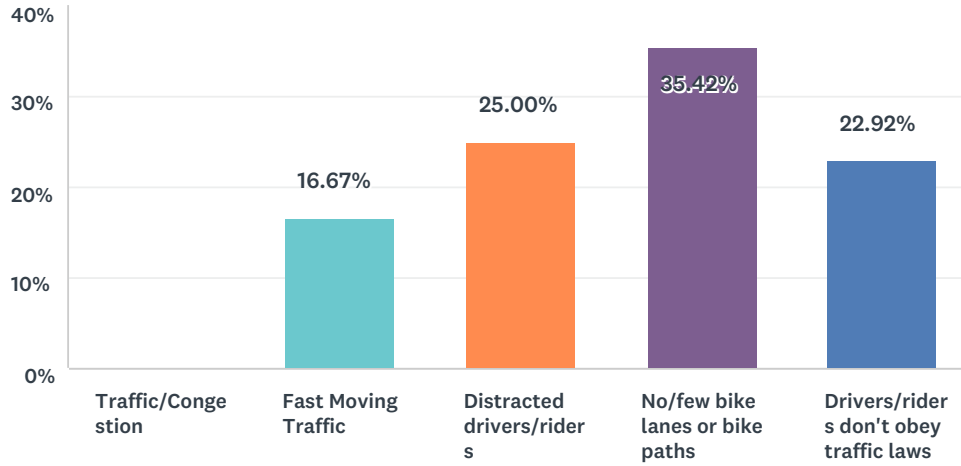
Answered: 99 Skipped: 19



ANSWER CHOICES	RESPONSES	
Safe	54.55%	54
It depends	36.36%	36
Dangerous	9.09%	9
TOTAL		99

Q49 If you answered "dangerous" or "it depends" above, what is the TOP reason you feel it is dangerous to ride a bicycle in your neighborhood?

Answered: 48 Skipped: 70



ANSWER CHOICES	RESPONSES	
Traffic/Congestion	0.00%	0
Fast Moving Traffic	16.67%	8
Distracted drivers/riders	25.00%	12
No/few bike lanes or bike paths	35.42%	17
Drivers/riders don't obey traffic laws	22.92%	11
TOTAL		48

Q50 What specifically should the community do to become more bicycle-friendly? Please share your top 1-3 recommendations for the community to improve.

Answered: 76 Skipped: 42

#	RESPONSES	DATE
1	More bike lanes and bike paths, and police publicity and enforcement of the minimum 3 foot space drivers must give bicycles.	10/2/2018 2:43 PM
2	Get city bikes.	9/28/2018 5:15 PM
3	Add more bike lanes Provide education/signage indicating cyclists should allow motor vehicles to pass during rides (i.e., don't hog the road)	9/24/2018 9:30 AM
4	Nor bike paths that connect the east side to west side of town, more single track, more safety education/signage for drivers.	9/23/2018 5:50 PM
5	1. More bike lanes and (where lanes don't work on arterial streets with high speeds), separated bike paths. 2. Enforce speed limits and distracted driving laws; 3. Designate more specific bike routes and sign them as bike routes so drivers know to expect bikes.	9/22/2018 9:53 PM
6	Continue efforts to add multi-use pathways. Pave V&T Pathway connection between Lakeview and Carson Tahoe Health campus.	9/22/2018 1:59 PM
7	more bike paths more bike lanes	9/22/2018 1:05 PM
8	They've done a great job already Encourage people to use their bikes more often Increase visible/artistic bike racks (the ones we have are great.	9/22/2018 12:35 PM
9	Additional bike trails/paths More dedicated bike lanes Better signal activation for cyclists	9/22/2018 11:26 AM
10	Promote the benefits of biking to the public. Promote more bike friendly events. More bike paths throughout the city.	9/21/2018 10:20 PM
11	Connect various bike paths for continuity.	9/21/2018 7:38 PM
12	More Bike lanes/paths. Driver education	9/21/2018 2:30 PM
13	Complete more bike paths to provide real connectivity north-south and east-west. Complete the major on-street bike routes through town and provide consistent signage for them.	9/21/2018 1:36 PM
14	I think it is an individual thing. Each individual needs to be responsible for safe riding.	9/21/2018 9:35 AM
15	1) More bike lanes 2) More bike paths 3) More bike racks	9/20/2018 9:57 PM
16	more bike paths more emphasis on bike use in city government	9/20/2018 9:34 PM
17	Provide clearly marked bike lanes Enforce driver laws for giving cyclists room (no buzzing!)	9/20/2018 7:17 PM
18	Engage the schools to encourage kids to ride their bikes instead of relying on buses and private cars. I often hear parents saying "it's not safe" for their kids to ride and this perpetuates reliance on cars and the idea that riding is not a viable way to get around.	9/20/2018 11:23 AM
19	More bike paths Driver recognition and enforcement Quality of bike paths	9/20/2018 12:47 AM
20	They're doing a great job	9/20/2018 12:18 AM
21	More bike routes Safer biker street Policing of speed and distraction of drivers	9/19/2018 10:31 PM
22	Pavement maintenance with consideration of bikes Maintain bike lanes Regular sweeping of streets	9/19/2018 9:15 PM
23	Community has done a lot: What is needed is more education for bicyclists about obeying traffic laws. I am angered by the "holier than thou" attitude by some riders in our area.	9/19/2018 5:06 PM

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24	1) We could use more bike-friendly paths. We have some great paths off the main roads, but bikes are not allowed on them. 2) Create an awareness of e-bikes and allow them on all paths also. They are peddle assist, so they need to peddle for the bike to move. This style of bike gets more seniors out there and they need safe places to ride. 3) Encourage MANY more bike to work days. Help local bike shops create incentives for participants.	9/19/2018 4:31 PM
25	We have increased bike lanes every year - let's keep up the good work!	9/19/2018 2:18 PM
26	There are many bike routes that just disappear in high traffic areas (along Carson Street especially). This is a very common thoroughfare and there is no consistent bike path/route. And please make a bike route map easily accessible online where people can see where the bike paths/routes are, how long they are and where to access them please.	9/19/2018 1:01 PM
27	Make it safer for bikes to get into left hand lanes to make turns. Make sure bike lanes don't just end leaving rider in traffic. More continuous bike paths. i.e. from Hwy 50 to bike path near water treatment plant.	9/19/2018 12:07 PM
28	Many riders and drivers do not understand or adhere to the fact that bicyclists should follow traffic laws.	9/19/2018 11:27 AM
29	Have an integrated set of bike lanes/paths that allows a relatively direct route to any section of the city.	9/19/2018 9:44 AM
30	Signage-share the road signs on all major routes including Edmonds. Make traffic lights respond to waiting cyclists Clear debris from fog lanes regularly	9/19/2018 8:26 AM
31	Add a bike lane to heavily used roads, even if the road is adjacent to open space or private property.	9/18/2018 3:39 PM
32	More bike lanes to connect existing popular travel ways, even if it means widening pavement. Specifically, Arrowhead Dr.	9/18/2018 3:32 PM
33	Connect current bike lane and path fragments. Request that law enforcement participate in driver and rider education through "informative" stops or warnings when dangerous/illegal behavior is noted. Better educate riders that following traffic laws help keep them safe, too.	9/18/2018 2:46 PM
34	connect the bike routes and make them so you don't have to backtrack	9/18/2018 2:23 PM
35	Traffic lights that are sensitive to bicycles. Continually maintain bike lane painting and signage throughout the city. Once the road paint wears, drivers don't pay as much attention. I think it would be great to add more bicycle classes for adults.	9/18/2018 1:17 PM
36	There are already a lot of bike lanes and paths but they need to be connected up better. It's not unusual to need to cross a dangerous road to continue along an otherwise nice path of travel. Cars need to slow down and observe already existing 3-foot laws. More bicycle parking.	9/18/2018 1:14 PM
37	Carson City needs at least one bike path that can be used by an average bike rider to travel at least 5 miles in one direction. Currently only very short bike paths exists. The existing bike lanes are very poor and also very short.	9/18/2018 1:03 PM
38	Addressing congestion points where bicycle-friendly areas do not connect (such as access between downtown and the trails to the West)	9/18/2018 12:10 PM
39	More bike paths and bike lanes. Community education for drivers and bicyclists,	9/18/2018 11:57 AM
40	1. Riders learn/obey traffic laws. 2. Riders NOT ride abreast of each other on roads. 3. Riders STOP at stop signs!!!	9/18/2018 9:58 AM
41	reduced and enforced roadway speeds	9/18/2018 8:16 AM
42	Carson City roads are rivers of cans and bottles and glass.	9/17/2018 11:05 PM
43	More bike paths and bike lanes better signage more bike parking outside of downtown, which now has plenty.	9/17/2018 7:54 PM
44	Bicyclists here do not stop at stop signs, never signal and ride in pairs or more down the road. Drivers resent bicyclists.	9/17/2018 7:34 PM
45	Better connectivity between bike lanes and routes, inc. more lanes All new arterial roads should include bike lanes Enforce speed limits to lessen the bike vs. vehicle speed difference and increase driver reaction time	9/17/2018 4:58 PM

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46	Repair huge cracks in road that run perpendicular to travel direction: These are not just hazards; they also harbor dirt from which puncture vine grows. Bike lane surfaces should be smooth, not chip-sealed with a coating on top; the chip-sealed surface never gets smooth from bicycle travel like it does from car travel.	9/17/2018 3:30 PM
47	1. Education of bicycle riders 2.	9/17/2018 1:13 PM
48	Add bike lanes to areas that are difficult to reach safely by bicycle. These are in the works, but sooner rather than later would be appreciated	9/13/2018 2:43 PM
49	Educate drivers and cyclists.	9/13/2018 12:24 PM
50	More bike lanes and signage.	9/13/2018 9:04 AM
51	compliance to adopted "complete streets"	9/13/2018 8:12 AM
52	Stop using slurry seal, it forces all of the loose pebbles to go into the bike lane creating hazards. Rather remove cracks by cutting and paving.	9/12/2018 2:29 PM
53	Concentrate on more connectivity of the network. Currently the network is fragmented. It also concentrates on more affluent neighborhoods with few facilities in denser, lower income areas. Bike Lane development should focus on buffered facilities. there has been too much emphasis of paths that have unsafe connections to the street network or are just wide sidewalks not meeting federal guidelines.	9/11/2018 5:57 PM
54	1) Provide signage for people to know where to safely ride. 2) Provide education to both bikers and drivers.	9/11/2018 3:53 PM
55	wider bike lanes traffic calming in residential streets	9/11/2018 3:24 PM
56	Carson city Public Works needs to have a more hands on approach and have a planner that is actually rides a bicycle in the community to know what the needs are of the community.	9/11/2018 2:58 PM
57	More wide bike lanes. More bike racks to secure bikes to.	8/29/2018 4:39 PM
58	Integrated multi use paths into construction projects.	8/28/2018 12:13 PM
59	More education for both bicyclists and drivers	8/28/2018 9:49 AM
60	More traffic calming features, increase connectivity of bike lanes and paths, and public education on how drivers should behave around bikes and vice versa.	8/28/2018 7:27 AM
61	More bike lanes on major roads	8/27/2018 10:24 PM
62	More bike lanes. More bike paths. Green like other communities to make it even more visually clear.	8/27/2018 9:58 PM
63	More safe places (lanes, paths) for bicycles; more bicycle rider education.	8/27/2018 9:18 PM
64	more marketing so we can use it to convince others in our grant applications.	8/27/2018 7:11 PM
65	Drive more responsibly	8/27/2018 6:36 PM
66	1. Driver Education 2. Add additional Bike Lanes 3. Add bike racks at Medical Facilities.	8/27/2018 4:21 PM
67	I can't think of anything. Carson City has made major improvements over the past few years including bike lanes downtown, bike paths and bike racks in many locations. I often let my children ride around town without adult supervision because it's a great town to ride a bike.	8/27/2018 3:57 PM
68	encourage businesses to recognize employees who travel to work via bicycle, be somewhat more aggressive in extending bicycle/pedestrian travel infrastructure, let the city see its leaders use bicycle for travel.	8/25/2018 10:46 AM
69	1. Improve bicycle-friendly facilities (bike lanes, bike parking, etc) in underserved areas of town 2. Offer bicycle safety training in Spanish 3. Move forward with plans for a bike share system	8/24/2018 7:06 PM
70	improve bike lanes along collectors and arterials. Neighborhood streets are not an issue as traffic is generally light however S. Carson, William Street, and W. Winnie are a few street that could be made more bike friendly.	8/22/2018 10:54 AM
71	Provide local map of bike safe areas.	8/17/2018 7:21 PM
72	Cite bicyclists that run stop signs, ride on the wrong side of the road and ride across crosswalks.	8/17/2018 11:25 AM

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73	Keep up the good work with insuring bike planning with all new construction or road improvements Work with the local non-profit to insure lots of bicycle activities and training SRTS funded	8/16/2018 9:15 AM
74	Keep doing what its doing. progress is being made in a sustainable manner.	8/15/2018 12:52 AM
75	1. As streets are improved ensure we use complete streets; 2. Connect our bicycle routes to trail routes; 3. Ensure that the highway entrances to our city are bicycle friendly and appealing.	8/14/2018 6:24 PM
76	The City should continue expanding the number of bike lanes, especially in the city proper. Maintenance of existing bike lanes should be expanded.	8/14/2018 3:27 PM

Q51 Please share the top 1-3 specific hazards or barriers to cycling that you are aware of that should be addressed immediately. e.g. an unsafe road/ intersection, lack of secure bike parking at a specific popular destination, and harsh enforcement practices, etc.

Answered: 67 Skipped: 51

#	RESPONSES	DATE
1	Narrow shoulders with beoken glass (need more street cleaning), too few bike lanes and paths, insufficient publicity and enforcement of tje 3 foot space law.	10/2/2018 2:43 PM
2	Traffic/ lack of bike lanes on streets	9/28/2018 5:15 PM
3	Lack of bike lanes on frequently used cycling roads (e.g., upper King's Canyon Road) On-street parking for cars along frequently used roads (e.g., Division Street)	9/24/2018 9:30 AM
4	No bike lanes	9/23/2018 5:50 PM
5	1. Poor connectivity of safe cycling routes. 2. Bad drivers in large vehicles (lots of pickups with big mirrors) 3. The car culture even though it is a good place to ride (relatively flat, good weather).	9/22/2018 9:53 PM
6	Harassment from motorists Unsafe roadways	9/21/2018 10:20 PM
7	Drivers ignoring riders rights Rugged cracks on roads and bike paths No secure bike parking anywhere	9/21/2018 7:38 PM
8	Cars	9/21/2018 2:30 PM
9	Curry Street between the USFS office and Rhodes St. needs to be widened to include bike lanes. It is a major hazard on a popular north-south bike route. Provide a bike path on the east side of S. Roop St. between Little Lane and the Linear Ditch path.	9/21/2018 1:36 PM
10	1. applying safe cycling knowledge 2. Individuals taking advantage of more training 3. Drivers need to be more attentive	9/21/2018 9:35 AM
11	Some of the roads in Carson City have been neglected and are in poor condition. More emphasis on maintaining roads is needed.	9/20/2018 9:57 PM
12	unsafe road/intersections drivers not yielding to cyclists	9/20/2018 7:17 PM
13	Speed limits over 35 on roads with bike lanes. Lack of bike racks at popular restaurants/bars that are not on Carson Street	9/20/2018 11:23 AM
14	Traffic education Quality of bike paths; weed control of puncturing plants	9/20/2018 12:47 AM
15	The bike lanes in the center of town could be better distinguished from the roadway.	9/20/2018 12:18 AM
16	Poorly maintained streets	9/19/2018 9:15 PM
17	Some narrow roads unsafe to ride on. Speed on major streets. More secure bike parking.	9/19/2018 5:06 PM
18	We need more places to lock up bikes ALL around town. We are okay around main street, but not so good at a lot of the shopping areas. WNC and CHS Welding classes can make these as class projects.	9/19/2018 4:31 PM
19	In some places, bike lanes end abruptly. We need to extend them.	9/19/2018 2:18 PM
20	A safe bike route all along Carson Street.	9/19/2018 1:01 PM
21	Still places without bike racks such as state museum. It is getting better though. Bike lanes that go under highway (on College Pkwy) are weird and feel unsafe where the highway entrance/exits are. Make it clear where it is legal and illegal to ride on sidewalks. Even the Sheriff's Deputies give inconsistent answers.	9/19/2018 12:07 PM
22	There are number of 4 way intersections in town that do not have a stop sign in with direction.	9/19/2018 11:27 AM

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23	Some bike lanes/paths simply end abruptly leaving riders no safe way to proceed, e.g. Roop St between 5th and Robinson.	9/19/2018 9:44 AM
24	Debris in fog lanes Edmonds drive traffic enforcement i.e. semi's on Edmonds is illegal but they use it and it's dangerous Numerous roads are in rough shape- often conditions force cyclist into main lanes	9/19/2018 8:26 AM
25	bike lanes are needed adjacent to hills/open space/private property	9/18/2018 3:39 PM
26	I don't use most shared pathways because the pedestrians occupy the full width of the path. I don't know how to fix that, so I want more bike lanes on existing streets. Chip seal maintenance makes the surface very rough for road bikes. Above 15 mph, mirrors are useless and vision gets blurry. Can slurry or fog seal be done outside the fog line for higher traffic bicycle lanes?	9/18/2018 3:32 PM
27	Bike travel paths are fragmented. Safe crossing of Carson Street (hwy 395) and William Street (hwy 50) is very difficult outside of the downtown core area. Speed limit should be 45mph, not 55mph on William Street (hwy 50) between College Parkway and Arrowhead Drive.	9/18/2018 2:46 PM
28	area has steep hills	9/18/2018 2:23 PM
29	Roop Street is such a vital connector. It would be great if a bike lane could be added from 5th Street north to William Street.	9/18/2018 1:17 PM
30	Passing too closely, very narrow bike lanes, high-speed drivers, usually at least 10+ over the limit along otherwise nice routes.	9/18/2018 1:14 PM
31	There are no dedicated bike paths for average riders. The best bike paths are in the hills and require advanced skills and very supped up mountain bikes.	9/18/2018 1:03 PM
32	Sporadic bicycle lanes on Roop (Beverly to Winnie, Spear to 5th)	9/18/2018 12:10 PM
33	No enough bike paths and bike lanes. We need questions on the DMV driver's testing regarding bicyclists and driver's guidelines.	9/18/2018 11:57 AM
34	1. Bicyclists NOT stopping at stop signs!!	9/18/2018 9:58 AM
35	bike lane added on West King St. from current end point to Longview.	9/18/2018 8:16 AM
36	Trash Distracted driving Stupid planning	9/17/2018 11:05 PM
37	Car Culture -many people just don't see bicycling and walking as transportation options. We're stuck in car-mode.	9/17/2018 7:54 PM
38	The only hazards are the poor habits of bicyclists.	9/17/2018 7:34 PM
39	1. Poor quality bike lanes - narrow, inconsistent surface: widen, make smoother (they are an afterthought to the paving people) 2. Enforce Nevada's 3' law -- measuring from pickup truck mirrors. They are deadly (I know of two fatalities from these). 3. All public facilities should have secure, lit, bike racks.	9/17/2018 4:58 PM
40	There is a terrible manhole/pothole on King Street, roughly west of Carson Middle School. In mottled light, it's hard to see and treacherous for cyclists. This should at least be painted white until repair.	9/17/2018 3:30 PM
41	1. Bicycle riders often ride directly on top of the bike lane markings instead of inside of the bike lane markings. Then as a driver I have to pull into oncoming traffic or slow way down when passing the bicycle rider. That makes me a traffic hazard to on coming cars.	9/17/2018 1:13 PM
42	Curry Street near the Railroad Museum is too narrow, with too high of speed, with blind turns and is dangerous to bikes. Otherwise, bikes have to use the sidewalk on the main drag.	9/13/2018 2:43 PM
43	Old roads trail and street maintance	9/13/2018 12:24 PM
44	Debris in bike lanes. Unconnected bike lanes (lanes end and don't start again)	9/13/2018 9:04 AM
45	Need to be sure to be awarded BFC to continue support in the community for bicyclists	9/13/2018 8:12 AM
46	poor education of drivers, debris in bike lanes, cracks in bike lanes	9/12/2018 2:29 PM
47	1) shared use paths that provide no safe connection to other networks. 2) Shared use paths that have no priority at driveway or roadway crossings making them less efficient and more dangerous than bicycle lanes. 3) Lack of law enforcement officer and driver education as to the proper positioning and interaction of vehicles and cyclists. 4) city is still allowing free-right slip-turns across bike path facilities.	9/11/2018 5:57 PM

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48	1) Because of debris on the roads, bikers tend to ride in the traveling lane of vehicles creating a hazard for both driver and biker.	9/11/2018 3:53 PM
49	traffic speeds in residential areas narrow bike lanes	9/11/2018 3:24 PM
50	Need to improve the number of safe roads with bike lanes or buffered bike lanes. When slurry coating the roads in the community have slurry go all the way to the edge of pavement. Not in between the fog line and the edge of pavement. This causes an unsafe surface area for the cyclist.	9/11/2018 2:58 PM
51	Bike lanes needed on Carson Street - not just in downtown corridor.	8/29/2018 4:39 PM
52	Gaps between safe riding areas, i.e. bike paths to the library are not well marked and accessible, difficult to reach the west side from the east side	8/28/2018 9:49 AM
53	Wide roads with high speed limits. Lack of adequate connectivity in bike infrastructure. Lack of available bike parking outside of downtown.	8/28/2018 7:27 AM
54	Lack of bike parking and lack of bike lanes and not enough police on said roads	8/27/2018 10:24 PM
55	In town has improved a lot but I bike from the outskirts of town. I'm on edmonds and that road is dangerous. A lot of road bikers love this road but I sure wouldn't send my daughter out for a ride without me on it. (She's experienced!)	8/27/2018 9:58 PM
56	Cyclists and drivers need to adhere to law in order to keep everyone safe on the roads.	8/27/2018 9:07 PM
57	none immediately	8/27/2018 7:11 PM
58	Bike theft/lack of secure parking	8/27/2018 6:36 PM
59	1. Some drivers are unaware that they must share the road. There are a lot of lost, distracted tourists here in the summer. 2. Medical Facilities (always telling patients to get more exercise) need bike racks. 3. Cycling south to Minden/Gardnerville requires riding through heavy automobile traffic. Scary!	8/27/2018 4:21 PM
60	I cannot think of any.	8/27/2018 3:57 PM
61	lack of enforcement both for offending bicyclists and drivers, difficult transition areas at major intersections where bicycle/pedestrian travel would help eliminate vehicle congestion if users of alternate transportation felt safer, speed limits on popular "west-side" streets.	8/25/2018 10:46 AM
62	I would like to see secure bike parking in the way of locked cages or fenced areas where bicycles can be parked near the downtown corridor where most capitol city government buildings are located.	8/24/2018 7:06 PM
63	Speed of drivers	8/17/2018 7:21 PM
64	none	8/16/2018 9:15 AM
65	On-street biking is inherently hazardous, but enforcement would be good to improve for Carson City	8/15/2018 12:52 AM
66	Vehicle speed—stepped up enforcement; Vehicle awareness of bicycles.	8/14/2018 6:24 PM
67	There are minimal bike lanes through the commercial districts in the City. There should be more traffic crossings for pedestrians and bikes along the commercial corridors.	8/14/2018 3:27 PM

Q52 Please share up to 3 current community efforts that are deserving of praise.

Answered: 70 Skipped: 48

#	RESPONSES	DATE
1	New bike lanes on Carson St as part of downtown renovation.	10/2/2018 2:43 PM
2	Mountain Bike trails behind WNC are amazing and they keep adding to them.	9/28/2018 5:15 PM
3	Annual bike week Annual ride to work mileage competition	9/24/2018 9:30 AM
4	Muscle powered! Bike racks down town. Building new trails and celebrating our community by organizing bike themed events	9/23/2018 5:50 PM
5	Muscle-Powered trails and advocacy	9/22/2018 9:53 PM
6	Grants for construction of multi-use pathway along south Carson Street	9/22/2018 1:59 PM
7	Muscle Powered Mayor/City Manager/Supervisors	9/22/2018 12:35 PM
8	Trail development Route mapping and signage	9/22/2018 11:26 AM
9	Thank you for community support	9/21/2018 10:20 PM
10	Musclepowered organization, citizens building paths, more Bike paths	9/21/2018 2:30 PM
11	Muscle Powered is a huge benefit to the community in terms of its advocacy for walking and biking safety and education. The City is much more aware generally of bicycle issues than it was 5 years ago.	9/21/2018 1:36 PM
12	lanes, parking,	9/21/2018 9:35 AM
13	1) Muscle Power is a great non-profit that has done a lot to make Carson City more bicycling friendly. 2) Downtown redevelopment turned-out great! 3) The Epic bike event is a big hit...great job hosting it! 4) Kudos to Jeff Potter and other that have built a great trail system for mountain bikers, hikers and horse people.	9/20/2018 9:57 PM
14	Muscle Powered activities across all fronts	9/20/2018 9:34 PM
15	love the new mountain biking trails being built. Because of my previous answers, I'm riding more off road to be safer	9/20/2018 7:17 PM
16	Our middle/high school mountain bike team is setting the example for their peers Incorporating trails, paths and lanes into new development/redevelopment Calmer roads that balance the needs of different users	9/20/2018 11:23 AM
17	Active community participation of Muscle Power Bringing in popular events for biking	9/20/2018 12:47 AM
18	State passed the law govng bicycles three feet NdOt is using Bike friendly grates and slurry seal. New bike paths downtown and bike paths along the new bypass highway.	9/20/2018 12:18 AM
19	New roadways are bike friendly	9/19/2018 9:15 PM
20	Muscle powered!	9/19/2018 6:06 PM
21	Community has provided more bike lanes, provided new bike trails and added activities for bicyclists.	9/19/2018 5:06 PM
22	1) Bike Habitat and Muscle Powered does an event every May that helps get things going. However, this year they road on the path near the freeway where bikes are NOT allowed. It's an event that can use more support from the city and hopefully grow bigger. 2) the bike/walk/run on the freeway (all too rare) are very cool. We need more eve ts like this just to celebrate healthy life choices. Maybe set them downtown and close of some streets for a bit. 3) Bike to Work month is great! It has potential to turn help people see the benefits.	9/19/2018 4:31 PM
23	Redevelopment of the main street through Carson City included adding bike lanes and bike racks through the downtown corridor. Currently, side streets are under renovation.	9/19/2018 2:18 PM

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24	The bike routes that we do have are in excellent condition and I really enjoy them. I love that they have a bike valet at the Farmer's Market!	9/19/2018 1:01 PM
25	Including bike paths in a lot of city planning efforts. Adding bike paths to downtown Carson Street retrofit. Adding additional bike racks downtown.	9/19/2018 12:07 PM
26	Whenever roadwork is done, an effort is made to add bike lanes. Bike racks are being added in many places around town.	9/19/2018 11:27 AM
27	Slowly, but surely new paths and lanes are appearing. It looks like planners are trying to consider cyclist's needs.	9/19/2018 9:44 AM
28	There are more bike lanes - they need to be swept regularly however Offering this survey to try to improve	9/19/2018 8:26 AM
29	Muscle Powered's effort to construct the Capital to TRT and Lincoln Bypass trails	9/18/2018 3:39 PM
30	New projects appear to make an effort to be bicycle friendly.	9/18/2018 3:32 PM
31	Acquisition of additional greenspace and land for connectors. Bicycle parking areas.	9/18/2018 2:46 PM
32	Trail Building by Muscle Powered Bicycle Advocacy by Muscle Powered Carson City's redesign of South Carson Street	9/18/2018 1:17 PM
33	Muscle powered, connecting existing bike infrastructure, Carson Open Spaces	9/18/2018 1:14 PM
34	None. Carson City is one of the worst community for bike riders. It should not be listed as bike friendly unless you are only talking about advanced mountain biking which only can be accessed by advanced riders with expensive equipment.	9/18/2018 1:03 PM
35	Excellent development of new trails and access routes.	9/18/2018 12:10 PM
36	Increased bike paths, bike lanes and bike parking.	9/18/2018 11:57 AM
37	1. GREAT sheriff office! 2. Reasonable enforcement practices.	9/18/2018 9:58 AM
38	Muscle Powered, Jeff Potter	9/18/2018 8:16 AM
39	Trails development Bike Week	9/17/2018 7:54 PM
40	None	9/17/2018 7:34 PM
41	1.Muscle-Powered's tremendous involvement in the community in every way - advocacy, trail-building, focal point for bicycle issues 2. The Eagle Valley Trails Committee's volunteer but professional amendment to the City's pathways master plan 3. The Epic Rides competitive bike race contract	9/17/2018 4:58 PM
42	The new bike path is terrific. Future plans for more bike paths are well thought out. MusclePowered is superb at bicycle advocacy in Carson City.	9/17/2018 3:30 PM
43	Muscle Power group seems to be very knowledgeable in ensuring safety for all bike riders.	9/17/2018 1:13 PM
44	1. Local volunteer trail building.	9/17/2018 12:27 PM
45	Hosted the Epic Ride (huge volunteer effort) Is actively building and permitting new trails Is actively supporting and promoting bike riding.	9/13/2018 2:43 PM
46	Building new trails for biking, monthly trash mobs, organized weekly rides.	9/13/2018 12:24 PM
47	Silver Sage Improvement New bike paths	9/13/2018 9:04 AM
48	The application for BFC The work local non-profit does - Muscle Powered A recently adopted trail plan	9/13/2018 8:12 AM
49	bike lane availability, bike laws to protect cyclists, and extension of bike paths	9/12/2018 2:29 PM
50	1) complete street redevelopment of old downtown, 2) required bicycle safety education for all elementary students	9/11/2018 5:57 PM
51	1) Parks building bike paths. 2) New clearly marked bike paths in several areas of Carson City	9/11/2018 3:53 PM
52	We do have bike lanes We do have places to lock bikes	9/11/2018 3:24 PM
53	they have added more bicycle lanes. they have just hired a new bicycle/pedestrian coordinator that has a lot of planning experience that should assist in improving the community for cyclist.	9/11/2018 2:58 PM

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54	Bike racks and new bike lanes in downtown corridor. Bike map produced by Muscle Powered 501c3.	8/29/2018 4:39 PM
55	The path being planned along south Carson Street, the new path along South Carson just before Highway 50 and the bike lanes through downtown	8/28/2018 9:49 AM
56	Bike infrastructure included in unified transportation plan, downtown Complete Street project, recreational soft surface trails	8/28/2018 7:27 AM
57	Muscle powered!!! Thank you. Nica - Senators Cycling for getting more kids on bikes and involved.	8/27/2018 9:58 PM
58	Muscle Powered and their building and maintenance of trails. NICA with their efforts to get more kids on bikes and to instill a love of biking and trail advocacy in the next generation.	8/27/2018 9:07 PM
59	muscle powered trail building for bicycles. carson city off road!!!! and the bike racks all along business district!	8/27/2018 7:11 PM
60	Muscle Power, Artistic Bike Rack Program, Levitt AMP Carson City placemaking efforts	8/27/2018 6:36 PM
61	1. Bike Valet at many public events. 2. A new bike maintenance station is being installed downtown. 3. Community/volunteer support to build bike trails near Carson City.	8/27/2018 4:21 PM
62	Bike week is an annual event that our community participates in. Muscle Powered bike valet at the farmers market. Constant community presence, including an awesome booth at the Carson city off road, regular organized bike rides through social media, and safety presentations at local schools.	8/27/2018 3:57 PM
63	The many bike-related activities hi-lighted each May with bike month, decorative bike rack project in several areas of the city, further development of the "downtown area" with the Curry street project.	8/25/2018 10:46 AM
64	Muscle Powered has been involved with trail building/maintenance in the Sierra foothills which has resulted in a professional mountain bike race signing a 5 year contract with the City. Muscle Powered is also involved with a custom bike rack project that will result in 20 new custom built artistic bike racks in town. Carson City was recently awarded a federal TIGER grant in the amount of \$17.5 million, a portion of which is going to to the construction of Carson City's first protected bike lane.	8/24/2018 7:06 PM
65	The effort of adding bike paths has been great. While overall connectivity is in progress, the progress to this point has been great!	8/22/2018 10:54 AM
66	Inclusion of bike paths and lanes in planning	8/17/2018 7:21 PM
67	applying for leagues BFC A master plan addition of bike soft trails a soft trail plan done by citizens group	8/16/2018 9:15 AM
68	Multi use path system connects residential and commercial, elected officials support connectivity, path facility is expanding systematically	8/15/2018 12:52 AM
69	1. Muscle Powered nominated for top non-profit in Northern Nevada and came in second; 2. Envision 2006 which established the master plan for Carson City which focused on complete streets; 3. Received \$7.5M Federal TIGER grant this year for complete street infrastructure projects.	8/14/2018 6:24 PM
70	Miles of new bike lanes have been built, New bike racks have been installed and a pedestrian/bike friendly downtown has been constructed.	8/14/2018 3:27 PM

Q53 If you have other comments or feedback that you would like the community to receive regarding their Bicycle Friendly Community status, please describe below.

Answered: 34 Skipped: 84

#	RESPONSES	DATE
1	I'm so grateful to the people in our community who are actively working toward better bicycle options.	9/28/2018 5:15 PM
2	While Carson City is not as bike friendly as somewhere like Portland, it is much more bike friendly than many other places I have lived. There are some bike lanes, and drivers generally yield to and give room to cyclists. Many school children also ride their bikes to and from school.	9/24/2018 9:30 AM
3	Thanks for all you've done. Keep it up	9/22/2018 12:35 PM
4	Carson City is going in the right direction	9/21/2018 2:30 PM
5	Do all we can to encourage kids to arrive on foot or by bike at school during the nice months. Encourage families to ride.	9/20/2018 11:23 AM
6	The amount of fantastic trails, beautiful scenery and weather provide a center piece of bike riding	9/20/2018 12:47 AM
7	The new art is good for the bikes too	9/20/2018 12:18 AM
8	NDOT has great resources on bike safety, but they are not easily found outside of bike and safety events. Also, look at how Davis, CA does it with the community. They have been doing it right for a long time.	9/19/2018 4:31 PM
9	Ease of bicycling downtown brings more people, including pedestrians, and has helped revive the community.	9/19/2018 2:18 PM
10	I like that Muscle Powered provides free bike parking at the Saturday Farmers Market. Wish they would do it at all the Mills Park carnivals too.	9/19/2018 12:07 PM
11	If paths or lanes are put in, they must be maintained or cyclist rides in main lanes. Many roads need improvement and Edmonds drive is more dangerous than any road in town because it's narrow, speed isn't enforced and semis use it often	9/19/2018 8:26 AM
12	Muscle Powered puts on outstanding Bike Month events and consistently advocates for bicycle safety, trails, and bike lanes.	9/18/2018 3:39 PM
13	Bicyclists must take responsibility for their own safety by obeying traffic laws, wearing helmets and making themselves visible!	9/18/2018 2:46 PM
14	Keep up the great work making Carson City more and more bicycle friendly!	9/18/2018 1:17 PM
15	Moving in the correct direction! Every new road should include bike lanes or sufficient shoulder space for cyclists	9/18/2018 1:14 PM
16	We need more bike paths for average riders. It does not need to be paved necessarily, but it should be a continues path that goes for more than 5 miles and can be navigated by average rider with an average bike.	9/18/2018 1:03 PM
17	Education for drivers and bicyclists regarding driving laws and courtesy. I see many bicyclists riding on sidewalks, thru crosswalks and going the wrong direction on the road. Also drivers stopping for bicyclists at intersections encouraging them to cross while other traffic is still coming as they don't understand bicyclists are supposed to obey the same laws as vehicle drivers. Many bicyclists also don't understand those laws either.	9/18/2018 11:57 AM
18	City lacks connectivity of bike lanes and paths.	9/18/2018 8:16 AM
19	Weather is generally great for cycling, the city is basically flat... we should be "Biketown, Nevada".	9/17/2018 4:58 PM
20	I enjoy riding my mountain bike on the lower trails on the West Side. But I know I would enjoy them even more with a few signs. Can we come up with 3 or 4 creative trails within this mish-mash and put up some signs? Thanks!	9/17/2018 3:30 PM

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21	Carson is a wonderful biking community and is involved in helping others with their races and trails.	9/13/2018 12:24 PM
22	Carson City needs to focus less of "bicycle lifestyle" and more on real bicycle mobility, connectivity and education. Many of the local events (such as night rides) place pedestrians, drivers and cyclists at risk choosing a demonstration of cycling lifestyle over setting an true safety example and emphasizing responsible riding. The message from law enforcement, advocacy, the school district and local government should focus on responsible riding and sharing the road.	9/11/2018 5:57 PM
23	Carson City is a beautiful town to ride your bike.	9/11/2018 3:53 PM
24	Keep moving forward so citizens will ride more often in travel ways either lanes or paths where they can be more secure around vehicle traffic.	9/11/2018 3:24 PM
25	Continue to work with Muscle Power, NDOT and other agencies to continue to improve the connectivity of bike lanes and bike paths, shared use paths etc. in the community and the surrounding counties.	9/11/2018 2:58 PM
26	The continuing work being done on the the Freeway Multi-use Path. Do need to work on more east - west connections	8/28/2018 9:49 AM
27	Carson City is on a strong path with future bike infrastructure improvements bit needs to think of being a bike and pedestrian friendly city less as a quality of life add, and more as part of a sustainable development pattern. Bike lanes and sidewalks will only get the city so far if the development pattern is so low density that things are too far away to walk or bike to. To make a truly walkable and bikeable city, fill in the empty space (including parking lots) around town so more residences and the businesses they need are within walking and biking distance.	8/28/2018 7:27 AM
28	we really deserve this!!!!!!	8/27/2018 7:11 PM
29	Our community leaders are very supportive of the bicycling community! Thank You!	8/27/2018 4:21 PM
30	Carson City deserves this designation. Our community of volunteers and our city supervisors and our Mayor consistently show their dedication to this cause. My bicycle-obsessed family would like to extend our gratitude to our community for all of its efforts!	8/27/2018 3:57 PM
31	There are approved funds going towards expanding the current multi-use paved path system in Carson City to eventually complete a connected loop around the entire city.	8/24/2018 7:06 PM
32	A very supportive Board of Supervisors and dedicated RTC staff to insure the best efforts are put forward for funding opportunities and adopting "complete streets" for new roadways or upgrades to existing. And an excellent relationship with NDOT on bike projects in the community	8/16/2018 9:15 AM
33	Need funding support for maintenance, public and private	8/15/2018 12:52 AM
34	Communities that are bicycle and pedestrian friendly are healthier communities where people can feel comfortable living, working and raising a family.	8/14/2018 6:24 PM