

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION

# MEMORANDUM

August 6, 2015

**TO:** John Terry, P.E., Assistant Director – Engineering / Chief Engineer

**FROM:** Ryan Wheeler, P.E., Senior Project Manager

**SUBJECT:** Negotiation Summary for RFP 351-15-010 Engineering Services for I-15 / Starr Avenue Interchange

A negotiation meeting was held at 123 East Washington Ave in Las Vegas on July 30, 2015, with Wayne Horlacher and associates of Horrocks Engineers and Ryan Wheeler and Department staff of the Nevada Department of Transportation (DEPARTMENT) in attendance. Negotiations continued through August 6, 2015.

The DBE goal for this agreement has been established at two percent (2%).

The scope of services that are to be provided by the SERVICE PROVIDER was reaffirmed by both parties at the outset.

See Scope Attached

Key personnel dedicated to this project are as follows:

Wayne Horlacher, P.E.	Project Manager
Lee Cabell, P.E.	Traffic Analysis/Reporting
Kyle Kubovochik	Public Outreach
Bud Swensen, P.E.	ROW Utilities
Charles Grombacher	ROW Acquisitions/Relocations

The DEPARTMENT's original estimate was \$1,656,801 including direct labor (9,689 man-hours of work by the SERVICE PROVIDER) and direct expenses at \$305,000 (including sub-consultant expenses).

The SERVICE PROVIDER's original estimate was \$1,149,724.55 including direct labor (7,949 man-hours of work by the SERVICE PROVIDER), overhead rate of 1.5064%, a 12% fee, and direct expenses at \$139,350 (including sub-consultant expenses).

The overhead rate of 150.64% was provided by the Internal Audit Division.

The negotiations yielded the following:

1. There will be 8,903 total man-hours allotted to the project throughout the course of this agreement at a direct labor cost of \$1,142,573.00 including a prorated amount for anticipated raises, which will take effect over the term of the agreement.
2. Based upon the direct labor costs and an overhead rate of 150.64%, the overhead amount will be \$613,113.65.
3. A fee of 10% was agreed to by both parties, and will be \$100,593.21 for this agreement based upon direct labor costs and an overhead rate of 150.64%.
4. The direct expenses agreed to total \$190,648.00 for sub-consultants, reproduction, communication, travel and per diem. There will be no direct compensation for computer time.

5. The total negotiated cost for this agreement, including direct labor, overhead, fee and direct expenses will be \$1,297,173.27.

Reviewed and Approved:

  
Assistant Director

Fee Estimate Engineering Services for 15/Star Avenue Interchange	Labor Costs							Direct Expenses	Task Subtotal
	Hourly	Overhead Percent of Costs	Project Power	Hot	CEED	Cost	TOTAL		
<b>Task 1 - GENERAL</b>									
1.1 Conduct monthly invoicing and project accounting activities	\$23,821	\$0	\$0	\$0	\$0	\$0	\$23,821	\$0	\$23,821
1.2 Manage subconsultants activities and agreements	\$87,564	\$0	\$0	\$0	\$0	\$0	\$87,564	\$1,000	\$88,564
1.3 Manage and document project Correspondence	\$80,103	\$0	\$0	\$0	\$0	\$0	\$80,103	\$0	\$80,103
1.4 Prepare for and participate in monthly team meetings, incl. Kick off mtg	\$21,505	\$0	\$3,198	\$0	\$0	\$0	\$24,701	\$2,000	\$26,701
1.5 Prepare meeting minutes for monthly team meeting	\$12,988	\$0	\$0	\$0	\$0	\$0	\$12,988	\$0	\$12,988
1.6 Prepare for and hold bi-weekly internal team coordination meetings	\$22,863	\$0	\$1,198	\$0	\$0	\$0	\$24,061	\$0	\$24,061
<b>Subtotal</b>	<b>\$228,641</b>	<b>\$0</b>	<b>\$4,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$233,037</b>	<b>\$3,000</b>	<b>\$236,037</b>
<b>Task 2 - PROJECT MANAGEMENT SUPPORT</b>									
2.1 Prepare Project Management Plan	\$15,881	\$0	\$0	\$0	\$0	\$0	\$15,881	\$0	\$15,881
2.2 Perform periodic updates to existing Risk Register and prepare Risk Management Plan	\$7,188	\$0	\$0	\$17,401	\$0	\$0	\$24,589	\$1,000	\$25,589
2.3 Conduct Value Engineering Workshop and prepare Value Engineering Report	\$14,557	\$0	\$0	\$39,660	\$0	\$0	\$54,217	\$8,800	\$63,017
2.4 Conduct Constructability Review and prepare Constructability Report	\$22,883	\$0	\$0	\$0	\$0	\$0	\$22,883	\$8,800	\$31,683
2.5 Develop and update Project Schedule (preconstruction and construction)	\$8,507	\$0	\$0	\$0	\$21,048	\$0	\$29,555	\$300	\$30,855
2.6 Perform QA/QC and prepare QA/QC Report	\$80,252	\$0	\$0	\$0	\$0	\$0	\$80,252	\$0	\$80,252
2.7 Provide support for miscellaneous management items	\$43,286	\$0	\$0	\$0	\$0	\$0	\$43,286	\$1,600	\$44,886
<b>Subtotal</b>	<b>\$188,534</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,401</b>	<b>\$21,048</b>	<b>\$0</b>	<b>\$226,631</b>	<b>\$17,300</b>	<b>\$243,931</b>
<b>Task 3 - TRAFFIC ANALYSIS AND REPORTING</b>									
3.1 Traffic Forecasting and Analysis Methodology and Assumptions	\$21,885	\$0	\$0	\$0	\$0	\$0	\$21,885	\$400	\$22,285
3.2 Traffic Forecasting	\$11,458	\$0	\$0	\$0	\$0	\$0	\$11,458	\$5,000	\$16,458
3.3 Traffic Modeling and Analysis Methodology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.4 Traffic Modeling and Analysis	\$34,833	\$0	\$0	\$0	\$0	\$0	\$34,833	\$1,800	\$36,633
3.5 Traffic Study Recommendations	\$18,024	\$0	\$0	\$0	\$0	\$0	\$18,024	\$800	\$18,824
3.6 Ramp Metering	\$10,190	\$0	\$0	\$0	\$0	\$0	\$10,190	\$400	\$10,590
3.7 Documentation/CCAR Report	\$22,034	\$0	\$0	\$0	\$0	\$0	\$22,034	\$400	\$22,434
3.8 Design Signing Roll Plans	\$25,001	\$0	\$0	\$0	\$0	\$0	\$25,001	\$800	\$25,801
<b>Subtotal</b>	<b>\$148,628</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148,628</b>	<b>\$8,800</b>	<b>\$157,428</b>
<b>Task 4 - PUBLIC INVOLVEMENT</b>									
4.1 Stakeholder and Agency Meetings	\$2,150	\$0	\$7,018	\$0	\$0	\$0	\$9,167	\$1,200	\$10,367
4.2 Develop Public/Stakeholder Outreach Materials	\$1,434	\$0	\$85,648	\$0	\$0	\$0	\$87,083	\$4,600	\$91,683
4.3 Public Information Meetings:	\$2,150	\$0	\$26,424	\$0	\$0	\$0	\$28,574	\$23,500	\$52,074
4.4 Public Involvement Summary Report	\$358	\$0	\$12,442	\$0	\$0	\$0	\$12,800	\$1,000	\$13,800
<b>Subtotal</b>	<b>\$4,092</b>	<b>\$0</b>	<b>\$113,532</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$127,621</b>	<b>\$29,300</b>	<b>\$156,921</b>
<b>Task 5 - RIGHT OF WAY, UTILITIES</b>									
5.1 Utility Evaluation	\$80,782	\$0	\$0	\$0	\$0	\$7,000	\$87,782	\$1,300	\$89,082
5.2 Task Management	\$25,254	\$0	\$0	\$0	\$0	\$3,000	\$28,254	\$18,000	\$46,254
5.3 Utility Coordination	\$103,444	\$0	\$0	\$0	\$0	\$10,000	\$113,444	\$3,300	\$116,744
<b>Subtotal</b>	<b>\$209,480</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$229,270</b>	<b>\$22,600</b>	<b>\$251,870</b>
<b>Task 6 - RIGHT OF WAY: ACQUISITION ACTIVITIES</b>									
6.1 Project Management and Project Team Support	\$16,825	\$15,983	\$0	\$0	\$0	\$0	\$32,808	\$0	\$32,808
6.2 Preliminary Title Reports	\$0	\$495	\$0	\$0	\$0	\$0	\$495	\$0	\$495
6.3 Appraisals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,000	\$42,000
6.4 Review Appraisals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
6.5 F&E Billboard Appraisals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
6.6 Property Owner Negotiations	\$0	\$34,552	\$0	\$0	\$0	\$0	\$34,552	\$0	\$34,552
6.7 Billboard Relocations	\$0	\$49,884	\$0	\$0	\$0	\$0	\$49,884	\$0	\$49,884
6.8 Escrow Coordinator/Title Clearance	\$0	\$4,851	\$0	\$0	\$0	\$0	\$4,851	\$0	\$4,851
6.9 R/W Certification Coordination	\$0	\$3,818	\$0	\$0	\$0	\$0	\$3,818	\$0	\$3,818
<b>Subtotal</b>	<b>\$16,825</b>	<b>\$195,983</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,186</b>	<b>\$74,000</b>	<b>\$200,186</b>
<b>Subtotal Labor Cost Per Firm</b>	<b>\$881,879</b>	<b>\$195,983</b>	<b>\$137,822</b>	<b>\$57,861</b>	<b>\$21,048</b>	<b>\$15,000</b>	<b>\$1,142,673</b>		
<b>Direct Costs Per Firm</b>	<b>\$41,990</b>	<b>\$74,880</b>	<b>\$39,198</b>	<b>\$8,898</b>	<b>\$398</b>	<b>\$380</b>	<b>\$154,898</b>		
<b>Total Hours Per Firm/Total Project Hours</b>	<b>8,884</b>	<b>1,093</b>	<b>1,462</b>	<b>386</b>	<b>124</b>	<b>120</b>	<b>8,893</b>		
<b>TOTAL FIRM FEE ESTIMATE</b>	<b>\$443,870</b>	<b>\$183,983</b>	<b>\$188,022</b>	<b>\$65,061</b>	<b>\$21,348</b>	<b>\$18,380</b>		<b>\$1,297,173.27</b>	

Total Estimated Direct Labor Cost	\$382,818.42
Total Estimated Overhead (Indirect) Cost	\$813,113.65
Total Estimated Direct Expenses	\$190,848.00
Overhead Rate	varies per firm
Fixed Fee Rate	10%
Total Estimated Fixed Fee (Profit)	\$100,583.21

**I-15/Starr Interchange  
Attachment A  
Scope of Services**

**1.0 GENERAL**

The proposed interchange is the intersection of Interstate 15 and Starr Avenue located in Clark County, Nevada. Improvements include the widening of interstate 15 to account for future lanes per I-15 South full build out, Starr Avenue design from Dean Martin Drive to Las Vegas Boulevard.

The work consists of augmenting the DEPARTMENT's in-house design team to complete the design of the project. The specific disciplines for augmentation include the following:

- Project Management Support
- Traffic Analysis and Reporting
- Public Involvement
- Right of Way: Utilities
- Right of Way: Acquisition Activities

The CONSULTANT will provide a licensed professional engineer in the State of Nevada as a Project Manager to deliver the services described above.

The DEPARTMENT's project manager will manage the project team (including CONSULTANT augmentation) and deliver the project.

**1.1 Conduct Monthly Invoicing and Project Accounting:** CONSULTANT will provide monthly invoicing and perform project accounting activities consistent with DEPARTMENT requirements.

**1.2 Manage Subconsultant Activities and Agreements:** CONSULTANT will provide overall management and coordination for subconsultant activities and agreements. Responsibilities include execution of subconsultant agreements consistent with DEPARTMENT requirements and ensuring subconsultant activities are prioritized with DEPARTMENT needs and that subconsultants are providing adequate staffing and resources. CONSULTANT Project Manager will facilitate coordination between the subconsultants, DEPARTMENT discipline leads and stakeholders.

**1.3 Manage and document project Correspondence:** The CONSULTANT's project manager shall correspond directly with the DEPARTMENT's project manager. All correspondence between the CONSULTANT and the DEPARTMENT shall include notification to the DEPARTMENT's project manager unless directed otherwise by the DEPARTMENT's project manager.

Copies of all formal correspondence will be forwarded to the DEPARTMENT's Project Manager for review prior to sending them out. .

Deliverables:

- All formal correspondence for review and comment
- All general correspondence to include the NDOT project manager

**1.4 Prepare for and Participate in Monthly Team Meetings, including Kick-off Meeting:**

The DEPARTMENT's team meetings are held monthly. The team meeting is attended by video conference between the DEPARTMENT's District I (Las Vegas) and the DEPARTMENT's headquarters (Carson City). CONSULTANT will prepare for and attend these meetings in person at the District I location. The CONSULTANT will correspond with all DEPARTMENT divisions during the team meeting for the success of the project.

The DEPARTMENT will arrange and conduct a kickoff meeting with the CONSULTANT. The meeting will be scheduled within ten (10) business days of the issuance of the Notice to Proceed (NTP). This meeting will review the scope of work, PROJECT schedule, and establish lines of communication. It will inform the SERVICE PROVIDER of project status and scoping to complete critical path items.

**1.5 Prepare Meeting Minutes for Monthly Team Meetings:** CONSULTANT will take minutes of team meetings and provide draft minutes of the meeting to the DEPARTMENT Project Manager within 5 business days of the meeting. CONSULTANT will finalize minutes and review and comment from meeting participants.

Deliverables:

- Draft and Final meeting minutes

**1.6 Prepare for and Hold Bi-weekly Internal Team Coordination Meetings:** CONSULTANT will hold bi-weekly team meetings with subconsultant team to track progress and coordinate activities.

## **2.0 PROJECT MANAGEMENT SUPPORT**

The CONSULTANT will assist the NDOT Project Manager with PM activities following NDOT standards for NDOT Project Management and Risk Management activities including, but not limited to:

Preparing PMP, Risk Management Plan, Scheduling, QA/QC, Constructability Reviews, Value Engineering, Maintenance Review, document management, and presentations

**2.1 Prepare Project Management Plan:** CONSULTANT to prepare Project Management Plan in accordance with DEPARTMENT standards. CONSULTANT will provide periodic updates to plan as necessary.

Deliverables:

- Project Management Plan

**2.2 Perform Periodic Updates to Existing Risk Register and Prepare Risk Management Plan:** CONSULTANT to conduct Risk Workshop and provide period updates to Risk Register and prepare the Risk Management Plan.

Deliverables:

- Risk Management plan

**2.3 Conduct Value Engineering Workshop and Prepare Value Engineering Report:** In conjunction with the Risk Workshop, conduct a Value Engineering Workshop and prepare a report documenting the outcome.

Deliverables:

- Value Engineering Report

**2.4 Conduct Constructability Review and Prepare Constructability Report:** Conduct an independent and structured review of construction bid documents by construction professionals to make certain that the work requirements are clear, the documents are coordinated, and that they assist the contractor in bidding, construction and project administration to result in reduced impacts to the project.

Deliverables:

- Constructability Report

**2.6 Develop and Update Project Schedule:** Develop and update a project schedule for both the preconstruction and the construction activities. Updates to be monthly.

Deliverables:

- Project Schedule for both preconstruction and construction

**2.7 Perform QA/QC and Prepare QA/QC Report:** Provide a QA/QC review at 60%, 90% level of design development. Review to include specifications and drawings. Document reviews with a QA/QC Report.

Deliverables:

- QA/QC Report (design, structures, etc look good and reasonable)

**2.8 Provide Support for Miscellaneous Management Items:** Provide miscellaneous support for additional items not described specifically in the scope. Work to be performed as requested by the DEPARTMENT Project Manager.

### **3.0 TRAFFIC ANALYSIS AND REPORTING**

CONSULTANT will provide traffic engineering services to deliver a traffic analysis and a Change in Control of Access (CCAR) Report that complete traffic forecasting and traffic operational analysis tasks for the new Starr Interchange. The limits of the traffic analysis are as follows:

On I-15:

- Southern limit: St. Rose Parkway Interchange (including ramp terminals)
- Northern limit: Cactus Avenue Interchange (including ramp terminals)

On Starr Avenue:

- Eastern limit: Las Vegas Boulevard intersection
- Western limit: Dean Martin Drive intersection
- Starr ramp terminal intersections

Traffic forecasting will be completed following methodologies in the NDOT Traffic Forecasting Guidelines (August 2012). Traffic operational analysis will be completed using HCS 2010 Facilities mode and Synchro version 8 or better. The purpose of the traffic analysis is to:

1. Confirm that the current design option, a Tight Urban Diamond Interchange (TUDI), geometric layout does not have any adverse operational impacts to the approved Single Point Urban Interchange (SPUI).
2. Provide an operational analysis for a ramp metering the northbound on ramp and the southbound on ramp.
3. Provide the operational analysis to be used in the CCAR for the configuration of the interchange.

The following are the specific tasks that we will perform to complete the work:

**3.1 Traffic Forecasting and Analysis Methodology and Assumptions (M&A) Memorandum:** CONSULTANT will prepare an M&A Memo for review and approval by NDOT and FHWA. The M&A Memo will describe and summarize the approach to be used to perform the work. It will address everything needed to complete the work including:

- Data sources to be used and how and where the data will be obtained. It is assumed that the current year base data for I-15 and the ramps will be provided by NDOT and/or the RTC. CONSULTANT will perform peak hour turning movement counts to obtain the current volumes at the intersections of Las Vegas Blvd and Dean Martin Dr. The current volumes will be used to calibrate the models and develop the 2040 analysis year volumes per the NDOT Traffic

#### Forecasting Guidelines.

- Analysis years (2020, 2040) and peak period intervals (AM Peak, PM Peak) that will be analyzed including multiple time intervals to anticipate the buildup of the peak period and dissipation of the peak period.
- Roadway network scenarios to be modeled and evaluated (Build, No-Build, SPUI, TUDI).
- Limits of the analysis (geographic and temporal).
- The traffic forecasting methodology and assumptions that will be employed to arrive at the 2040 analysis year traffic volumes for each scenario.
- The traffic operations software to be used (HCS, Corsim, Vissim) and the Measures of Effectiveness (MOE) that will be report in the analysis each roadway segment, I-15 mainline, ramps, intersections, and ramp metering.
- The CCAR format and content.
- The proposed schedule, review and approval times.

A draft Memo will be prepared and submitted to NDOT and FHWA for review. Comments will be incorporated and a final Memo will be prepared for NDOT and FHWA approval.

**3.2 Traffic Forecasting:** CONSULTANT will complete the traffic forecasting based on the approved M&A Memo generated in Task 1, the Southern Nevada RTC's travel demand model (TransCAD), and the NDOT Traffic Forecasting Guidelines. The traffic forecasts will be generated for Opening year (assumed to be 2020) and Design year (assumed to be 2040) for both the Build and No-Build scenarios.

**3.3 Traffic Modeling and Analysis Methodology:** CONSULTANT will prepare a Traffic Modeling and Analysis Methodology Memorandum for review and approval by NDOT Traffic Operations staff and FHWA. This work will be completed as part of the M&A Memo in Task 1. Refer to Task 1 for details.

**3.4 Traffic Modeling and Analysis:** CONSULTANT will perform the detailed traffic analysis work as set forth in the approved M&A Memo from Task 1. The traffic analysis will address the following:

- Opening year for the TUDI, Design year for the TUDI and SPUI, and comparison for the TUDI and SPUI (Design year) will be modeled and analyzed.
- Four models with AM and PM peaks shall be modeled and analyzed: 2020 Build, 2020 No Build, 2040 Build, and 2040 No Build.
- SPUI design for 2040 Build (AM and PM peaks) will be analyzed and compared to show that the TUDI design operates as well or better than the SPUI design.
- Traffic related geometric design elements of the TUDI including lane configuration, storage lengths, signal layout, merge/diverge configurations, acceleration/deceleration lane lengths, and ramp meter geometrics.

**3.5 Traffic Study Recommendations:** CONSULTANT will prepare a Traffic Findings and Recommendations Memorandum that summarizes the results of the analyses performed in Task 4 and Task 6. The Memo will be the foundation for the CCAR and contain the following:

- Results of the analysis for each year and scenario evaluated in Task 4 using the MOE's from the M&A Memo agreed upon by NDOT and FHWA (see Task 1).
- Results of the ramp metering analysis.
- Traffic related geometric design recommendations for the TUDI configuration.

A draft Memo will be prepared and submitted to NDOT for review. Comments will be incorporated and a final Memo will be prepared for NDOT approval.

**3.6 Ramp Metering:** CONSULTANT will conduct a ramp metering analysis for the 2040 Design year based upon the approved M&A Memo generated in Task 1. The results of the analysis will be documented in the Traffic Findings and Recommendations Memo (see Task 5). The analysis will address:

- Warrants to identify when ramp metering is anticipated to be needed.
- Appropriate storage and acceleration lengths.
- Recommended design layout including recommendations for the installation of ramp metering infrastructure that should be included in the TUDI construction plans.

**3.7 Documentation/CCAR Report:** CONSULTANT will prepare a CCAR report based on the approved M&A Memo that addresses the FHWA Eight Policy Points for new interchange construction and documents the traffic forecasting, traffic operational analysis, and preliminary interchange design. The CCAR will also address the change from the previously approved SPUI configuration to the proposed TUDI configuration and provide the necessary operations analysis to support and justify this change. A draft report will be submitted to NDOT and FHWA for review. Comments will then be incorporated and a final report will be prepared for NDOT and FHWA approval.

**3.8 Design Signing Roll Plans:** CONSULTANT will prepare and provide a design signing roll plan for NDOT approval in support of the NDOT prepared signing Plans. The design signing roll plan will include:

- Proposed sign locations and messages for all guide signs
- Typical regulatory and warning sign applications
- Proposed locations for relocating existing signs located outside of the Project Limits
- Proposed locations for new structures.

Existing overhead or cantilever sign structures will be relocated as required for proper sign installation. The design signing roll plan will display signing for all mainlines, ramps, and interchanges, as well as for the arterial streets, frontage roads, and any other signing affected by the project. In addition, the replacement or removal of any signage outside the Project Limits that are no longer appropriate or pertinent will be addressed.

The signing Plans will show the:

- Proposed message
- MUTCD sign designation (if applicable)
- Size and location of all route marker assemblies; and guide, warning, and regulatory signing
- Location, messages, and sizes of all existing signs including all existing signs to be removed or relocated
- Location and type of delineation devices (including pavement markings).

Exits will be numbered using reference location sign exit numbering, which means the existing numbers relate to the mile reference of the mile marker, at that location. All proposed special guide signs will be detailed on a sign detail sheet. A sign summary sheet that includes tables containing the sign number, plan sheet number, sign location, the sign size, the post size to be used, the support lengths, the lateral clearance code, and the support spacing from the left edge of the sign will be prepared. The overhead structures and the cantilever structures sheets will also be included in the Plan set.

Regulatory/warning signs and route marker assemblies, all signs along the mainline freeway, and associated ramps will be "freeway" size. All signs designed and installed along all other roadways will be "standard" size. The sizes of the signs will adhere to the latest edition of the FHWA Standard Highway Signs Book, and, as applicable, the Nevada Sign Supplement.

#### Deliverables:

- Draft and Final Traffic Forecasting and Analysis Methodology and Assumptions (M&A) Memorandum submitted for NDOT and FHWA approval (electronic "pdf" file).
- Completed electronic traffic modeling input and output files for all scenarios analyzed for all software packages used in the analyses.
- Draft and Final Traffic Findings and Recommendations Memorandum (electronic "pdf" file).
- Draft and Final CCAR Reports (electronic "pdf" file).
- Design Signing Roll Plans
- Signing detail and summary sheets

## 4.0 PUBLIC INVOLVEMENT

**4.1 Stakeholder and Agency Meetings:** CONSULTANT will prepare and assist with six (6) meetings with county commissioners, resource agencies, business owners or property owners and the general public may be necessary as the project progresses. The CONSULTANT will prepare for, attend, and document these meetings throughout the project. NDOT will attend all meetings with resource agencies and stakeholders.

**4.2 Develop Public/Stakeholder Outreach Materials:** The CONSULTANT, in conjunction with NDOT, will develop collateral materials for public/stakeholder meetings and for distribution as the project progresses. These materials include handouts describing the project, purpose and need, alternatives, and resources of concern; comment forms; and project flyer / newsletter. This will be a brief one-page summary of project information, meeting announcements, and status and will be updated no less than 2 times and distributed via email and on the agencies' websites. The CONSULTANT, working closely with the NDOT Project Manager, will also prepare PowerPoint presentations for public/stakeholder meetings and NDOT updates.

**4.3 Public Information Meetings:** The CONSULTANT will conduct and assist with public involvement activities for the project making sure the citizen engagement opportunities are designed to promote public interest and encourage public input for the project and NDOT's decision making process. CONSULTANT will plan for two (2) public meetings with federal noticing requirements. Activities to include but not limited to:

- Promoting a comprehensive public involvement campaign for the project; and
- All activities to follow Federal, State and DEPARTMENT policies and procedures; and
- Develop and maintain mailing and email contact lists for businesses, residents, stakeholders, interested parties and elected officials within and adjacent to the project corridor, no less than one quarter mile within the project area; and
- Secure appropriate venue, handle logistics for the hearing/meeting, including venue, audio/visual needs, venue to be ADA accessible; and
- Design and print for distribution informational brochures related to the NDOT project; and
- Prepare/design and distribute public hearing/meeting notification mailers/flyers to those businesses and residents within and adjacent to the project corridor, no less than ¼ mile within the project location; and
- Place public notice in the main news section as display advertising in major news publications and minority news publications and outlets where deemed appropriate; and
- Design, develop, and print public hearing/meeting materials such as display boards and handout materials with DEPARTMENT staff oversight; and
- Develop the hearing/meeting presentation(s) with DEPARTMENT staff overseeing the content; and
- Deliver all public hearing/meeting materials to the meeting site; and
- Develop project website, to be hosted on NDOT's project website, with DEPARTMENT oversight, update website as required; and

- Prepare media kits of the hearing/meetings for news outlets; and
- Take photos of hearings/meetings and events for the project records; and
- Provide staff to greet and sign in guests to the hearing/meeting or event; and
- Provide Spanish translation services of hearing/meeting materials and attend hearing/meeting or events to act as an on-site Spanish translator to the public; and
- Assist with set up and break down of the public hearing/meeting or event; and
- Attending and assisting with required stakeholder working group meetings which may include some of the above mentioned items

**4.4 Public Involvement Summary Report:** Prepare a close out summary within 30 days of the hearing/meeting or event to include a synopsis of the activity, mailing notification(s), mailer distribution area map, newspaper advertising tear sheets, public attendance records including minority identification (Title VI, Federal requirement for public involvement activities), copies of all handout materials, displays and presentation.

## **5.1 RIGHT OF WAY: UTILITIES**

### **5.1 Utility Evaluation**

#### **5.1.1 Existing Utilities Map**

- Initiate project review and obtain existing utility records and plot utility information on plan sheets using obtained records and visual indications. Utilize all available existing data.
- Manage SUE data (5.1.2) through surveying, designating, and locating information to project control and transfer it into the project CADD system, project database system, and project plans.

#### **5.1.2 Subsurface Utility Engineering (SUE)**

- Initiate designating of utility locations by using surface geophysical interpretive methods and mark their locations.
- Perform locating and/or exposing through test holes to determine exact locations high-risk utilities. CONSULTANT will perform a maximum of 20-test holes.
- Through field locating, define utility type, material, size, encasement and location.
- Perform field location for critical horizontal and vertical design and construction constraints such as major utilities, overhead power lines, drainage structures, tie-in points, etc.

### **5.2 Task Management**

- Coordinate and obtain existing utility ROW and/or easement documents.
- Coordinate and prepare replacement easements documents.
- Coordinate with Third Parties related to development of service points, utility access points and easement delineation requirements.

### **5.3 Utility Coordination**

- Coordinate and lead Third Party coordination meetings, prepare meeting minutes and document assigned tasks and action items.
- Coordinate with Third Parties to obtain existing records, agreements, standards and specifications.
- Coordinate with Third Parties on relocation designs and establish mitigation strategies.
- Coordinate and prepare project service agreements and Master Utility Agreements.

- Provide monthly report of design progress, utility design schedule and project utility budget.
- Provide project review of designs to ensure completeness, accuracy and conflict mitigation.

## **6.0 RIGHT OF WAY: ACQUISITION ACTIVITIES**

The CONSULTANT will provide the following acquisition activities for approximately six (6) property owners and the relocation of approximately five (5) billboards in accordance with the Department's Right of Way Manual, Nevada Revised Statutes, the Code of Federal Regulations and the Uniform Act:

- Appraisal
- Appraisal Review
- Acquisition
- Relocation

In all correspondence relating to right-of-way activities, the CONSULTANT shall include the following information:

- Project Number;
- E.A.;
- Project Name;
- NDOT Parcel Number(s);
- Assessor's Parcel Number(s); and
- Name-of-record owner(s)

The Right of Way setting is tentatively scheduled to be completed September 18, 2015. All acquisition activities shall be completed by December 15, 2017.

The CONSULTANT will submit the following deliverables to the Department:

- Complete 534 Spreadsheet
- Appraisal Report
- Appraisal Review Report
- Acquisition and Relocation Files