

INTERLOCAL COOPERATIVE AGREEMENT

This Agreement is dated and effective as of _____, 2021, by and between the City of Reno, Nevada (“CITY”) and the Regional Transportation Commission of Washoe County (“RTC”).

W I T N E S S E T H:

WHEREAS, the parties to this Agreement are public agencies and authorized to enter into agreements in accordance with Chapter 277 of NRS; and

WHEREAS, pursuant to NRS 277.180, if it is reasonably foreseeable that a public agency will be required to expend more than \$25,000 to carry out such an agreement, the agreement must set forth fully the purposes, powers, rights, objectives and responsibilities of the parties, be ratified by appropriate official action of the governing body of each party, and be in writing; and

WHEREAS, CITY and RTC intend to cooperate on a study to analyze and provide recommendations on placemaking strategies, urban design, mobility, and other items related to the vitality of the Virginia Street corridor between 9th Street and Liberty Street (the “STUDY”); and

WHEREAS, CITY will enter into a contract with a qualified consultant to perform the scope of work, in substantially the form attached as Exhibit A, necessary to complete the STUDY; and

WHEREAS, RTC will participate in the development of the STUDY and will reimburse CITY for 50% of the costs of the contract with the consultant, in an amount not-to-exceed \$75,000; and

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

CITY AGREES:

1. To enter into a contract with a qualified consultant to perform the scope of work, in substantially the form attached as Exhibit A, necessary to complete the STUDY.
2. To assign a project manager to manage the contract with the consultant.
3. To allow RTC’s project manager an opportunity to provide input on the final scope of work and cost of the STUDY, and to review and approve the contract with the consultant prior to execution.

4. To allow RTC's project manager to provide input during the development of the STUDY, and to review, comment on, and approve drafts of the STUDY.

5. To invoice RTC within 60 days of the completion of the STUDY, in an amount not-to-exceed 50% of the costs of the contract with the consultant or \$75,000, whichever is less. City shall submit the invoice to accountspayable@rtcwashoe.com.

RTC AGREES:

1. To assign a project manager to provide input on the final scope of work and cost of the STUDY, to review and approve the contract with the consultant prior to execution, to provide input during the development of the STUDY, and to review, comment on, and approve drafts of the STUDY.

2. To reimburse CITY for the actual costs of the STUDY in an amount not-to-exceed 50% of the costs of the contract with the consultant or \$75,000, whichever is less.

3. To remit payment within forty-five (45) calendar days following receipt of an invoice from CITY.

IT IS MUTUALLY AGREED:

1. That each party will cooperate with the other party and their employees and agents in carrying out their respective responsibilities under this agreement.

2. That each party will assist the other party in communicating with the public regarding the provisions of this agreement.

3. That all communications/notices required pursuant to the Agreement shall be given as hereinafter provided, unless written notice of a new designee is sent certified or registered mail, to the other party, as follows:

RTC: Dan Doenges
Planning Manager
Regional Transportation Commission
1105 Terminal Way, Suite 108
Reno, Nevada 89502
(775) 335-1901

CITY: Jeff Limpert
Revitalization Manager
City of Reno

1 East First Street
Reno, NV 89501
Phone: (775) 657-4573

4. Subject to the limitations of Chapter 41, each party agrees to indemnify, defend and hold harmless the other party from and against any liability including, but not limited to, property damage and personal injury or death, proximately caused by the negligent acts or omissions of its officers, employees and agents arising out of the performance of this Agreement.

5. That the laws of the State of Nevada shall be applied in interpreting and construing this Agreement.

6. That the legality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement.

7. That this Agreement constitutes the entire contract between the parties and shall not be modified unless in writing and signed by the parties.

8. That it is not intended, and this Agreement shall not be construed, to provide any person or entity not a party to this Agreement, with any benefits or cause of action or to obligate the parties to this Agreement to any entity or person not a party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized officers the day and year first above written.

**REGIONAL TRANSPORTATION COMMISSION
OF WASHOE COUNTY**

BY: _____
Bill Thomas, AICP, Executive Director

CITY COUNCIL OF RENO, NEVADA

By: _____
Hillary L. Schieve, Mayor

ATTEST:

APPROVED AS TO FORM AND CONTENT:

BY: _____
City Clerk

BY: _____
Deputy City Attorney

Downtown Virginia Street Urban Placemaking Study

General Scope of Work

Subject to Change

Purpose and Objective

Project Limits: Virginia Street Corridor: Sierra Street to the west, Lake Street to the East, 9th Street (University Gateway) to the north, and Liberty Street to the south.

Project Objective: The purpose of this project is to conduct an analysis of the Virginia Street corridor and work with stakeholders to identify a unified vision, while addressing such elements as land use, economic development, urban form, accessibility, safety, and livability.

Project Need: Downtown Reno, and the community at large, is experiencing significant growth and investment in residential, commercial, and industrial development. City officials and regional partners are seeking to create a vibrant and inviting downtown core in which people will make as their destination to socialize, recreate, dine, and shop. Virginia Street is the main north-south arterial that runs through the heart of downtown Reno. Staff from the City of Reno and the Regional Transportation Commission (RTC) coordinated to develop a downtown circulation plan as part of the RTC's recently approved 2050 Regional Transportation Plan (RTP). The RTP identified planning-level transportation improvements to enhance connectivity across different modes of transportation as well as general safety improvements within the downtown core. The need for this study arose as a means to create a vision for the corridor that will support continued vitality of the downtown area and better understand the relationship and role Virginia Street should have to the surrounding uses, events, residents, businesses, and visitors.

The CONSULTANT is responsible for conducting tasks 1 through 5 as listed below to conduct the Downtown Virginia Street Placemaking Study. To conduct this work, the City of Reno will provide the consultant copies of prior City of Reno and RTC studies.

The study will utilize an experienced urban design firm that has successfully facilitated robust stakeholder engagement processes over a limited time period. The CONSULTANT must gain the confidence of the staffs of Reno and RTC, the elected officials of the City of Reno, Washoe County Board of County Commissioners and the RTC Board. Business and resident stakeholders and interest groups (e.g., Downtown Reno Partnership, Truckee Meadows Bicycle Alliance, and University of Nevada Reno) must feel included and heard in the development of the vision.

The desired deliverable is a narrative and graphics that define a vision for the future function and character of Virginia Street. This vision must include a definition of the desire and nature of facilitating (or excluding) vehicles, buses, bicycles, and pedestrians, at a minimum, and how various transportation modes may enhance or detract from achieving the desired vision.

Task 1: Project Management

- 1.1 Perform day-to-day work to administer interrelated activities, manage personnel and resources, prepare and submit monthly invoices, monitor schedules and budgets, and prepare and distribute project progress reports as required.
- 1.2 Organize and conduct an initial kick-off meeting to clarify and refine study schedule, discuss overall study objectives, establish project management team's roles and responsibilities, and identify potential information sources.
- 1.3 Organize and conduct weekly status meetings (or as needed) with the key staff on the project team to explain the study progress, details and seek consensus on the tasks and milestones.
- 1.4 Provide frequent communication with City project manager, team leads, and subconsultants (if applicable) to ensure that all project activities move forward in a coordinated manner.
- 1.5 Within two weeks of the notice to proceed (NTP), the consultant team will provide a detailed work plan for the project which includes timelines for major milestones. The work plan will be delivered to the City project manager for review and comment.
- 1.6 Provide materials to City staff to present to relevant committees.

Deliverables:

- Schedule,
- Presentation and meeting materials where applicable, and
- Monthly invoices tied to major milestones or timeframes, including percentage of work plan that has been completed as described in Task 1.5.

Task 2: Information Gathering and Analysis

- 2.1 CONSULTANT will review and synthesize the analysis and recommendations of other recent studies and projects in the corridor as described herein. Studies and projects include, but are not limited to, the following:
 - RTC 2050 Regional Transportation Plan (RTP) – specifically Appendix G: Downtown Reno Circulation Study
 - City of Reno Master Plan (ReImagine Reno)
 - Virginia Street Transit Corridor – Urban Land Institute Study (2016)
 - Virginia Street Corridor Investment Plan
 - Bicycle Facility Alternatives Analysis for Center, Sierra, and Virginia Streets

- Center Street Cycle Track 30% design/Virginia Street cross-sections
- RTC Bicycle & Pedestrian Master Plan
- RTC Complete Streets Master Plan
- Downtown Action Plan
- University of Nevada Campus Master Plan 2015 - 2024

2.2 CONSULTANT will undergo a data collection effort to identify design characteristics and streetscape elements on Virginia Street. As part of this task, the team will:

- a. Inventory existing streetscape elements including such features as sidewalk characteristics and hardscape facilities (i.e., infrastructure, street furniture, art, historic and iconic features), building facades, landscaping, parking, building access, and lighting.
- b. Work with City staff to identify relevant City ordinances and building codes that either support or discourage specific design elements along the Virginia Street corridor.
- c. Work with City staff to identify major trip attractors and amenities as well as recurring special events for consideration as part of overall vision and design of Virginia Street.
- d. Work with City and RTC staff to identify both existing and planned transportation connections/significant intersections along Virginia Street for various modes such as transit routes, bicycle facilities, and multi-use paths (i.e., Riverwalk).
- e. Address accommodations for potential future micromobility needs (bikeshare, scooters, bike racks/lockers, parking corrals, etc.), as well as general curb management best practices.
- f. Identify existing and planned land uses; develop an inventory of vacant or underutilized land in the corridor.
- g. Market analysis for growth of existing businesses and attraction of new businesses, destinations, and land uses.
- h. Explore how parks, plazas, and open space, such as City Plaza, CitiCenter Plaza, and West Street Plaza should be utilized or transformed to support the overall vision.
- i. Assess parking and loading zone inventory and needs.

Deliverables:

- Data, maps, and summery information about existing conditions
- Presentation materials to summarize findings

Task 3: Visioning and Alternatives Development

3.1 CONSULTANT will facilitate development of a community-based vision for the future of

Virginia Street in Downtown

3.2 CONSULTANT will develop planning-level concepts and design alternatives for the Virginia Street. To perform this task the CONSULTANT will:

- a. Identify options for effectively managing the Virginia Street corridor, including street closures, public-private partnerships, and special events.
- b. Identify strategies to activate public spaces on Virginia Street, including the orientation of storefronts, mix of businesses and attractions, and streetscape improvements.
- c. Assess public safety concerns and develop strategies to build on recent improvement in these areas.
- d. Create sketches (format TBD) of various segments of Virginia Street for comparison to be used in visioning exercise, which address the elements identified above.
- e. Provide examples of existing downtown locations of similar-sized cities featuring successful redevelopment efforts.
- f. Develop a preferred alternative for a vision of Virginia Street through public and stakeholder input.

Deliverables:

- Virginia Street Urban Placemaking examples,
- Alternative planning-level sketches for discussion,
- Preferred design and renderings for Virginia Street vision.

Task 4: Stakeholder Engagement and Public Involvement

4.1 The CONSULTANT will attend and facilitate interviews and/or meetings with stakeholders as identified by the City. At a minimum, it is contemplated that the following in-person activities will occur:

- Initial site visit and meeting with key Reno and RTC staff to gather background information and set context for the study. This task will also include refining the scope of work and project schedule;
- Individual or small group stakeholder interviews in Reno. Two to three days (depending on number of stakeholders identified). In-person interviews are to include Reno City Council members who choose to participate;
- A stakeholder interviews report summarizing and characterizing the information gathered along with preliminary recommendations;
- Group meeting(s) in Reno to present draft recommendations for the vision;

- Presentation of the final report to Reno City Council at a public meeting.
- 4.2 CONSULTANT will facilitate project Technical Advisory Committee (TAC) meetings, including representatives from the City of Reno, RTC, and other agencies as appropriate, to be held during the study period. The purpose of the TAC is to review technical study issues and provide technical guidance for development of alternatives by the stakeholder group. A total of three (3) meetings is anticipated to be conducted for the duration of the project.
- 4.3 CONSULTANT will undertake public involvement activities with the goal of maintaining a dialogue as to the future of the corridor. This will be accomplished through active engagement of stakeholder groups and activities as follows:
- a. In coordination with staff, the CONSULTANT shall develop presentation materials to convey progress throughout the development of the study.
 - b. The Consultant shall identify community activities that provide potential opportunities to engage the public and solicit feedback on the study.
 - c. The CONSULTANT shall compile the results of public engagement into a Public involvement memorandum.
 - d. The CONSULTANT will work with Reno and RTC staff to develop an informational video and online public survey.
 - e. The CONSULTANT shall reserve social media accounts and develop a website to serve as an information resource regarding development of the study. Management of the pages will include proactively posting appropriate project information, graphics, and photographs, connecting with appropriate agencies and stakeholders, and monitoring online conversations to correct misinformation. The CONSULTANT will develop a monthly schedule of messages in coordination with City communications to be posted several times each week.
 - i. CONSULTANT will develop a comprehensive Stakeholder database for review and approval by City. Consultant will maintain and update the database in a format approved by the City. The consultant will provide the City with the final database at the end of the study.
 - ii. CONSULTANT will conduct stakeholder meetings with neighborhood groups, businesses, or other interested organizations with a stake in project implementation along the corridor. The purpose of the meetings are to facilitate a visioning exercise and identify a preferred alternative based on input.
 - iii. The CONSULTANT will coordinate with City staff on all logistics for the stakeholder meetings including invites, securing meeting locations, agendas, meeting materials, and equipment and meeting and action items. The

consultant will provide a final Stakeholder engagement memorandum to the City at the end of the study.

Deliverables:

- Agenda, meeting materials and minutes of meetings,
- Public involvement memorandum, and
- Stakeholder engagement memorandum.

Task 5: Implementation and Financing Plan

- 5.1 Under this task CONSULTANT will identify funding sources and prepare an implementation plan for short- and long-term improvements. CONSULTANT, along with input from stakeholders, will use a range of metrics to evaluate potential improvements, prior to including them in an overall implementation plan for the corridor. The evaluation information will be displayed in a typical criteria matrix format. This type of display will enable decision makers to see, at a glance, how each project or strategy compares overall. This evaluation matrix will be used to develop a tentative list of strategies by proposed implementation order. Stakeholder input is critical at this stage prior to finalizing a list of projects by proposed implementation order. Additionally, the CONSULTANT's team will identify potential funding sources in a parallel effort and will enhance stakeholder's capacity to secure resources in the future.
- 5.2 CONSULTANT will prepare a conceptual design level plan for improvements and strategies. This will include concept layouts and cost estimates.
- 5.3 CONSULTANT will prepare a draft implementation and financing plan and distribute it for review to the City of Reno and other partner agencies and revise based on any comments received before finalizing. The desire is to have a draft report due within 120 days after the NTP with the final deliverable due within 180 days after the NTP. Alternative schedules may be proposed.
- 5.4 CONSULTANT will present findings of the Downtown Virginia Street Urban Placemaking Study to City Council within 180 days after the NTP. Alternative schedules may be proposed.

Deliverables

- Electronic copy of the draft report to the City of Reno and participating agencies,
- Electronic copy of the revised report to the City of Reno and stakeholders, and
- Ten hard copies of the final report and an electronic copy.