



## STAFF REPORT

**Report To:** Redevelopment Authority      **Meeting Date:** March 19, 2020  
**Staff Contact:** Lee Plemel, Community Development Director; Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors concerning the expenditure of up to \$12,600 for the design of event shade structures at the 3rd Street Parking Lot, located at 202 S. Curry Street, McFadden Plaza, and the Brewery Arts Center located at 449 W. King Street. (Lee Plemel, lplemel@carson.org; Dan Stucky, dstucky@carson.org)

**Staff Summary:** As directed by the Redevelopment Authority, City staff worked with a design consultant to develop a draft scope and fee to provide conceptual design alternatives for event shade structures in the downtown area at the Brewery Arts Center, 3rd Street Plaza, and McFadden Plaza. The draft scope of work and site options will be presented for consideration and direction from the Authority.

**Agenda Action:** Formal Action / Motion      **Time Requested:** 10 Minutes

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### **Proposed Motion**

I move to recommend to the Board of Supervisors approval of the expenditure of \$12,600 for the design of event shade structures.

### **Board's Strategic Goal**

Economic Development

### **Previous Action**

December 2, 2019: The Redevelopment Authority Citizens Committee recommended approval of the following funding by a vote of 4-1 (2 absent):

- 1) \$190,000 per original parking lot rehabilitation approval;
  - 2) \$80,000 in additional funds for tree removal and associated costs;
  - 3) \$160,000 in additional funds for parking lot reconfiguration (reducing access points, new landscape areas);
- for a total project funding of \$430,000 for the above-noted improvements. In addition, the motion stated that the request for \$50,000 for electrical upgrades for events may come back for approval subject to more information being presented regarding events that could use the upgrades. The dissenting vote on the motion was opposed to the reconfiguration of the parking lot, but supported the original rehabilitation with the tree removal.

December 19, 2019: The Redevelopment Authority took no action on the 3rd Street parking lot improvements but directed staff to prepare a scope of work for design services to evaluate possible shade structures at McFadden Plaza and the Brewery Arts Center in addition to the 3rd Street parking lot.

### **Background/Issues & Analysis**

On December 19, 2019, the Redevelopment Authority discussed the potential expenditure of funds for the design and construction of the 3rd Street Parking Lot Rehabilitation Project to include shade structures and other upgrades to accommodate special events. During this discussion, the Authority directed staff to work with

a design consultant to develop a scope and fee for the conceptual design of downtown shade structures at the Brewery Arts Center, McFadden Plaza, and the 3rd Street parking lot to determine the most appropriate location for the improvements to accommodate special events.

Should the Redevelopment Authority and Board of Supervisors authorize this expenditure for design services, staff will bring the completed design alternatives back to the Authority for further direction on the expenditures for the 3rd Street parking lot project and shade structures for events.

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 279; Redevelopment Authority Policies and Procedures

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** P751020001 - Downtown Redevelopment Area Improvements - 6037510-507010 Capital Improvements

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** \$190,000 was approved in the FY 2020 Redevelopment budget for parking lot rehabilitation.

**Alternatives**

1. Do not fund the design contract and direct staff to return with a funding request for 3rd Street parking lot rehabilitation only.
2. Modify the scope of work to delete design for certain properties and modify the funding amount accordingly.

**Attachments:**

[1.RDA 3rd Street Lot Expenditure.pdf](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

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## Project Description

This project is to develop plan renderings of conceptual ideas for shading concepts at three separate areas within downtown Carson City. It is expected the design concepts will depict ideas showing shading for pedestrian areas and be flexible with future improvement plans and growth of existing trees.

## Task One – Concept Design

Based on available data depicting existing improvements and potential future improvements, Design Workshop will develop a concept plan depicting options for overhead shade structures for each of the three sites. The three sites are:

- Brewery Arts Center
  - 3<sup>rd</sup> Street Parking Lot
  - McFadden Plaza
1. Prepare two digital graphic concept diagrams for each site, to be reviewed with City Staff and project stakeholder, as necessary.
  2. Prepare two revised concept drawings for each area depicting the shade improvements based on comments from City staff and project stakeholder, as necessary.
  3. Prepare photo image slides depicting examples of the material and design types of the shade structures.
  4. Provide quantity calculations for each design concept to be used in an opinion of probable construction costs.

### Deliverables:

- Three (3) design concept plan renderings showing shade improvements.

## Task Two – 3D Renderings

Based on City approved design concepts, a 3D SketchUp model will be prepared for each site to use in creating a 3D rendering for each site.

1. Prepare 3D SketchUp model depicting proposed design elements to be merged with an existing photo showing the proposed shading improvements on each site.

### Deliverables:

- Three (3) design concept 3D renderings showing shade structure concepts for each site. One 3D rendering per site.

## SCHEDULE

Design Workshop is prepared to begin work immediately upon receipt of a signed copy of this proposal from an authorized owner's representative.

## FEES AND EXPENSES

### Basic services

Compensation to Design Workshop for the services described herein and in accordance with the Conditions of this Agreement for a lump sum fee as outlined below.

Task One A – Brewery Arts Center	\$2,300
Task One B – 3 <sup>rd</sup> Street Parking Lot	\$2,300
Task One C – McFadden Plaza	\$2,300
Task Two A – Brewery Arts Center	\$1,900
Task Two B – 3 <sup>rd</sup> Street Parking Lot	\$1,900
Task Two C – McFadden Plaza	\$1,900

Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic Services. Reimbursable expenses incurred by Design Workshop and include mileage and printing expenses.

**PAYMENT TERMS**

Invoices will be mailed from Design Workshop’s office by the 10th of each month. Invoices are payable within 30 days of the date of billing. Invoicing shall be specific to each major task and will describe the completed portion of the work.

**ACCEPTANCE**

1. If this contract meets with your approval, please sign below and return one (1) copy for our file.
2. If this agreement is not accepted within two (2) months from the date of receipt, the offer to perform the described services may be withdrawn and Design Workshop may renegotiate this proposal.

DESIGN WORKSHOP, INC.

By:

Date:

Title:

APPROVED BY CLIENT:

By:

Date:

Title: