

**Coronavirus State and Local Fiscal Recovery Funds**

**City of Reno Subrecipient Agreement**

**Project Name: River Corridor Planning Services for the Truckee  
River Plan**



























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**To:** Amy Pennington, City of Reno  
**From:** Brandon Sobiech, Principal, Dig Studio  
Lauren Jarrett, Senior Associate, Dig Studio  
**Date:** October 3<sup>rd</sup>, 2023  
**Subject:** Proposal for Landscape Architectural Services for the Truckee River Plan

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Dear Amy,

Dig Studio is pleased to present The City of Reno the following Scope of Services to provide Professional Services for the Truckee River Plan. This will include thorough site evaluation, visioning, stakeholder engagement, public involvement and a final implementation and financing plan. Dig Studio anticipates the scope of work to be the area identified in the Request for Proposals, stretching from the Reno/Sparks boarder to the California State Line. Additional study area is included east of Sparks along the Reno-Sparks Indian Colony lands.

The current project schedule outlines a process to deliver preliminary recommendations for allocating the ARPA funds available to the City of Reno by the February 2024 City Council meeting; with the final Vision and Implementation Plan to be presented to council by April of 2024. The total number of meetings is identified in the 'Deliverables' section of each task below.

Dig Studio anticipates this contract to begin **October 25<sup>th</sup>, 2024 and extend to 27 weeks (189 Calendar Days) to May 1<sup>st</sup>, 2024**. The current project schedule dates listed throughout are based on correspondence with the City of Reno and may be modified with Client approval. The total number of meetings is identified in the Deliverables section under each task. For the professional services described in the following Scope of Work, Dig Studio proposes the following Professional Fee, to be completed on an Hourly Not-to-Exceed Basis.

#### **Scope and Fee for services to be provided by Dig Studio and Design Team**

Each Design Team Member's sub-contract including scope of work and fees are attached at the back of this document. Our Team's proposed services include the following:

- **Project Management** of consultant team, administrative tasks, and project design deliverables by **Dig Studio (DS)**
- **Community and Stakeholder Outreach** by **BerryDunn (BD)** in collaboration with Dig Studio (DS)
- **Land Use Planning Analysis and Design Recommendations** by Dig Studio (DS) in collaboration with
  - **Arts and Culture Analysis and Design Recommendations** by **NineDots Arts (NDA)**
- **Parks and Open Space Analysis and Design Recommendations** by Dig Studio (DS)
- **Multi-modal and Connectivity Analysis and Design Recommendations** by Dig Studio (DS)
- **Safety and Sustainability Analysis and Design Recommendations** by Dig Studio (DS) in collaboration with
  - **River Analysis and Design Recommendations** by **Calibre Engineering (CE)** – Formerly S20
- **Implementation and Financing Plan** by **BerryDunn (BD)** in collaboration with Dig Studio (DS)

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#### **Detailed Scope of Work:**

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##### **Task 1 – Project Management**

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The scope and deliverables outlined in Task 1 highlight a highly collaborative project and a team-oriented approach with an engaged and interactive project management style.

**Task 1.1 – Project Meetings.** Dig Studio shall arrange for a **Kickoff Meeting (1)** through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Dig Studio's Design Team shall then meet with the City and participating agencies for **Weekly Scheduled Project Meetings (14)** to report project progress,

identify key issues, and review schedule, work completed, and deliverables status. Dig Studio will coordinate with City of Reno to schedule meetings and create meeting agendas. Meeting minutes documenting the decisions made and action items shall be prepared by Dig Studio and submitted to the attending parties.

**Task 1.2 – Project Schedule.** Dig Studio shall maintain a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

**Task 1.3 – Coordination of All Submittals.** Dig Studio shall coordinate the formatting and delivery of each submittal as required per task; both digital and hardcopy, as outlined in this proposal. As project manager Dig will coordinate all sub-consultants' deliverables and submittals; both individual and team wide.

**Task 1.4 – Project Administration.** Dig Studio shall establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the City. Dig Studio shall track all project correspondence within the team and with the City to ensure project progress, direction, and details are recorded for clear and open communication as well as, informed decision making. Dig Studio will submit timely and properly formatted invoices to the City Project Manager and Contracts Manager.

#### **Task 1 Deliverables:**

##### **Meetings with Client: (15 Total Meetings)**

- Project Kick-Off Meeting (1)
- Project Design Meetings w/ City (14 Total)

##### **Project Schedule**

- Create and Maintain Project Schedule through Final Plan Deliverable

## **Task 2 – Information Gathering & Analysis**

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### **Task 2.1 – Site Survey + Data Gathering**

Dig Studio and Design team will perform a 2-3 day walking/cycling survey of the length of the trail within scope of this project. The design team will document existing conditions such as trail quality, safety, riverbank erosion, and access points. We will evaluate site elements contributing to the corridor's character, from site furnishings to lighting to art installations, forming a comprehensive database to create a foundation for decision-making. This on-site exploration will go hand in hand with GIS data collection, identifying existing and planned mobility connections, existing and planned land uses, land ownership and adjacent public spaces. We will also work with City staff to identify relevant laws, ordinances, and codes necessary for any future development.

### **Task 2.2 – Assess existing conditions, opportunities, and constraints.**

Dig Studio will assess existing conditions, opportunities, and constraints. The design team will incorporate data and analysis into graphic and written formats for presentation and discussion with the public, stakeholders, City and County Staff, and other involved entities. Includes Site Due Diligence and Research and Applicable Code Review.

#### **Task 2 Deliverables:**

##### **Design Team Deliverables**

- Existing Conditions and Site Analysis Report; including data, maps and summary of existing conditions.
- Relevant Code and Previous Studies Review

## **Task 3 – Visioning & Alternatives Development**

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### **Task 3.1 – Visioning & Alternatives Development**

Based on the site analysis and data gathered in Task 2 and Stakeholder and Community Input gathered in Task 4, Dig Studio and the design team will prepare alternatives for improvement recommendations along the river corridor. Prior to drafting the plan, our team will craft a vision statement and build guiding principles (project goals) that reflect the values of the community and river stakeholders. These guiding principles will provide a lens to evaluate concept alternatives and provide a metric for decision making. Draft recommendations and strategies will be documented within a Truckee River Corridor Plan that is structured around these four pillars:

- Land Use & Design
- Micro-mobility & Connectivity
- Parks and Open Space

- Safety & Sustainability

### **Task 3 Deliverables:**

#### **Design Team Deliverables: (8.5 x 11 or 11x17 PDF Document)**

- River Revitalization Present Project / Best Practices Studies
- Alternative Plans, Studies and Diagrams for **each pillar**:
  - Land Use/Design
    - Identify Land Ownership Conflicts and Potential Land Acquisitions.
    - Identify Easements and strategies for Maintenance Agreements with Adjacent Property Owners
    - Wayfinding and Signage Plan
    - Arts and Culture Plan
    - Furnishing and Elements Plan
  - Micro-mobility/Connectivity
    - Identify Additional River Access Points
    - Identify Regional and Community Trail Connections
    - Provide Strategies for repairing Missing Trail Links
    - Trail Width Analysis and Trail Widening Strategies
    - Accessibility Assessment and Recommendations
    - On-Street, Underpass and River Crossing Recommendations
  - Parks/Open Space
    - Identify Existing Park Spaces by service type.
    - Perform condition assessment to determine level of improvement needs (Preserve / Enhance / Transform)
    - Prepare sketch concepts and program recommendations for key public spaces.
    - Prepare recommendations for water recreation additions / improvements.
  - Safety/Sustainability
    - Trail Materiality Assessment and Recommendations
    - Address Lighting Improvements
    - Provide strategies to mitigate river health issues identified during river assessment. Recommendations are expected to include mitigation strategies for bank erosion, channelization, pollution, ecology, and habitat.
- Plan Recommendation Matrix:
  - Matrix that outlines plan recommendations based on priority and cost impact for Council Consideration.

### **Task 4 – Stakeholder Engagement & Public Involvement**

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#### **Task 4.1 – Public Engagement Program**

Dig Studio and BerryDunn will work with the City of Reno Public Outreach Coordinator to develop a robust stakeholder engagement and public involvement plan for the Truckee River Plan that will feature a variety of outreach methods. As we develop a Stakeholder Engagement Strategy with the City, we will discuss both virtual and in-person options, identify key stakeholders and collaborators, develop a schedule for the promotion and coordination of stakeholder input events, and identify specific stakeholder interview and focus group questions.

#### **Task 4.2 – Stakeholder Interviews / Public Meetings**

Internal engagement with the City will include interviews and focus groups with leadership, management, and staff to conduct fact-finding activities, focusing on potential programs and services provided within the corridor. We have planned for meetings with:

- The City of Reno Parks and Recreation Department
- Reno City Council members
- Washoe County Parks and Open Space Team members
- Washoe County Commissioners
- Army Corps of Engineers
- One Truckee River
- City Council Members
- Other groups as defined in Task 4.1, Public Engagement Program.



In addition to stakeholder interviews, the Design Team will facilitate two round of general public participation. We feel the going to the public is one of the best ways to solicit meaningful feedback. We plan to participate and integrate into planned river markets and festivals and prepare materials for public display and information gathering. We anticipate two participation points: Once in early to mid November as part of visioning to collect desires and wants while noting areas of concern. And second, in mid-January, to solicit feedback to initial design alternatives and river strategies.

#### **Task 4.3 – Technical Advisory Board Meetings**

We will work with the Client to determine the make up of the Truckee River Technical Advisory Board (TAC). Outside of staff and stakeholder meetings, The Design Team will meet monthly with the TAC to report progress and gain feedback on alternatives.

#### **Task 4.4 – Develop Project Website and Engagement Portal**

We will work with City staff and the TAC to create a customized project website using the platform Social Pinpoint that will keep key stakeholders informed of the project and provide a means to share valuable input. This interactive online tool can strengthen the City’s relationship with its stakeholders, resulting in a diverse collection of feedback that will inform better planning outcomes.

We will collaboratively determine which online tools will best serve the desired outreach outcomes. We anticipate that the City will see value in utilizing Social Pinpoint’s survey, mapping, forums, and ideas wall, and look forward to discussing and customizing the project-specific website to reflect its needs and desires, goals and objectives, and community culture.

#### **Task 4.5 – Manage Social Media for Project**

As part of our social media efforts, BerryDunn will provide a comprehensive and coordinated campaign across all digital channels. In addition to language and scheduling recommendations, we have the ability to strategically boosted content where appropriate. Depending upon the comfort in permitting editorial access to agency authorized platforms, we can scale our level of engagement accordingly.

#### **Task 4.6 – Council Presentations (2 total)**

Dig Studio anticipates a total of one (2) Council Presentations. Dig Studio will produce graphics, assist with presentations, and record feedback. The first Council meeting will be used to present recommendations for the use of ARPA funds in order to give adequate time for the City to use these funds. The second Council prestation will be to present the final Truckee River Plan.

#### **Task 4 Deliverables:**

##### **Meetings with Public, City & Stakeholders: (14 Total Meetings)**

- Public Meetings (2 total)
  - Information Gathering (1 meetings)
  - Initial Alternatives and Strategies Review (1 meetings)
- Stakeholder Meetings (10 total)
  - *List to be finalized with City of Reno:*
    - One Truckee River (Dig & S20)
    - Army Corps (Dig & S20)
    - Reno-Spark Indian Tribe (Dig, Berry Dunn)
    - Reno BID (Dig, Berry Dunn & NINEdotARTS)
    - Reno Arts and Culture (Dig, Berry Dunn & NINEdotARTS)
    - Reno Parks and Rec (Dig, Berry Dunn & NINEdotARTS)
    - Washoe County Commissioners & Open Space (Dig, Berry Dunn)
- Council Meetings (2 total)

##### **Design Team Deliverables:**

- Presentation Graphics for Public + Stakeholder Meetings
- Public Engagement Program and Schedule

### **Task 5 – Implementation & Financing Plan**

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**Assess Funding Opportunities.** We will conduct extensive research to explore innovative approaches for operationalizing capital projects. As part of this process, we will carefully assess and contrast various funding alternatives in alignment with the action plan. Our objective is to present a set of well-informed recommendations and actions for potential funding opportunities that the leadership of the Truckee River Corridor implement.

**Create a Funding Plan.** We will develop a short-term and long-term financing strategies and explore innovative budgeting

alternatives for the Truckee River Corridor Master Plan. The short-term strategy aims to secure immediate funding for ongoing projects and operations, while the long-term strategy focuses on sustainable funding sources for the corridor's future development. Additionally, we will research and recommend innovative budgeting methods to enhance transparency and efficiency. These financial initiatives will help ensure the success and preservation of the Truckee River Corridor.

The short-term financing strategy will aim to secure immediate funding for ongoing projects and potential operational needs of the Truckee River Corridor. It involves assessing the current financial situation, exploring short-term funding through grants and additional means, prioritizing critical projects, creating a contingency fund, and implementing cost-efficient management practices to address immediate financial requirements. Key areas of focus may include but are not limited to:

- Reviewing existing revenue sources and exploring short-term grants or other funding for project kick-starts
- Prioritizing projects based on their criticality and revenue-generating potential
- Implementing efficient cost management practices to optimize resource utilization

Long-term financing strategy focuses on acquiring sustainable funding sources for the ongoing development and maintenance of the Truckee River Corridor. It involves conducting a comprehensive financial analysis to project future funding needs, identifying potential long-term revenue streams, evaluating the possibility of establishing a dedicated fund, and creating a financial roadmap that aligns with the strategic vision of the corridor. This strategy aims to ensure the corridor's financial stability and sustainability over an extended period. Key areas of focus may include but are not limited to:

- Conducting a comprehensive financial analysis to project future funding needs
- Identifying potential long-term revenue streams, such as endowments, partnerships, or public-private collaborations
- Evaluating the feasibility of establishing a dedicated fund for the Truckee River Corridor's maintenance and growth
- Creating a long-term financial roadmap that aligns with our strategic vision

**Proposed Improvement Budgeting.** Dig Studio will develop preliminary budgets for proposed interventions identified during the Visioning and Alternatives Task. Preliminary budgets will be rough estimates of probable cost based on historical and precedent data.

**Create Priority Matrix.** Dig Studio will create a priority matrix of proposed improvements based on cost, ease of implementation, economic impact, and stakeholder/community feedback. A draft version of this priority matrix will be presented to City Council by February 2024 to allocate use of ARPA funds. Final version of priority matrix will be included in the overall final Truckee River Plan.

#### **Task 5 Deliverables:**

##### **Design Team Deliverables**

- Develop Funding Plan
- Draft Report for review by City of Reno, Washoe County and participating Stakeholders
- Ten hardcopies and electronic copy of Final Report

**Fee Proposal:**

For the professional services described in the above Scope of Work, excluding Additional Services, Dig Studio proposes the following Professional Services Fee, to be billed on a lump sum, percent complete basis.

<b>TASK NUMBER</b>	<b>TASK NAME</b>	<b>DESIGN FEE</b>
Task 1	Project Management	\$ 17,516
Task 2	Information & Data Gathering	\$ 33,292
Task 3	Visioning & Alternatives Development	\$ 56,486
Task 4	Stakeholder Engagement & Public Involvement	\$ 15,524
Task 5	Implementation & Financing Plan	\$ 15,304
<b>DIG STUDIO PROFESSIONAL SERVICES T+M FEE:</b>		<b>\$ 138,122</b>
<b>SUB-CONSULTANT</b>	<b>PRIMARY SCOPE</b>	<b>DESIGN FEE</b>
BerryDunn	Public Engagement / Financing Plan	\$ 92,080
Calibre Engineering (Prev. S20)	River Design	\$ 42,404
NINEdotARTS	Arts Implementation Plan	\$ 27,000
<b>SUB-CONSULTANT PROFESSIONAL SERVICES T+M FEE:</b>		<b>\$ 159,484</b>
<b>EXPENSES ALLOWANCE</b>		<b>\$20,000</b>
<b>OWNER CONTROLLED ALLOWANCE</b>		<b>\$10,000</b>
<b>TOTAL DESIGN TEAM PROFESSIONAL SERVICES T+M FEES (Tasks 1-5):</b>		<b>\$ 329,606</b>

**Excluded Services (Not in Scope)**

Services in addition to Dig Studio's Scope of Work, when requested, shall be identified as such and billed at the current Billing Rate Schedule. Additional Services shall include, but are not limited to the following:

- A. ADDITIONAL MEETINGS - meetings in excess of those indicated in each stage of the Scope of Work.
- B. DELAYS AND TIME EXTENSIONS beyond the duration listed above or due to issues out of the consultant's control.

**Dig Studio Billing Rate Table:**

<b>Category</b>	<b>Amount</b>
Sr. Principal	\$ 221.00
Principal	\$ 188.00
Sr. Landscape Architect	\$ 130.00
Landscape Designer III	\$ 120.00
Landscape Designer II	\$ 110.00
Landscape Designer I	\$ 98.00

**Reimbursable Expenses:**

Printing, reproduction, postal delivery, travel, mileage, and meals will be billed at cost and will not exceed \$20,000. Payment will be based on progress billings and reimbursable schedule as defined in Scope of Services above. Dig has estimated the basic deliverables and costs associated with travel for in-person meetings specified within scope outlines above.

- o Any approved reimbursable expenses will be paid at the actual cost without any markup.

**Owner Controlled Allowance:**

Owner Controlled Allowance to be used per City of Reno's discretion. Items that may be included, but are not limited to, are additional meetings, additional council or board presentations, additional travel, and design program changes.

**Attachments:**

- 1) Detailed Subconsultant Scope and Fee:
  - a) BerryDunn
  - b) Calibre Engineering (Previously S20)

Truckee River Plan

c) NINEdotARTS

2) Draft Schedule (For Reference)

These fees are based on our current understanding of the project and desired scope of services, and we would appreciate the opportunity to further tailor the scope and fee to best meet your project requirements.

Sincerely,

A handwritten signature in blue ink, appearing to read 'BS', with a stylized flourish extending to the right.

Brandon Sobiech, PLA  
Principal, Dig Studio, Inc.