

Design Workshop, Inc.

Landscape Architecture
Planning
Urban Design
Strategic Services
Environmental Graphic Design

PO Box 5666
128 Market Street
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Stateline, Nevada 89449
775.588.5929

designworkshop.com

5/15/2025

Carissa Binkley
Economic Vitality Program Analyst
Town of Truckee

Additional Services for: Truckee River Revitalization Action Plan (R2SC)
Add Service Number: 1

Dear Carissa:

In support of completion of the Restore, Revive, Reimagine (R3) Playbook for the Truckee River and in support of the Truckee River Revitalization Steering Committee Catalyst Project Site Collaboration with local property owners, Design Workshop, Inc. (DW) and its subconsultant, BAE will provide the following supplementary services to the Town of Truckee.

This letter is a request for approval to complete Additional Services associated with the Truckee River Revitalization Action Plan located in Truckee, California. Based on our meetings with the R2SC, Town of Truckee, and Catalyst Project representatives we understand that the following services will be required.

- I. Task One: Completion of the R3 Playbook
 - a. Due to the additional R2SC, Action Team, and Subcommittee meetings related to the development of the R3 Playbook, supplemental services are required to complete the R3 Playbook. This task anticipates the development of graphics and prototypical site plan concepts to support the strategies and actions identified by the R2SC, two rounds of refinement of the R3 Playbook to incorporate edits and revisions from the R2SC, Action Teams, Town Staff, Town Council, and the public.
- II. Task Two: Catalyst Project Assistance: Adaptive Reuse at 10855 West River Street
 - a. Project Kickoff Meeting: DW will meet with representatives from the Town of Truckee and the property owner to review the site, development ideas, and known constraints, and to discuss the schedule and potential communications strategy.
 - b. Conceptual Planning: DW may provide services that include site planning, design concepts and visuals. Potential services include the following:
 - i. Conducting a site analysis, including zoning, streetscape design and requirements, site restrictions, and a review of the parcel
 - ii. Site planning to include potential refinement of preliminary layout as jointly determined between the Parties, as well as identifying areas of potential public access, trail access, park opportunities, and assessing the feasibility of ingress and egress
 - iii. Design concepts including adaptive reuse of existing buildings at 10855 West River Street, and concept development to align with the vision and functional needs of the site (refinement or

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revisions to the proposed architectural concept, if needed, to be by architect under contract by Owner)

- iv. Visual designs of the proposed concepts
- c. Roadmap for Development Application. DW may jointly work with the Town and Owner to develop a list and sequence of steps (i.e. a “roadmap”) that would be required in order for Owner to submit a feasible application to Town for development of the Property, including without limitation zoning changes that would be required, streetscape improvements, site restrictions, a potential lot line adjustment between the two parcels comprising the Property, analysis of the parcels comprising the Property, site planning requirements, and ingress/egress requirements. This roadmap process may include:
 - i. Conducting a site analysis, including zoning, streetscape design and requirements, site restrictions, and a review of the Property parcels
 - ii. Identifying necessary zoning changes and Town regulatory approvals for both Property parcels
 - iii. Developing phased steps for lot line adjustments and site planning on both Property parcels
 - iv. Assessing the feasibility of ingress and egress along both Property parcels
 - v. Preparation of a preliminary roadmap
 - vi. Finalized roadmap

III. Task Three: Catalyst Project Assistance: Revitalization Feasibility Study at 10603 East River Street

- a. Project Kickoff Meeting: DW and BAE will meet with representatives from the Town of Truckee and the property owner to review the site, preliminary development ideas, and to discuss the types of uses being considered for development at the site, as well as known site constraints.
- b. Site Constraints Evaluation: DW will review existing available site data, such as topography, parcel boundaries, zoning, and environmental factors. DW will develop base mapping utilizing existing, available digital information for the Property, such as FEMA floodplain boundaries, easements, setbacks, and zoning (note that a parcel records search and development of a new topographic survey is not anticipated). DW will prepare a brief site constraints and opportunities report.
- c. Land Use Site Testing: DW will provide site design services such as the following:
 - i. Facilitating one or more meetings between Owner and concept plan design team to explore opportunities and constraints.
 - ii. Developing two preliminary site plan concepts based on site feasibility and input from the Parties.
 - iii. Revise and refine preliminary site plan concepts first, based on input from the Parties and second, based on community input.
 - iv. Develop representative imagery and graphics of the site plan concepts.

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- v. Refine and prepare a report of conclusions based on above work.
 - vi. Public engagement efforts anticipated to be led by the Town. DW can provide assistance if needed.
- d. **Abbreviated Market Assessment:** Upon identification of potential uses that may be considered for incorporation into development plans for the site, BAE will prepare an abbreviated market assessment for each use, given the available budget. This may include interviews with real estate brokers to discuss the anticipated market demand for the different uses, as well as to identify market rate rents and tenant improvement costs. BAE may also collect available information from CoStar and ListSource, private data vendors, regarding the current land use inventory (where available), sales volumes and absorption trends, market rate rents or for-sale prices, and vacancy rates for each use. If authorized, this research will be limited to the information that is readily available. Data tables may be provided to the Town, DW, and other stakeholders for their use. If needed, BAE may prepare a brief memorandum to summarize key findings and associated analysis.
- e. **Financial Feasibility Testing:** BAE may prepare one or more pro-forma financial feasibility models to assess the conceptual financial performance of different potential land uses that could be developed at the site. These uses will be defined in consultation with the Town, Design Workshop, and the project proponent. Please note that the amount of budget needed to complete this work increases in line with the number of land uses and types of construction. For example, independent analyses need to be conducted, for example, for residential versus retail/office uses. Similarly, a single dedicated commercial development and a mixed-use commercial project represent two different development types with unique cost and revenue considerations. This task assumes that the project proponent will provide rough estimates of key development costs, including land cost basis (on a per-acre basis), grading/site improvement/landscaping costs (on a per-acre basis), parking costs (on a per space basis), and hard construction costs (on a per square foot basis). BAE will spend a very limited amount of time validating these inputs with other developers active in the region, as well as comparison with information previously collected for other Truckee area assignments. BAE may prepare summary tables for distribution to the Town, DW, and the project proponent that summarize the financial models and resulting performance metrics. If needed, and budget permitting, BAE may prepare a brief memorandum summarizing key assumptions.
- f. **Review of Streetscape Requirements:** DW may identify regulatory requirements and potential trigger events for construction of streetscape improvements along the Property's street frontage, assess utility undergrounding needs/requirements on and adjacent to the Property, and develop a summary report outlining potential streetscape and utility undergrounding improvements. Cost estimation is anticipated by others.
- g. **Receiver Site Analysis:** DW will coordinate with the Owner to identify existing uses of Property and define the needs for a replacement site to potentially relocate the existing land use to (e.g. parcel acreage, building size, land use and functions). DW will analyze potential receiver sites within Town limits including known barriers to relocation of existing land use (e.g. zoning, construction costs, etc.). DW will prepare a summary report detailing potential receiver site options and identified barriers.

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By signing this letter, you are authorizing Design Workshop, Inc. to commence services on a time and materials basis, not to exceed the proposed budget amounts described herein. The scope of work is intended to be implemented on a time and materials basis at the discretion of the Town of Truckee (Town). The scope anticipates an approximate number of hours of total consultant staff time for as-needed planning and design support services. It is anticipated that not all of the services listed in Tasks Two and Three will be able to be completed within the not to exceed budget. The tasks identified above represent optional services which may be completed based on the needs identified by the Town as part of the Catalyst Project work.

The contract conditions of existing Agreement dated November 27, 2023 shall be binding on these additional services unless modified herein. The following is a summary of the fees associated with this effort.

Additional Services Amount (Not to Exceed Amount):

Task One	\$18,600
Task Two	\$50,000
Task Three	\$75,000
Total	\$143,600

Please call me at 775-588-5929 if you have any questions regarding this request for additional services.

Sincerely,

DESIGN WORKSHOP, INC.



Stephanie Grigsby, AICP, RLA

Principal

APPROVED BY CLIENT:

By: _____

Date: _____

Title: _____