ACUMEN
ENGINEERING, LLC

January 12, 2026

Project #25029

Truckee Downtown Merchants Association
c/o Ms. Stefanie Olivieri

RE: Proposal for Engineering Services in Support of
*Potential Assessment District Formation*

Dear Stefanie:

Acumen Engineering appreciates the opportunity to present this proposal to the Truckee Downtown Merchants Association (TDMA or Association) for Engineering Services related to the potential formation of a combined assessment district in Downtown Truckee following our meeting with the Town of Truckee on October 29, 2025. The scope of work is based on a review of the enclosed documentation (cover letter, exhibit showing limits of the new portion of the District and spreadsheet estimate of assessment) provided by Becky Bucar, Town of Truckee Public Works Director dated September 12, 2025 and our meeting with Town Engineering Staff on October 29, 2025.

The goal of the project is to create one assessment district encompassing the entire downtown that includes the areas shown on the exhibit plus the existing Brickelltown Community Facilities District (CFD) and West River Street Lighting and Landscape District (L&LD). By combining all of the properties into one District:

- The unit cost of maintenance should be reduced due to the increased size of the District;
- standardize the method of assessment to be based solely on each parcel's frontage area;
- "spread" the cost of maintenance of common areas to all affected parcels; and
- simplify the administration of a single District.

All of the identified property owners will be provided the opportunity to vote for inclusion at the initial formation of the District but assessments will not be charged until improvements are constructed adjacent to the affected property.

**Task 1:**
Attendance at neighborhood meetings with property owners to explain, and answer any questions concerning, the formation of the District such as, but not limited to:

- Process for formation of the District;
- Timing of formation of the District and construction of improvements;
- Duration of the District;
- Benefits and disadvantages of a District;
- How the assessment amount is calculated (individual and "spread" improvements);

CARSON OFFICE
PH (775) 843-5626
djenkins@acumenengr.com

TRUCKEE OFFICE
PH (530) 550-8068
bquesnelengineer@gmail.com

We expect the meetings will be organized by areas;

1. Donner Pass Road {Bridge Street to Spring Street};
2. Jibboom Street and north Bridge Street {Spring Street to Church Street};
3. Church Street {Bridge Street to Truckee Way};
4. Brickelltown; and
5. West River Street

Depending upon interest and the number of involved properties, there could be up to three meetings per area. Based on the discussion(s) with Becky and you, I believe the order/priority of the area meetings would be as listed above. Initial notification of the property owners and the location/time of the meetings would be the responsibility of the TDMA.

**Coordination meeting TDMA and Town Engineering Staff, preparation of Meeting Exhibits/Handouts and Frequently Asked Questions including Kristen Lowell (Assessment District Engineer). 24 hours @ $150/hour = $3,600**

**Attendance at up to nine public meetings @ three hours/meeting @ $150/hour = $4,050**

**Task 2:**
If desired by the Association, Acumen Engineering will prepare the "straw poll data" as requested by the Town for each of the approximate 50 property owners of the 58 affected parcels to be added plus the parcels included in the Brickelltown and West River districts. The data is proposed to be gathered in one of two ways; email, or postal service as selected by each property owner. The results will be tallied and presented in a spreadsheet format similar to the Town's *Estimate of Special Assessment for Possible Future Assessment District Expansion.*

**Preparation of Straw Poll Data spreadsheet @ 40 hours @ $150/hour = $6,000**

The total fee of $13,650 is based on estimated hours for each task; billing will be based on actual time spent and materials expensed to complete the project and is a not-to-exceed amount without prior approval by the TDMA. Please note the $150/hour rate represents a twenty percent reduction in the typical hourly rate of $185/hour and payment terms for the TDMA will be extended to 60 days as Acumen's contribution toward the community benefit of formation of a single district.

Acumen Engineering is available in in January and February to attend the meetings and complete the polling spreadsheet to allow consideration by the Truckee Town Council in early 2026.

Please feel free to call with any questions and look forward to working with the Association.

Sincerely,
ACUMEN ENGINEERING, LLC

Bill

Bill Quesnel, P.E.
Senior Engineer