



Date: October 14, 2023

Honorable Mayor and Council Members:

Author and title: Hilary Hobbs, Assistant to the Town Manager

Title: **Approval of contract with Design Workshop for River Revitalization Action Plan Project**

Jen Callaway, Town Manager

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**Recommended Action:**

- (1) Authorize the Town Manager to execute a contract with Design Workshop in the amount of \$297,247 to develop a River Revitalization Action Plan
- (2) Amend CIP C2408 to increase the budget for consultant support for Truckee River Corridor Enhancement by \$87,247 to \$337,247.

**Discussion:**

One of Town Council's strategic focus areas for 2023-2025 is to *Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone*. Revitalization of East and West River Streets to enhance and activate the Truckee River is one of the specific workplan goals adopted to support this strategic focus area.

This goal also aligns with several actions in the 2040 General Plan, including the following:

- Land Use actions (LUA): 9.2, which speaks to protecting and enhancing the scenic quality of the river and its riparian ecosystem,
- LUA 9.4, which speaks to a goal of transitioning from industrial to river oriented uses,
- LUA 9.5, which speaks to supporting productive infill development in the West River District,
- LUA 9.9, which speaks to enhancing public access to the Truckee River, and
- LUA 9.A, which calls for identifying incentives for redevelopment.



On May 23, 2023 Town Council directed staff to form the River Revitalization Steering Committee (R2SC), which is comprised of sixteen community stakeholders. The goal of the R2SC will be to work collaboratively with landowners, business owners and other river stakeholders to create opportunities for the revitalization of the Truckee River. Initial committee discussions involved the distinction between revitalization and relocation with an intentional shift to revitalization. For purposes of the Committee work thus far, revitalization is defined to include incentives for redevelopment and improvements to existing properties or relocation outside of the river corridor.

Progress has included the following:

- Four R2SC committee meetings
- Two project area site tours (with more planned in November)
- Establishment of two subcommittees: a business and property owner inventory subcommittee, and a RFP/ Consultant selection subcommittee

- Four RFP/ Consultant selection subcommittee meetings, during which the committee drafted the RFP, developed interview questions and process, reviewed proposals, and came to a unanimous decision on consultant selection
- Interviews with three applicant firms, with an interview committee comprised of two sub-committee members Pam Hobday and Alicia Barr, Town Manager Jen Callaway and Assistant to the Town Manager Hilary Hobbs
- Two business and property owner inventory subcommittee meetings and development of a draft inventory framework and GIS map

R2SC has moved forward in a positive and collaborative way. Committee members are actively engaged and supportive of this project and excited to continue to move forward. It is with this active engagement that work has progressed very quickly, with issuing an RFP for consulting services in early September with the goal of having the Consulting firm participate in the December 5, 2023 R2SC meeting. Staff appreciates the collaboration and partnership of the committee members.

Over the past four months staff have worked closely with the R2SC to begin this project, including working toward the hiring of a consultant team to lead the development of a River Revitalization Action Plan. Staff developed a draft Request for Proposal (RFP) which was reviewed by the RFP/Consultant selection subcommittee, feedback was incorporated and the RFP was released on September 5, 2023. The eight main tasks for this project outlined in the request for proposals are summarized below:

1. Project Management
2. River Revitalization Steering Committee- *planning and facilitating committee meetings; development of communication strategy*
3. Stakeholder Engagement- *targeted engagement and community workshops*
4. Business Inventory- *physical conditions inventory; sub-area prioritization; inventory business interests, space needs, and barriers to revitalization*
5. Land Use and Urban Design Options- *options for river corridor and receiver sites*
6. Consideration of revitalization Incentives- *economic proformas; recommendations of incentives*
7. Downtown River Revitalization Action Plan
8. Presentations to Town Council

The consultant firm is also expected to provide services to address riparian health and highlight impacts to the Truckee river throughout this process.

### ***Proposal evaluation:***

In response to the RFP, we received three project proposals. The R2SC RFP/consultant selection sub-committee participated in a rigorous and collaborative process to evaluate the proposals. The eight sub-committee members independently reviewed each proposal, then met to discuss disposals. The subcommittee determined that all three proposals were of high quality and that each team would be invited to interview.

The sub-committee collaboratively developed interview questions and selected two sub-committee representatives, Alicia Barr and Pam Hobday, to participate on the interview panel alongside Town Manager Jen Callaway and Assistant to the Town Manager Hilary Hobbs.

#### **RFP/ Consultant Selection Sub-committee**

Joan Jones (R2SC Chair)  
Alicia Barr  
Pam Hobday  
Alexis Ollar  
Lisa Wallace  
Mayor Lindsay Romack  
Jen Callaway (staff)  
Hilary Hobbs (staff)

At the beginning of the interview, each consultant team was asked to present a brief presentation on how their project approach to the River Revitalization Action Plan would help the community to feature, integrate, and care for the Truckee River. Following the interviews and comprehensive review of each proposals, the sub-committee recommended Design Workshop as the best fit for the project because of

their grasp of the project's complexity, local knowledge, strong facilitation skills, and their emphasis on understanding and addressing the existing conditions of the River's health.

Through the interview and review process, the sub-committee identified a need (common to all proposals) to ensure that the consultant team includes additional biological resources expertise. Following the interview and reference checks, staff and sub-committee representatives worked with Design Workshop to augment their initial proposal to add sub-consultant support from Balance Hydrologics to address this need. The cost of Design Workshop's revised Scope of Work, is not to exceed \$297,247. This cost proposal includes the biological resources scope as well as an optional task to assess historical properties opportunities. Staff propose including this optional task in the contract and the scope will only be completed if determined necessary by the R2SC. The anticipated project duration is approximately 12 months.

In addition to the consultant work recommended for Design Workshop, the Town has executed a contract with East River PR to provide ongoing communications support during this project. The cost of this work is not to exceed \$40,000.

**Summary:** Staff recommend that Council authorize the Town Manager to execute a contract with Design Workshop in the amount of \$297,247 for the River Revitalization Action Plan project.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input checked="" type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input checked="" type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input type="checkbox"/> Core Service

**Fiscal Impact:**

The Council-approved budget for C2408 includes \$150,000 in funding for consultant services in FY23/24 and \$100,000 in consultant services in FY24/25. The combined not to exceed costs of the recommended Design Workshop contract and the East River PR contract are \$337,247. Staff recommend that the consultant services budget for FY23/24 be increased by \$40,000 to \$190,000 and that the FY24/25 budget be increased by \$47,247 to \$147,247, resulting in a total line-item budget of \$337,247 for consultant services and a CIP budget total of \$2,087,247.

Staff propose to fund this additional amount from the General Fund. There are sufficient funds in the General Fund to cover this additional expense.

**Public Communication:** The R2SC RFP sub-committee led the RFP development of the RFP, proposal review, interviews, and recommendation to Town Council. The Sub-committee presented and discussed three progress updates at R2SC public meetings throughout this process.

**Attachments:**

(1) Design Workshop Scope of Work and Cost Proposal