

## **FOREWORD**

The Regional Transportation program administered by the Regional Transportation Commission of Southern Nevada (RTCSNV) has grown and expanded to meet the changing conditions in the Clark County area. The RTCSNV, past and present, has fostered a regional approach in the administration of the Regional Transportation Fund.

In an effort to perpetuate the uniform administration of the Regional Transportation program, the RTCSNV Board of Commissioners has approved and published Policies and Procedures for the RTCSNV. The Policies and Procedures are intended as guidelines for the fair administration of the Regional Transportation Fund and the projects under the jurisdiction of the RTCSNV.

It is important to note that representatives of Clark County and the various cities within Clark County participated and concurred in the preparation of the Policies and Procedures contained herein. A significant effort was put forth by the representatives of the various entities in arriving at these guidelines.

It is expected that as circumstances change, these Policies and Procedures will also change to reflect and perpetuate the regional approach to the administration of the Regional Transportation program.

Adopted by the RTCSNV as of September 19, 1980 and revised periodically since November 10, 1983 and subject to annual revision.

## TABLE OF CONTENTS

<b>1</b>	<b>ORGANIZATION</b> .....	<b><u>15</u></b>
1.1	GENERAL.....	<u>15</u>
1.2	COMPOSITION OF COMMISSION.....	<u>15</u>
1.3	RESPONSIBILITY.....	<u>26</u>
1.4	MEETING REQUIREMENTS.....	<u>26</u>
<b>2</b>	<b>PROJECT DEVELOPMENT</b> .....	<b><u>26</u></b>
2.1	PROJECT LIST.....	<u>26</u>
2.2	THE MASTER PLAN OF STREETS AND HIGHWAYS.....	<u>26</u>
2.3	FEDERAL TRANSPORTATION PLANNING AND PROGRAMMING.....	<u>37</u>
2.4	CAPITAL IMPROVEMENT PROGRAM (CIP).....	<u>48</u>
2.5	PROJECT FUNDING.....	<u>59</u>
<b>3</b>	<b>PROJECT REQUIREMENTS</b> .....	<b><u>610</u></b>
3.1	RIGHT-OF-WAY.....	<u>610</u>
3.2	DESIGN CRITERIA.....	<u>812</u>
3.3	PLANS AND SPECIFICATIONS.....	<u>1044</u>
<b>4</b>	<b>PROJECT ADMINISTRATION</b> .....	<b><u>1115</u></b>
4.1	CONSTRUCTION CONTRACT ADVERTISEMENT, BID AND AWARD.....	<u>1115</u>
4.2	CONSTRUCTION CONTRACT ADMINISTRATION.....	<u>1115</u>
4.3	CONTROL OF WORK.....	<u>1115</u>
4.4	CHANGE ORDERS.....	<u>1215</u>
4.5	PROJECT SIGNS.....	<u>1216</u>
<b>5</b>	<b>RTCSNV RESPONSIBILITY</b> .....	<b><u>1216</u></b>
5.1	GENERAL.....	<u>1216</u>
5.2	PROJECT REVIEW.....	<u>1316</u>
5.3	PROJECT FIELD AUDIT.....	<u>1317</u>
5.4	PROJECT DOCUMENTS.....	<u>1317</u>
5.5	UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS.....	<u>1317</u>
<b>6</b>	<b>REIMBURSEMENTS</b> .....	<b><u>1317</u></b>
6.1	REIMBURSABLE COSTS.....	<u>1317</u>
6.2	NON-REIMBURSABLE COSTS.....	<u>1620</u>
6.3	REQUESTS FOR REIMBURSEMENT OR PAYMENT.....	<u>1721</u>
6.4	INVOICE PAYMENT POLICY.....	<u>1721</u>
6.5	PROJECT CLOSEOUT AND FINAL PAYMENT.....	<u>1923</u>
6.6	SUPPLEMENTAL FUNDING.....	<u>1923</u>
<b>7</b>	<b>INTERLOCAL CONTRACTS</b> .....	<b><u>2024</u></b>
7.1	REQUIREMENTS.....	<u>2024</u>
<b>8</b>	<b>REGIONAL STREET AND HIGHWAY FUND</b> .....	<b><u>2125</u></b>
8.1	INCOME.....	<u>2125</u>
8.2	EXPENDITURES.....	<u>2125</u>
8.3	FINANCIAL REPORTS.....	<u>2125</u>
8.4	RTCSNV AUDIT.....	<u>2226</u>

## TABLE OF CONTENTS

<b>9</b>	<b>RESPONSIBILITY OF THE RTCSNV EXECUTIVE ADVISORY COMMITTEE .....</b>	<b><u>2226</u></b>
9.1	DEFINITIONS .....	<u>2226</u>
9.2	MEMBERSHIP .....	<u>2327</u>
9.3	OFFICERS AND DUTIES .....	<u>2428</u>
9.4	MEETINGS .....	<u>2428</u>
9.5	ROBERT’S RULES OF ORDER .....	<u>2428</u>
9.6	PROJECT REVIEW .....	<u>2428</u>
9.7	ANNUAL REVIEW OF POLICIES AND PROCEDURES .....	<u>2428</u>
9.8	RESPONSIBILITY OF THE RTCSNV STAFF .....	<u>2529</u>
<b>10</b>	<b>BLANK .....</b>	<b><u>2529</u></b>
<b>11</b>	<b>POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS ADVISORY COMMITTEE.....</b>	<b><u>2529</u></b>
11.1	CREATION AND PURPOSE .....	<u>2529</u>
11.2	MEMBERSHIP .....	<u>2529</u>
11.3	OFFICERS AND DUTIES .....	<u>2630</u>
11.4	MEETINGS .....	<u>2630</u>
11.5	ROBERT’S RULES OF ORDER .....	<u>2731</u>
<b>12</b>	<b>POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE (MPS).....</b>	<b><u>2731</u></b>
12.1	CREATION AND PURPOSE .....	<u>2731</u>
12.2	MEMBERSHIP .....	<u>2731</u>
12.3	OFFICERS AND DUTIES .....	<u>2832</u>
12.4	MEETINGS .....	<u>2832</u>
12.5	ROBERT’S RULES OF ORDER .....	<u>2832</u>
<b>13</b>	<b>POLICIES AND PROCEDURES GOVERNING THE FREEWAY AND ARTERIAL SYSTEM OF TRANSPORTATION OPERATIONS MANAGEMENT COMMITTEE (FAST OMC).....</b>	<b><u>2933</u></b>
13.1	CREATION AND PURPOSE .....	<u>2933</u>
13.2	MEMBERSHIP .....	<u>2933</u>
13.3	OFFICERS AND DUTIES .....	<u>3034</u>
13.4	MEETINGS .....	<u>3034</u>
13.5	ROBERT’S RULES OF ORDER .....	<u>3034</u>
<b>14</b>	<b>POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE.....</b>	<b><u>3135</u></b>
14.1	CREATION AND PURPOSE .....	<u>3135</u>
14.2	MEMBERSHIP .....	<u>3135</u>
14.3	OFFICERS AND DUTIES .....	<u>3135</u>
14.4	MEETINGS .....	<u>3236</u>
14.5	ROBERT’S RULES OF ORDER .....	<u>3236</u>
<b>15</b>	<b>POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE .....</b>	<b><u>3236</u></b>
15.1	CREATION AND PURPOSE .....	<u>3236</u>
15.2	MEMBERSHIP .....	<u>3236</u>
15.3	OFFICERS AND DUTIES .....	<u>3337</u>
15.4	MEETINGS .....	<u>3337</u>
15.5	ROBERT’S RULES OF ORDER .....	<u>3337</u>

## TABLE OF CONTENTS

<b>16 POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC)</b> .....	<b>3438</b>
16.1 CREATION AND PURPOSE .....	3438
16.2 MEMBERSHIP .....	3438
16.3 OFFICERS AND DUTIES .....	3438
16.4 MEETINGS .....	3438
16.5 ROBERT’S RULES OF ORDER .....	3539
<b>17 BLANK</b> .....	<b>3539</b>
<b>18 POLICIES AND PROCEDURES GOVERNING REGIONAL PROJECT COORDINATION COMMITTEE</b> .....	<b>3640</b>
18.1 CREATION AND PURPOSE .....	3640
18.2 MEMBERSHIP .....	3640
18.3 OFFICERS AND DUTIES .....	3640
18.4 MEETINGS .....	3741
18.5 ROBERT’S RULES OF ORDER .....	3741
<b>APPENDIX</b> .....	<b>3842</b>
WARRANTS FOR SETTING SPEED LIMITS .....	3943
UNIFORM CROSSING GUARD WARRANTS LAS VEGAS METROPOLITAN AREA .....	3943
A RECOMMENDED POLICY FOR THE CLARK COUNTY AREA FOR THE DESIGNATION OF LOCATIONS AND INSTALLATION OF AUDIBLE PEDESTRIAN SIGNALS.....	3943
RATING FOR SETTING PRIORITIES FOR TRAFFIC SIGNAL CONSTRUCTION.....	3943
GUIDELINES FOR INSTALLATION OF LEFT TURN PHASES ON TRAFFIC SIGNALS.....	3943
GUIDELINES FOR THE DESIGNATION OF SCHOOL ZONES, SCHOOL CROSSING ZONES, AND FOR THE INSTALLATION AND OPERATION OF SPEED LIMIT SIGN BEACONS.....	3943
GUIDELINES FOR CONSTRUCTION OF PORTLAND CEMENT CONCRETE INTERSECTIONS ON RTCSNV PROJECTS .....	4044
REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN SINGLE ENTITY .....	4145
REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN SINGLE ENTITY FUEL REVENUE INDEX FUNDED PROJECTS .....	4347
REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN MULTIPLE ENTITIES FUEL REVENUE INDEX FUNDED PROJECTS .....	4448
TRAFFIC IMPACT ANALYSIS GUIDELINES .....	4549
LEFT TURN SIGNAL DISPLAY STANDARD .....	4953
INFORMATION RECOMMENDED ON A “NOTIFICATION OF CONSTRUCTION” LETTER SENT TO PROPERTY OWNERS/UTILITIES.....	5054
STATEWIDE TRANSPORTATION PROCESS .....	5155
REGIONAL TRANSPORTATION COMMISSION POLICY ON SIDEWALK .....	5357
GUIDELINES FOR THE PROVISION OF BUS TURNOUTS AND PASSENGER LOADING AREAS FOR THE RTCSNV TRANSIT BUS .....	5458
UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS FOR PUBLIC WORKS CONSTRUCTION OFF-SITE IMPROVEMENTS, CLARK COUNTY AREA, NEVADA .....	6064
PROCEDURE FOR NOTIFICATION OF REVISIONS UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS .....	6165
DEFINITION OF AN ELIGIBLE QUESTION 10 HIGH SPEED LANE MILE PROJECT .....	6266
POLICY FOR REIMBURSEMENT OF MAINTENANCE COSTS FOR OFF-STREET SHARED USE PATH (TRAIL) .....	6367
RTC/FAST INTELLIGENT TRANSPORTATION SYSTEMS (ITS) INFRASTRUCTURE POLICY FOR FIBER OPTIC CABLE, CONDUIT NETWORK AND DEVICES .....	6468
POLICY FOR COMPLETE STREETS .....	6771
POLICY FOR REIMBURSEMENT OF MAINTENANCE COSTS FOR PUBLIC ROADWAYS.....	6973

**TABLE OF CONTENTS**

NOTICE OF LIEN.....	<u>7074</u>
RELEASE OF LIEN.....	<u>7276</u>

**POLICY AND PROCEDURES MANUAL  
REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA**

**1 ORGANIZATION**

**1.1 GENERAL**

**1.1.1** Chapter 373 of the Nevada Revised Statutes (1965) provides that counties, by ordinance, may create a Regional Street and Highway Commission and may impose taxes on motor vehicle fuel. Under Clark County Code Chapter 4.04, the Board of County Commissioners established a Fuel Tax on motor vehicle fuel and created the Regional Street and Highway Commission of Clark County. The Commission was established to administer the funds generated by the tax in a continuing program to improve the street and highway transportation facilities within the County. By virtue of the Nevada Revised Statutes and the Clark County Code, the Regional Street and Highway Commission of Clark County is authorized to administer the Regional Street and Highway Fund.

**1.1.2** Under Nevada Assembly Bill Number 70, (1979 Session) the name of the Regional Street and Highway Commission of Clark County was changed to the Regional Transportation Commission of Clark County.

**1.1.3** In 1981, the Governor of Nevada designated the Regional Transportation Commission of Clark County the Metropolitan Planning Organization of Clark County.

**1.1.4** On August 10, 2000, the Regional Transportation Commission approved the agency name to be changed to Regional Transportation Commission of Southern Nevada (RTCSNV).

**1.2 COMPOSITION OF COMMISSION**

**1.2.1** The RTCSNV Board of Commissioners (Commission) is composed of eight members. These members represent the various political entities within Clark County and include two members appointed by the Board of Clark County Commissioners, two members appointed by the City Council of the City of Las Vegas and one member each appointed by the City Councils of the cities of North Las Vegas, Boulder City, Henderson, and Mesquite. The Director of the Nevada Department of Transportation shall serve as an Ex-Officio member of the Commission.

**1.2.2** All subsequently incorporated cities within Clark County will be allowed one representative on the Commission. The Commission members will select a Chair and Vice-Chair in July of odd numbered years as provided in NRS 373.040 as amended at the 1993 Legislative Session

**1.2.3** The RTCSNV General Manager and Senior Director of Government Affairs/Media Relations & Marketing serve as primary liaisons to the Commission. Commission members and their staff shall contact the RTCSNV General Manager, Senior Director of Government Affairs/Media Relations & Marketing or Outside General Counsel with questions or direction on RTCSNV matters.

### **1.3 RESPONSIBILITY**

**1.3.1** The RTCSNV is responsible for funding a program of projects to improve the transportation facilities within Clark County in accordance with State Law. This program is funded through the special motor vehicle fuel tax which is provided by the Nevada Revised Statutes and Clark County Code. Accordingly, when projects are proposed for funding through the Regional Streets and Highway Fund, the Commission shall evaluate the project in terms of the priority established for the project, the relationship of the proposed construction in comparison with other proposed projects, the funds available, and the relative need for the project in comparison with others proposed. If the project meets the above criteria, the Commission may approve funding for the project.

**1.3.2** In its role as Metropolitan Planning Organization, the RTCSNV is responsible for developing a plan for regionally significant roadways, transit, fixed guideway, and alternative transportation modes.

### **1.4 MEETING REQUIREMENTS**

**1.4.1** The Commission shall meet the second Thursday of each month at the Clark County Government Center Commission Chambers, 500 South Grand Central Parkway, or at the location designated by the Chair. Special meetings shall be called by the Chair of the Commission when necessary. A quorum consisting of a majority of duly appointed Commission members will be required for the transaction of official business. Motions and resolutions require a majority vote of the members present, including the Chair.

**1.4.2** The Commission will utilize a prepared agenda. Items for discussion or action must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing.

**1.4.3** The Commission will utilize Robert's Rules of Order for the official transaction of business. No second on a motion is required. A formal vote will be required on all Commission action involving recommended expenditure of funds.

**1.4.4** When a member of the Commission is unable to attend a regularly scheduled meeting, he or she should so notify the General Manager or designee.

## **2 PROJECT DEVELOPMENT**

### **2.1 PROJECT LIST**

**2.1.1** The RTCSNV shall keep a perpetual "Project List" of approved projects it has accepted under its authority. In addition, the RTCSNV shall periodically review the project lists from the Regional Transportation Plan and Transportation Improvement Program pertaining to federally funded locally sponsored intermodal priorities.

### **2.2 THE MASTER PLAN OF STREETS AND HIGHWAYS**

**2.2.1** The RTCSNV will maintain a Master Plan of Streets and Highways for the Las Vegas urban area. In order for a roadway project to be considered by the RTCSNV for funding under any program administered by the RTCSNV, the roadway must be shown on this Master Plan of Streets and Highways.

- 2.2.2** The Master Plan of Streets and Highways shall include all streets and highways that:
- A. Are included in a recognized transportation plan or transportation element adopted by one of the constituent entities of the RTCSNV, or
  - B. Lie within the Las Vegas urban area, or
  - C. Are identified as a street with a minimum of 80 feet planned right-of-way or functionally equivalent four (4) lane facility.

- 2.2.3** The Las Vegas urban area is defined to include:
- A. The full extent of the incorporated cities of Henderson, Las Vegas and North Las Vegas;
  - B. That part of unincorporated Clark County lying within the land disposal boundary established in the Southern Nevada Public Lands Management Act; and
  - C. Other contiguous areas as may be defined and approved by the Commission for this purpose.

**2.2.4** The Master Plan of Streets and Highways should be reviewed and updated every five (5) years. The plan may also be amended at any time prior to the five (5) year update with a request from any member agency or the MPO. The request will be reviewed and submitted to the RTCSNV for adoption.

**2.3 FEDERAL TRANSPORTATION PLANNING AND PROGRAMMING**

**2.3.1** The Nevada Department of Transportation defines the Roadway Functional Classification system. In order for a roadway project to be considered by the Federal Highway Administration for funding under a Federal-Aid Highway Program, the roadway must be included in this Roadway Functional Classification. This system of roadways is defined in conjunction with the RTCSNV and is approved by the Federal Highway Administration. It is the policy of the RTCSNV that the Master Plan of Streets and Highways shall form the basis for the selection of roads to be included in the Roadway Functional Classification system.

**2.3.2** In order to receive funding under any Federal-Aid Highway Program, the project must be identified in the Regional Transportation Plan and scheduled for funding in the Transportation Improvement Program, as developed by the Commission and approved by the U.S. Department of Transportation as part of the Statewide Transportation Improvement Program.

**2.3.3** The relationship between the RTCSNV procedures and those of the Federal programs are summarized in the following table:

To be funded under:	An RTCSNV program	a Federal program
The project must be on:	the Master Plan of Streets and Highways	the Roadway Functional Classification
And must be scheduled for funding in:	the RTCSNV Capital Improvement Program	the Regional Transportation Plan and Transportation Improvement Program

**2.3.4** The Federal procedures apply to both urban and non-urban areas whereas, as noted in Section 2.2.5, different RTCSNV procedures apply outside the urban area.

**2.3.5** The Transportation Improvement Program covers a four-year funding schedule and is updated pursuant to Title 23 Code of Federal Regulations, Part 450.324. For a project to be scheduled for funding in the Transportation Improvement Program, it must be drawn from the Regional Transportation Plan as approved by the Commission.

**2.3.6** The Regional Transportation Plan is updated at least every four years, and outlines the plans and programs needed to address the transportation needs of the region over a twenty-year time frame. The Plan is required to be in conformity with Federal Air Quality regulations, and this determination of conformity is subject to Federal review and approval.

**2.3.7** Any project proposed for a roadway shown on the Roadway Functional Classification may be submitted for inclusion in the Regional Transportation Plan and Transportation Improvement Program in accordance with the procedures established for the various Federal-Aid Highway Programs.

**2.3.8** Federal Regulations require that the Regional Transportation Plan and Transportation Improvement Program include all “Regionally Significant” transportation projects, irrespective of funding source. A regionally significant project means a project that is on a facility which serves regional transportation needs, such as:

- A. Access to and from the area outside the region;
- B. Major activity centers;
- C. Major planned developments, such as retail malls, sports complexes or employment centers;
- D. Transportation terminals.
- E. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities offering a significant alternative to regional highway travel.

**2.3.9** Prior to approval of any project or development that would create a new regionally significant facility, or would eliminate, change the scope, or create a significant realignment of an existing regionally significant facility, the sponsoring entity shall submit the changes to the Commission for review and analysis. The RTCSNV shall have 30 calendar days to respond as to whether the change will necessitate a revision to the Regional Transportation Plan.

**2.3.10** It is the responsibility of the implementing agency to notify the RTCSNV of approval to implement a project on a Regionally Significant facility. A project is considered approved when the governing body of the implementing agency by formal action authorizes the project to proceed.

**2.3.11** The analyses required for the Regional Transportation Plan are supported by the regional travel demand forecast model. The Master Plan of Streets and Highways forms the basis for the forecast model roadway network.

## **2.4 CAPITAL IMPROVEMENT PROGRAM (CIP)**

**2.4.1** The RTCSNV Executive Advisory Committee shall review at least annually the active and proposed project list to be incorporated into the CIP. An updated project description (including street name, project limits, brief description of improvements), cost estimate and project schedule shall be prepared during the annual CIP review, which is to begin in March, to be adopted by the RTCSNV in June, and to be effective July 1<sup>st</sup> of the subsequent fiscal year.

**2.4.2** The CIP shall be presented to the members of the RTCSNV Regional Project Coordination Committee (RPCC) who shall review the proposed projects for conflicts with other planned projects.

**2.4.3** Amendments to the capital plan will be required if a project is requesting funding and is not identified in the current fiscal year.

**2.4.3.1** RTCSNV staff will make any amendments to the CIP administratively with one agenda item if there are available resources in the current fiscal year.

**2.4.3.2** The member agency will be required to submit an agenda item explaining which projects to move out of the current fiscal year in order to make room for the proposed project if there are no available resources in the current fiscal year. RTCSNV Staff will notify the member agency that an agenda item will be required.

**2.4.4** RTCSNV Staff will maintain an updated CIP monthly to identify the funding request from each member agency and to identify the available resources remaining in the current fiscal year. This update will be provided to the member agencies for their use.

**2.4.5** The CIP, in addition to the new roadway projects identified, will include annual maintenance categories for the member agencies to program portions of their resources for their maintenance needs in the following categories:

**2.4.5.1** Arterial Reconstruction Program – this category will allow the member agencies to program the maintenance activities required to streets with a minimum 80-foot right-of-way width or with a functional equivalent of four (4) general purpose travel lanes.

**2.4.5.2** Neighborhood Rehabilitation Program – this category will allow the member agencies to program the maintenance activities of public roadways where ROW widths are less than 80-feet and not included in item 2.2.2 above shall be eligible for RTCSNV funds (see *Policy for Reimbursement of Maintenance Costs for Public Roadways* where ROW widths are less than 80-feet).

**2.4.5.3** ADA Upgrade Program – this category will allow the member agencies to program funds to upgrade portions of their pedestrian facilities to the current ADA standards in compliance with their ADA transition plan.

**2.4.5.4** Safety Upgrade Program – this category will allow member agencies to program funds to improve pedestrian and vehicle safety along the existing roadways within their jurisdiction.

**2.4.5.5** Intersection Improvement Program – this category will allow member agencies to program funds to provide necessary improvements to existing intersections or to construct new intersections to enhance safety including enhancements to traffic control.

## **2.5 PROJECT FUNDING**

**2.5.1** When a member agency recognizes the need for a new or improved facility, action may be initiated to request funding for the project. This action should be taken well in advance of the required date for actual expenditures. This action will be an agenda item for the RTCSNV to approve an interlocal contract between the member agency and the RTCSNV.

**2.5.2** Project approval constitutes authority to expend funds identified in the interlocal contract.

**2.5.3** When projects meet eligibility for funding, RTCSNV staff will review pending funding requests in the following order:

**2.5.3.1** Supplemental interlocal contracts to meet construction awards of bid amounts, right-of-way acquisition, negotiated and/or administrative settlements and change orders.

**2.5.3.2** Administrative items (e.g. consultant contracts).

**2.5.3.3** Contracts for work in the maintenance categories.

**2.5.3.4** Engineering and right-of-way.

**2.5.3.5** Construction.

**2.5.4** Eligibility for Funding – In order to be eligible for funds from the RTCSNV for administration of a project, the Lead Agency must have met the following:

**2.5.4.1** Compliance with all criteria set forth in Section 2 (if applicable).

**2.5.4.2** Performance of all requirements set forth in the Interlocal Contract of all previously funded projects.

**2.5.5** A project may be initiated by the member entity, which has jurisdiction over the physical location of the proposed project or by the MPO.

**2.5.6** Engineering and Right-of-Way Acquisition funding eligibility – in order for a project to be eligible for engineering and right-of-way acquisition funding, the project must:

**2.5.6.1** Be included on a plan in accordance with Section 2.2,

**2.5.6.2** Have funds included in the current fiscal year of the CIP or amended to be in the current fiscal year.

**2.5.7** Construction funding eligibility – resources identified by the Finance Department may be made available for construction of projects. In order for a project to be eligible for construction and construction management funding, the project must:

**2.5.7.1** Have funds included in the current fiscal year of the CIP; and

**2.5.7.2** Have ninety (90) percent design documents completed; and

**2.5.7.3** Have all right-of-entry for construction purposes obtained or the member agency satisfactorily demonstrates to the RTCSNV that it is in the process of commencing condemnation proceedings.

**2.5.7.4** Request for funds for resources programmed in years other than the current fiscal year may be approved if the following conditions are met:

**2.5.7.4.1** RTCSNV staff has determined adequate resources are available; and

**2.5.7.4.2** Approval of funding must not result in the delay of design funding programmed in the current fiscal year; and

**2.5.7.4.3** All prerequisites for construction funding are satisfied.

### **3 PROJECT REQUIREMENTS**

#### **3.1 RIGHT-OF-WAY**

**3.1.1** Any RTCSNV member agency shall be required to dedicate right-of-way on parcels that they have ownership on to facilitate the construction of an RTCSNV funded roadway project. Right-of-way acquisition for the construction of a project may be funded by the RTCSNV. On all right-of-way to be purchased, except as otherwise directed by the Commission, or as otherwise provided for in NRS 645C.150, the appraisal of at least one M.A.I. (Member of Appraisal Institute) or other person who is a senior or designated member of the Appraisal Institute or American Society of Appraisers will be required. In addition, the appraiser shall be a Certified General Appraiser with the State of Nevada - Department of Commerce, Real Estate Division.

**3.1.2** All appraisals will be reviewed by the administrating entity and a summary of the appraisal values will be forwarded to the RTCSNV in the appropriate format. Right-of-way concessions in exchange for the donation of right-of-way shall have individual cases reviewed and approved by the General Manager or designee. Preparation of right-of-way drawings for the project shall be the responsibility of the designated entity. Plats shall include the following information as a minimum:

- A. Alignment information for section lines and center lines and sectional ties
- B. Subdivision and sectional references
- C. Existing improvements intake area and immediately adjacent thereto
- D. Existing and proposed right-of-way lines
- E. Property lines
- F. Document numbers and dates for existing rights-of-way, easement, and patent reservations
- G. Tax parcel numbers and owner's names for all parcels from which right-of-way is required; tax parcel numbers only for all other parcels shown
- H. Street names
- I. Curve data
- J. Legend
- K. City limits
- L. Property schedule
- M. Basis of bearing
- N. North arrow

**3.1.3** Prepare all descriptions of the take-area parcels involved in the project.

**3.1.4** Prepare 8-1/2" x 11" parcel maps for all properties from which right-of-way is required. Parcel maps should include:

- A. Tax parcel number and owner's name
- B. Sectional and/or subdivision references and ties
- C. Existing and proposed right-of-way lines
- D. Dimensions of the take-area
- E. Take-area to be shaded
- F. Existing topo
- G. Parcel area: total area, take-area, and remainder should be indicated
- H. North arrow and scale

**3.1.5** The RTCSNV may participate in the purchase of property necessary for the construction of a project. Related right-of-way costs such as appraisals, title insurance, etc., will be reimbursed or paid directly by the RTCSNV. Right-of-way may be acquired by the administering entity at a cost not to exceed the appraised value provided that funds for such acquisition have been allocated by interlocal contract. Any negotiated or stipulated settlement above appraised value shall be in accordance with section 3.1.6. Prior to purchase of property, copies of the appraisals shall be submitted to the RTCSNV staff for review. The appraisals may be considered to be approved if no written objection is sent to the administering entity within five working days after receipt of the appraisals.

**3.1.6** Negotiated or stipulated settlements must be forwarded to the General Manager or designee of the RTCSNV for concurrence and recommendation and the General Manager or designee is to respond to the entity within five working days. A “no response” by the General Manager or designee would be equal to “no exception taken” and the entity would proceed. In the case of unresolved dispute of recommendation between the entity and RTCSNV General Manager or designee, such disputes are to be forwarded to the Executive Advisory Committee and RTCSNV for resolution.

**3.1.7** The value of minor parcels of right-of-way needed for the construction of a project, which are estimated to cost \$50,000 or less, may be negotiated in lieu of being based on an appraisal.

**3.1.8** If it becomes necessary to purchase additional property in order to acquire the necessary right-of-way for construction, the RTCSNV may participate in the purchase of the property. Any residual properties not within the project limits of construction will require reimbursement to the Regional Street and Highway Fund if the property is sold or used by the administering entity in the manner outlined below:

- A. Sale of residual property shall comply with all the provisions of the appropriate state laws and ordinances. The cost of the appraisals shall be at the expense of the prospective purchaser, but entity costs of selling the property shall be at the expense of the RTCSNV. Remaining proceeds from the sale shall be deposited in the Regional Street and Highway fund.
- B. If the administering entity desires to sell or use a residual property for a public purpose, the Regional Street and Highway Fund may be reimbursed by the entity on a pro-rata basis determined by multiplying the appraised price per square foot times the residual area.
- C. If at project close out, residual property still exists and the entity has no plans for use or sale, the RTCSNV may place a “Notice of Lien” on the property, as referenced in the appendix. The Lien will ensure that the Regional Street and Highway Fund receives the proceeds from the sale of the residual property.
- D. The RTCSNV will reimburse the costs incurred on a project in the purchase of property under a willing buyer/willing seller program in accordance with the requirements of the Nevada Revised Statutes and any criteria established by RTCSNV.

## **3.2 DESIGN CRITERIA**

**3.2.1** All projects shall be designed for future traffic to local standards, to standards adopted by the RTCSNV as enumerated in the appendix of this document, the standards contained in the adopted Bicycle/Pedestrian Element of the Regional Transportation Plan, the State standards, American Association of State Highway and Transportation Officials (AASHTO) standards, the Regional Intelligent Transportation Systems Architecture adopted by the RTCSNV, [National Association of City Transportation Officials \(NACTO guidelines\)](#), and generally accepted engineering practices. The Uniform Standard Specifications for Public Works Construction of Off-Site Improvements, Clark County Area, Nevada, hereinafter referred to as "Standard Specifications," most recent edition shall be used on all contracts. No streets shall be constructed with less than a 3" asphalt concrete pavement, or the equivalent if other paving materials are used. The base course requirements on each street shall be determined by an acceptable method based on the types of soils encountered as sub-base material.

**3.2.2** The installation of raised medians to reduce left turn conflicts and provide for pedestrian refuge areas shall be addressed during the project design.

**3.2.3** Median islands or continuous left turn lanes should be built on all jobs where feasible. Landscaped or raised medians are preferred to reduce left turn conflicts and provide pedestrian refuge. Where traffic signals are anticipated to be installed at a later date, conduit shall be included during the construction of the project.

**3.2.4** Before beginning design of any drainage facility, data relating to existing flows, ultimate flows as shown in the Clark County Regional Flood Control Master Plan, and the construction schedule of future Flood Control District projects shall be collected and considered. Drainage studies and the design of drainage facilities constructed on RTCSNV projects shall be in accordance with the Clark County Regional Flood Control District's Hydrologic Criteria and Drainage Design Manual.

**3.2.5** Projects shall be constructed to meet the requirements of Americans with Disabilities Act (ADA) 1990, as amended, including, where feasible, the “Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way”, available at: <https://www.access-board.gov/attachments/article/743/nprm.pdf> and all projects shall be in accordance with the RTCSNV policy on sidewalk.

**3.2.6** All projects shall incorporate conduit for ITS infrastructure as determined by the RTCSNV.

**3.2.7** All-Weather Roads: Twelve feet of road in each direction shall remain serviceable (dry) for emergency vehicles during a 10-year storm. At cross streets, depth of water shall not exceed curb depth during a 10-year storm. The roadway shall be protected from a 10-year storm for longitudinal drainage and a 100-year storm from transverse drainage.

**3.2.8** Interception of Sheet Flow Drainage: All sheet flow drainage intercepted by the roadway shall be discharged within the same drainage area.

**3.2.9** Nuisance Water Control: Defined as water runoff that would flow in the roadway when there is not storm water present. Provisions for nuisance water shall be provided in all urban roads. A maximum 18-inch pipe size will be reimbursed by the RTCSNV for nuisance water, provided there is existing drainage facility to connect the pipe to, or if an entity neighborhood plan allows for future connection.

**3.2.10** Intensification of Drainage: Street paving may cause more storm water runoff. It is the obligation of the RTCSNV to ensure safe disposition of the increased runoff due to roadway construction. The flow from the street shall be discharged within the existing drainage area. No drainage may be diverted from its natural drainage course unless diverted in accordance with the Regional Flood Control Master Plan.

**3.2.11** Traffic signal installations must be on approved routes and must meet the minimum warrant requirements as specified in the Manual on Uniform Traffic Control Devices. The selection of a traffic signal or roundabout may be justified by an Intersection Control Evaluation process recognized and adopted for use by a State Transportation Department (including NDOT) or the FHWA.

**3.2.11.1** Infrastructure for future traffic signals at the intersection of two streets on the RTCSNV master plan which are currently not warranted are reimbursable.

**3.2.11.2** Any developer contributions for traffic signal infrastructure must be collected and used to offset the cost of facilities.

**3.2.11.3** Replacement or upgrade of above ground infrastructure is reimbursable.

**3.2.11.4** Relocation and modification of existing school flashers to comply with the requirements of the Manual on Uniform Traffic Control Devices, that meet the warrants adopted by the RTCSNV, will be reimbursed.

**3.2.11.5** Construction of new school flashers are reimbursable.

### **3.3 PLANS AND SPECIFICATIONS**

**3.3.1** During the design and construction phases of project development, the administering entity will be required to prepare and present monthly status reports to the RTCSNV. Project status reports must be submitted to the RTCSNV within 30 calendar days after the interlocal contract has been approved by the RTCSNV. These reports will be for purposes of keeping the RTCSNV informed of the project progress.

**3.3.2** A pre-design conference shall be held with representatives of each entity in which the project is located with the General Manager or designee and the design engineer present. Design conferences to be held at least monthly to review the progress.

**3.3.3** Plans and specifications shall be furnished to the RTCSNV Streets and Highways Department for review and comment. The following items are required to be submitted if completed for the project and requested by the RTCSNV:

**3.3.3.1** An Electronic copy of the 30% Plans and Specifications; and

**3.3.3.2** An electronic copy of the current cost estimate, with all funding sources identified; and

**3.3.3.3** An electronic copy of the Traffic Impact Analysis; and

**3.3.3.4** An electronic copy of the drainage study; and

**3.3.3.5** One set of right-of-way plans and parcel maps; and

**3.3.3.6** One copy of the soils report; and

**3.3.3.7** Computations on project quantities and structural items; and

**3.3.3.8** An electronic copy of the 90% Plans and Specifications.

**3.3.4** The submittal shall be made to the RTCSNV Streets and Highways Department only. The Streets & Highways staff will distribute the documents internally to FAST, Transit Amenities, and any other RTC department that has an interest in the project and collect the comments.

**3.3.5** All of the above items will be retained in the files of the administering entity and be available to the RTCSNV staff upon request.

**3.3.6** The design for all projects shall be submitted to the governing body of each entity affected for review in the preliminary stage before finalization of the design. The design in the preliminary stages shall include all major features including a summary of drainage facilities and associated costs and ADA compliance elements. When the construction cost of drainage features associated with the project exceeds 45% of the total construction cost of the project permission must be obtained first from the RTCSNV before design begins.

**3.3.7** The plans and specifications will reflect on the title sheet the fact that the project is being funded by the RTCSNV and will include a signature area for the General Manager or designee of the RTCSNV in addition to those required by the entity administering the project.

**3.3.8** The RTCSNV will require one electronic complete set of plans, specifications, contract documents and addendums for all projects at the time they are issued for construction.

**3.3.9** If the project is to be constructed as part of an assessment district, the title sheet as indicated above should include identification that a portion of the district is being funded by the RTCSNV.

## **4 PROJECT ADMINISTRATION**

### **4.1 CONSTRUCTION CONTRACT ADVERTISEMENT, BID AND AWARD**

**4.1.1** The designated entity responsible for administration of the project will coordinate all project advertising for bids, bid evaluation and summaries. It will be the entity's responsibility to insure conformance with required advertising procedures and contract award.

**4.1.2** If a project funded by the RTCSNV is included as a part of a larger project not funded by the RTCSNV, a separate estimate of quantities shall be included for the RTCSNV portion.

**4.1.3** An informational agenda item will be submitted to the Executive Advisory Committee and RTCSNV by the entity for all bid awards within 60 days of award of bid. The Award of Bid Agenda Item shall include:

**4.1.3.1** Project funding provided by all entities/sources and their combined total for the project; and

**4.1.3.2** Date the bids were opened, number of bids received and range; and

**4.1.3.3** Recommended best responsive bidder, dollar amount of the bid submitted, and percent lower/higher than the engineer's estimate; and

**4.1.3.4** A bid abstract of all bidders; and

**4.1.3.5** The engineer's estimate at the time of bid.

### **4.2 CONSTRUCTION CONTRACT ADMINISTRATION**

**4.2.1** The administering entity will be responsible for construction contract administration and for providing engineering and inspection to adequately control the project to assure construction of the project according to the plans and specifications.

**4.2.2** For purposes of direct project coordination, the entity should designate one individual who will be responsible for the construction contract administration. All contacts and correspondence between the RTCSNV and the entity concerning the project will then have a single focal point.

**4.2.3** The construction contract administration, engineering, and inspection may be performed all or in part by the administering entity or may be contracted to a consultant.

### **4.3 CONTROL OF WORK**

**4.3.1** It is the responsibility of the administering entity to see that work performed and materials used meet the prescribed requirements.

**4.3.2** The administering entity will provide sufficient engineering supervision to assure vertical and horizontal control to allow construction of the project to line and grade within acceptable accuracy. Reimbursement for such engineering, inspection, and supervision will be in accordance with Section 6.1 "Reimbursable Costs".

**4.3.3** The administering entity will be required to submit copies of all inspection reports, materials, test reports, contract documents, and right-of-way documentation to the RTCSNV when requested. In addition, the entity will submit to the RTCSNV, on a monthly basis, a written summary of project activities completed and activities expected during the coming reporting period.

## **4.4 CHANGE ORDERS**

**4.4.1** Except as provided in Section 6 and the Standard Specifications, change orders on projects funded in whole or in part with RTCSNV funds shall be authorized by the RTCSNV.

**4.4.2** A change order will be required in the following situations:

- A. Any change requiring additional work which is not within the original scope or intent of the project, or any change which deletes work which changes the scope or intent of the project.
- B. Construction of a new traffic signal or full underground facilities for a future traffic signal at a location not shown on the plans.
- C. Any revision to the size or alignment of the designed drainage facilities which would result in a change to the conceptual drainage plan or which results in a facility which is not in compliance with these Policies and Procedures.
- D. An increase or decrease in the number of travel lanes as shown on the plans.
- E. An increase to the construction conflicts bid item budgeted amount.
- F. Damages paid to the contractor for delay claims.

**4.4.3** Additional work which is within the original scope and intent of the project and is paid under a construction conflicts bid item will be reimbursable if it is a reimbursable item as outlined in these Policies and Procedures and funds are available. The administering entity shall forward a copy of the written authorization for the contractor to perform the work together with any documentation explaining the cost of the work to the RTCSNV prior to reimbursement.

**4.4.4** All change orders and/or construction change authorizations (CCA) that impact RTCSNV funds will be reviewed and approved in a timely manner by the General Manager or designee for eligibility of funding. The RTCSNV General Manager or Designee shall sign all forms the responsible entity prepares that will impact any RTCSNV funds.

**4.4.5** If the contract award amount impacting RTCSNV funds plus any processed changes to the contract exceeds the total amount in the interlocal contract, it will be necessary to request an increase in project construction funds through a supplemental interlocal contract. The supplemental interlocal contract must be approved by the Commission prior to the responsible entity requesting reimbursement.

## **4.5 PROJECT SIGNS**

**4.5.1** An appropriate number of RTCSNV Construction Signs (a minimum of one per major approach) shall be placed on all RTCSNV Construction Projects, except that no signs are required on traffic signal projects.

**4.5.2** On projects where the RTCSNV has reimbursed a substantial amount, such as for the design and right-of-way acquisition, and the construction of the project is funded with other than RTCSNV funds, the RTCSNV should be listed as a participating funding agency on the construction sign used by the agency funding the construction.

## **5 RTCSNV RESPONSIBILITY**

### **5.1 GENERAL**

**5.1.1** The RTCSNV is a governing body and shall take such actions as may be authorized by the Nevada Revised Statutes, Clark County Ordinance, adopted Policy and Procedures, or contractual agreements executed by the various entities.

## **5.2 PROJECT REVIEW**

**5.2.1** The RTCSNV will review projects to ensure compliance with RTCSNV Policies and Procedures from those documents submitted as required in Section 3 “Project Requirements”.

**5.2.2** The RTCSNV review will be for the purpose of insuring compliance with RTCSNV policy. Such a review shall be completed within ten working days of receipt of such plans and specifications. Once all comments are satisfied, the cover sheet shall be signed by RTCSNV.

## **5.3 PROJECT FIELD AUDIT**

**5.3.1** The RTCSNV will review projects on a regular basis but will have no direct administrative control over the project administration being exercised by the responsible entity. The RTCSNV will participate in periodic field audits through the General Manager or designee prior to final project acceptance to assure compliance with the interlocal contract. Prior to final project payment, the responsible entity will present a summary of all project costs to the RTCSNV for approval.

## **5.4 PROJECT DOCUMENTS**

**5.4.1** The responsible entity will receive, maintain, and file copies of documents associated with the project including agreements, inspection reports, test reports, correspondence, plans, specifications, and as-built plans. All responsible entity's files and documentation regarding the project will be available for review by the RTCSNV.

## **5.5 UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS**

**5.5.1** The RTCSNV will maintain the: Uniform Standard Specifications and Drawings for Public Works Construction Off-Site Improvements, Clark County Area, Nevada and be the official repository of the latest copy. Revisions to the documents will be made in accordance with the procedures approved by the Commission.

# **6 REIMBURSEMENTS**

## **6.1 REIMBURSABLE COSTS**

**6.1.1** No costs will be considered for reimbursement which were incurred before the date the Interlocal contract was approved by the Commission unless specifically addressed in the interlocal agreement. However, a project may be proposed by an entity for future RTCSNV reimbursement if a resolution is first adopted by the RTCSNV expressing its intent to participate in such reimbursement. Such resolution must expressly state that future RTCSNV reimbursement will be conditioned upon availability of adequate funds and compliance by the entity with all standard conditions, rules and standards for RTCSNV funded projects in effect at the time the resolution is adopted. Reimbursement may be made for eligible expenses that are incurred for a period of up to 18 months prior to the date the reimbursement is approved by the RTCSNV. The project must be included on the Project Priority List prior to actual reimbursement.

**6.1.2** The amount of project reimbursement will be limited to the specific amounts as itemized in the interlocal contract and any supplemental interlocal contracts.

**6.1.3** The RTCSNV will reimburse costs from the Regional Street and Highway Fund on projects which have been approved by the RTCSNV and the represented political entities. All project costs subject to reimbursement are open to audit by the RTCSNV.

**6.1.4** The following are considered as allowable costs for reimbursement:

- 6.1.4.1** Engineering: All engineering costs associated with the preparation and delivery of plans, specifications and estimates to the member agency, design engineering during construction, including in-house labor, will be considered as a reimbursable cost.
- A. Effective July 1, 2003 the labor costs are defined as an employee's base wage rate, the employee's fringe benefit rate, and an overhead charge.
  - B. The maximum reimbursement for engineering, including plan checking, shall not exceed the amount identified in the interlocal contract and any supplemental interlocal contracts.
  - C. The cost associated with potholing associated with project design to determine the exact horizontal and vertical location of utilities that may conflict with project improvements shall be considered an engineering expense.
  - D. When an entity hires a consultant for project management and/or design services, the entire cost of the consultant's contract, including administrative expenses, may be reimbursed providing the consultant's sole responsibility is to the RTCSNV projects. When the consultant's responsibilities include other than RTCSNV projects, a proportionate share of the consultant's administrative expenses may be reimbursed.
  - E. Expenses related to work on RTCSNV issues that are not attributable to a specific project may be reimbursed at the fully burdened rate. Invoices for the employee's cost must include copies of the time sheets or internal reports showing the RTCSNV projects or program developments that were worked on. The employee's time spent on non-RTCSNV Street and Highway related activities or training is not reimbursable.
- 6.1.4.2** Right-of-Way: Right-of-way costs may be considered on all RTCSNV projects. Appraisal costs, title search, acquisition costs, negotiations, deed stamps, recording costs, filing costs, and related right-of-way engineering costs including topographic surveying of property to be acquired and special environmental study costs will be paid by the RTCSNV provided they are included in the interlocal contract. Costs of appraisals to determine special benefits to properties along a RTCSNV project and included in a special improvement district will also be considered a reimbursable right-of-way expense.
- 6.1.4.3** Construction: Project construction costs within approved construction limits may be reimbursed as follows:
- A. RTCSNV funds may be used to partially fund flood control projects located within the limits of a funded RTCSNV project. The RTCSNV funding will be limited to the cost necessary to construct drainage facilities identified as reimbursable herein. RTCSNV funds may be used to fund drainage facilities designed to collect the 100-year storm event if such facilities are within the project limits and within 600 feet of a Clark County Regional Flood Control District (CCRFCD) master plan facility that is existing or on the 10-year construction program. RTCSNV and the responsible agency shall determine the appropriate use of RTCSNV funds
  - B. The RTCSNV may reimburse the cost of diverting flows in accordance with flood control master plans. However, the extent of RTCSNV reimbursement shall be determined on a case-by-case basis. Entities shall pursue Regional Flood Control participation in the construction of joint RTCSNV/CCRFCD facilities.
  - C. The cost of traffic control signals or roundabouts will be considered and approved on an individual basis.
  - D. Traffic lane delineation and special traffic markings will be reimbursed. Temporary traffic control devices, including work zone Intelligent Transportation Systems, which are placed in accordance with the Manual on Uniform Traffic Control Devices, and which are necessitated by the construction of the project will be reimbursed.

- E. Off-site improvements or adjustments may be reimbursed but must be approved on an individual basis by the RTCSNV.
  - i. Off-site improvements adjacent to Clark County Regional Flood Control District Detention Basins may be funded on streets with a planned right-of-way width of 60 feet or more. Reimbursement of costs is limited by the following criteria:
  - ii. The facility must be located within the Federal Aid Urban Boundaries of the Las Vegas Valley. In addition, one or more of the following criteria must apply.
    - a) There must be existing paved access on the street adjacent to the Regional Flood Control District's detention basin on which construction of off-site improvements is proposed as listed below:
      - 1. Completed off-site improvements across the street from the basin, or
      - 2. Completed off-sites on either side of the basin that would match the proposed off-sites, or
      - 3. Existing paved access adjacent to the basin, but no full completed off-sites adjacent to or next to the basin.
    - b) Construction of off-site improvements would be complete or provide a route between two paved streets.
  - iii. The off-site improvements proposed to be funded with fuel tax proceeds have been determined to be ineligible for CCRFCD funding.
  - iv. Improvement of only one-half of the street may be funded.
  - v. All-weather street criteria as contained in the RTCSNV Policies and Procedures would not necessarily have to be followed at the time the off-site improvements are constructed.
  - vi. No right-of-way costs will be reimbursed.
  - vii. Off-site improvements constructed on a street on the approved RTCSNV Capital Improvement Program may be reimbursed with those projects funds, subject to approval of an appropriate Interlocal Contract and Authorization to Proceed.
- F. Reimbursements for landscaping and structural aesthetics may be reimbursed in accordance with the following criteria:
  - i. Replacement landscaping and related items of construction on properties adjacent to the right-of-way may be reimbursed. Irrigation systems for future landscaping may also be reimbursed.
  - ii. Aesthetic enhancement on projects may be reimbursable in an amount not to exceed 3% of the construction cost. The enhancement of various functional elements such as beams, walls or columns by utilizing colors, texture or other amenities is encouraged. The enhancements should be in accordance with an approved landscaping and/or aesthetics master plan or should be finalized after public participation. A presentation on the proposed aesthetic enhancement on any project shall be made to the RTCSNV upon request.
- G. Project specific public information expenses may be reimbursed in an amount not to exceed 1% of the construction cost or as established in the Interlocal Contract.
- H. Betterments to CCRFCD flood control channel projects that are providing crossings for existing paved streets on the Regional Transportation Plan (RTP) may be funded. The RTCSNV and the responsible agency shall jointly determine the most appropriate use of the funds used.
- I. Contractor incentives included in a construction contract may be reimbursed.
- J. Contractor supplied quality control documents and associated contractor performed quality control supervision and testing included in a construction contract may be reimbursed.
- K. Miscellaneous construction costs incurred during construction that are not attributable to any specific agency, individual, or entity for work necessary to provide timely completion of a construction or which provide for a better project. Such miscellaneous costs shall not exceed 1% of a project construction cost or \$25,000, whichever is greater.

- 6.1.4.4 Utility adjustment: Reimbursement for related utility facilities relocation and/or adjustment costs may be considered on all RTCSNV projects if the utility can demonstrate prior rights. Adjustments of horizontal and/or vertical location requirements and clearances for existing utilities that were properly installed during their original construction may be considered. Such participation will be limited to direct costs incurred in the relocation of such facilities which are in conflict with sound engineering principles and/or the approved project design and/or policy of the RTCSNV.
- 6.1.4.5 Reconstruction/Resurfacing Projects for those streets which are eligible for RTCSNV funding and included in the entity's overall pavement management program are eligible for reimbursement.
- 6.1.4.6 Reimbursement for pavement maintenance strategies used to prolong the life of the pavement. Such strategies may include crack sealing; thin surface coating, such as fog seals; micro seals; slurry seals; chip seals; overlays; pavement and base failure reconstructions; and re-profiling. Reimbursement will be made only for those streets which are eligible for RTCSNV funding and included in the entity's overall pavement management program. The pavement management program must identify pavement condition, proposed strategy and benefit achieved by the strategy.
- 6.1.4.7 All costs incurred to address ADA/PROWAG accessibility issues when the roadway is rehabilitated are reimbursable.
- 6.1.4.8 Maintenance of any traffic signal systems located on roadways which are identified on the RTCSNV Master Streets and Highways Plan and is not located at an intersection with a private road or driveway. Such maintenance includes repair or replacement of foundations, poles, conduits, wire, cabinets, signal heads, mast arms, controllers, services pedestals, loop detectors, video detectors, cameras and other appurtenances due to wear, technical obsolescence or damage. Costs of temporary signal equipment and traffic control required for the repair or replacement are reimbursable. Damage claims paid by insurance companies shall be used to repair damage due to accident and reimbursed to the RTCSNV if paid by the RTCSNV.
- 6.1.4.9 Roadway improvements constructed in accordance with the RTCSNV approved "Complete Streets Design Guidelines for Livable Communities" and Policy for Complete Streets.

## 6.2 NON-REIMBURSABLE COSTS

- 6.2.1 The following costs will not be considered as reimbursable costs unless otherwise approved by the RTCSNV as provided for in the adopted policies and procedures:
  - A. Materials and supplies of a general nature which will be used on more than one specific project. Administrative and judicial costs including equipment and vehicle costs, associated with general project administration, except as provided in Subsection 6.1.1.
  - B. Office rental, office supplies and equipment, computer rental, telephone calls, desks, printing, and the like when associated with more than one specific project or when associated with general administrative costs, except as provided in Subsection 6.1.1.
  - C. Wherever a Special Improvement District is formed as part of the project, construction of curb, gutter, sidewalk and parking lanes, defined as the eight feet of pavement adjacent to the curb, and street lights will not be reimbursable items unless said items exceed the defined maximum benefit of the SID. Prior approval by the General Manager or designee is required.
  - D. Utility adjustments will not be reimbursed except where prior rights exist.
  - E. Construction costs for improvements not accomplished by a private contractor, except as authorized by the RTCSNV.
  - F. Costs of a repair or maintenance except as provided in subsection 6.1.6 and 6.1.8.
  - G. Any costs not specifically included in the interlocal contract.
  - H. Materials or work which does not meet specifications.

- I. Any items constructed under an approved contingencies amount or construction conflicts bid item unless backup material that describes the nature of the expense accompanies the request for reimbursement or direct payment.

### **6.3 REQUESTS FOR REIMBURSEMENT OR PAYMENT**

**6.3.1** The entities may request reimbursement for project costs which have been previously approved and included in executed interlocal contracts or authorization to proceed. As a general rule, the request for reimbursement or payment should be submitted to the RTCSNV monthly and should have reimbursement requests identified or broken down as follows:

- A. Right-of-Way: Right-of-way costs shall be identified on the billing as appraisal, title and escrow, negotiations, right-of-way plans and acquisition.
- B. Engineering: Engineering costs will be identified on the billing as any engineering and design services required for the delivery of the plans, specifications, and estimates.
- C. Construction: Construction costs will be identified on the billing.

### **6.4 INVOICE PAYMENT POLICY**

**6.4.1** The following invoice payment policy will ensure prompt and accurate payment of RTCSNV expenses.

**6.4.2** RTCSNV reimbursable costs are typically either a member entity's in-house project expenses or expenses invoiced to an entity by a contractor, consultant, or vendor performing services required for entity-administered RTCSNV-funded projects. At a member entity's option, an entity may either pay an invoice directly and request reimbursement from the RTCSNV, or forward the unpaid invoice to the RTCSNV for direct payment to the contractor, consultant, or vendor. Prior to any entity invoices for reimbursement or invoices for direct payment being sent to RTCSNV, the entity shall ensure that all necessary back-up has been included with the invoice to establish the costs as reimbursable per the Policies and Procedures. The RTCSNV will have ten working days to either pay invoices, or respond to an entity on why an invoice was not immediately paid.

**6.4.3** Invoices shall be submitted in either of the following manner:

- 6.4.3.1** One Vendor – If only one vendor is included on the invoice for payment, the responsible agency shall specify the funding category to be used.
- 6.4.3.2** Multiple Vendors – If more than one vendor is included on the invoice for payment, the responsible agency must specify what category the vendor is to be paid and must provide a total for each category.

**6.4.4** Reimbursement to an Entity

- A. On requests for reimbursement of in-house expenses or direct payment, the entity must ensure the following:
  - i. The RTCSNV project number and the expenditure type (construction, engineering right-of-way) shall be identified for each invoice submitted. Invoice back-up must include copies of consultant and vendor invoice or contractor pay estimate, all change authorizations associated with contractor pay estimates, summary of in-house charges, any other information necessary to determine type of expense as categorized in the Policies and Procedures, and proof of payment. Proof of payment shall be a cleared check, ACH/wire remittance, or payroll summaries for in-house labor charges.
  - ii. The RTCSNV will receive and review the invoice to ensure the work completed is within the scope of the project, the expenditures reflect the approved notice to proceed and sufficient back-up is present. If information necessary to properly process the invoice has

not been provided, a notice will be sent to the project engineer of the submitting entity within ten working days of receipt of the invoice identifying the project limits, invoice number and amount and the reason payment has not been made to date. Each notice shall list a point of contact at the RTCSNV who is responsible for the project in question.

- iii. The administering entity representative shall have ten working days from the date the notice of non-payment has been received to respond to the issues addressed in the notice. Issues shall be addressed by the entity in written format to ensure proper documentation.
- iv. If the RTCSNV has not received the information requested within the required time frame, one of the following notifications will be sent to the project engineer with a copy also sent to the entity's Finance Director.
  - a) **Partial Payment:** Partial payment will be processed for an invoice for all expenses determined to be eligible under the Policies and Procedures based on information received with the invoice. A partial payment notice will be sent to the administering entity which will identify the project limits and number, invoice number, date and amount, items not resolved and amount not paid. A copy of the invoice and back-up will be included. The entity will have 30 days to resolve any issues identified. Additional partial payments will be made for any items resubmitted within this time period which are considered reimbursable under the Policies and Procedures. Any items not resolved within the time frame established, which are reimbursable under the Policies and Procedures, will require the entity to submit a new invoice for the items
  - b) **Incomplete Invoice:** Failure to provide back-up information necessary for the RTCSNV to properly process the invoice as identified previously will result in the invoice being returned unpaid to the entity with a notice. This notice will identify the project limits and number, invoice number, amount and date, entity project manager and date the original request for information was sent. No payment will be made and the entity will have to resubmit the invoice with all required information
  - c) **Insufficient Funding:** No payment will be made for invoices which increase project expenses beyond the total interlocal contract amount or amount of approved authorization to proceed. A notice will be sent with the invoice attached, identifying the project limits and number, invoice number, amount and date, entity project manager and the reason for the invoice being returned. The entity will be required to request a revised authorization to proceed and/or supplemental interlocal contract through the RTCSNV. Once the authorization and/or contract is approved by the RTCSNV, entity may resubmit the invoice with sufficient back-up for payment.

#### **6.4.4.1 Direct Reimbursement**

- A. If the administering entity desires for the RTCSNV to pay billings directly to a contractor, consultant, or vendor performing work on RTCSNV-funded projects, it is the entity's responsibility to ensure that the invoice is valid and correct, and all the information necessary for RTCSNV to process payment is included with the request for payment. If back-up received is incomplete, the entity will be contacted as noted above in Section 6.4.4.A.ii and the entity will be responsible for acquiring the necessary information. Although the RTCSNV will consider requests to expedite a payment, the RTCSNV will not be responsible for late fees or other similar charges for incomplete or untimely invoice submissions. The administering entity shall calculate the retention interest owed in accordance with NRS 338 and include it as backup to the retention release payment request.

## **6.5 PROJECT CLOSEOUT AND FINAL PAYMENT**

**6.5.1** Projects shall be closed out and final payments including retainage required by Chapter 338 of Nevada Revised Statute (NRS), shall be made as soon as possible after completion of the project. Within two months after completion of the project, or within an alternate time frame as requested by the entity, the staffs of the RTCSNV and administering entity shall meet to review anticipated final costs for the project. The RTCSNV shall provide an accounting to date of invoices received, paid and unpaid. The administering entity shall provide a similar accounting for correlation, plus a compilation of additional costs to be invoiced, calculation of final Special/Local Improvement District (SID) construction and engineering costs, a listing of right-of-way acquisitions to be finalized, a summary of applicable participation agreements both collected and uncollected, a detailed tabulation of construction conflict expenses and pending litigation or other special circumstances which may affect final project costs, and retainage be paid. The need for supplemental interlocal contracts shall also be discussed.

**6.5.2** The RTCSNV staff shall review the information, pay valid outstanding invoices, schedule follow-up meetings with the administering entity if necessary and prepare a draft final report within six months of the initial project closeout meeting. If the project closeout is not proceeding in accordance with the above schedule, the administering entity may request that the RTCSNV staff report to the RTCSNV on the closeout delays.

**6.5.3** An agenda item will be prepared by the RTCSNV to close the interlocal contract when the following are completed and provided to the RTCSNV:

**6.5.3.1** All expenses have been paid; and

**6.5.3.2** The responsible agency and the RTCSNV have agreed on the final accounting report; and

**6.5.3.3** Electronic file of record drawings (as-builts) upon request.

## **6.6 SUPPLEMENTAL FUNDING**

**6.6.1** To facilitate the maximum benefit possible from RTCSNV funds, all entities shall attempt to secure supplemental project funding where feasible.

**6.6.2** Actions on subdivisions, parcel maps and applications for re-zonings, variances and use permits with respect to properties that are adjacent to or which will have a substantial impact on a street that may be proposed or scheduled as an RTCSNV project, and which are acted upon by the Planning Commission or the governing body of the entity that has jurisdiction over the street may be subject to certain conditions of approval at the discretion of the Planning Commission or governing body. Such conditions of approval may include the dedication of necessary rights-of-way and the construction of off-site improvements reasonably required in connection with the development of the property, including the installation of street paving, storm drain facilities and other off-site improvements that are reasonably necessary for the proper development of such property.

**6.6.3** At the discretion of the entity, the property owner or its designee may enter into an agreement to construct such off-site improvements, secured by appropriate performance security, an agreement for the deposit of cash or other performance security to pay the costs of such construction or an agreement to participate in a special improvement district that will be created to construct such improvements, or any combination of such agreement; provided, however, that the property owner shall be informed that the street adjacent to its property has been identified as an RTCSNV project and shall be informed of the option of proceeding with the development of its property at that time, subject to such conditions of approval, or of foregoing the development of its property until such time as such street has been fully constructed, in which event the property owner will be relieved of any obligation to construction any improvements in excess of those that would be included in a special/local improvement district.

**6.6.4** All of the conditions of approval with respect to subdivisions, parcel maps and applications for rezoning, variances and use permits and any obligation of the property owners to dedicate the necessary rights-of-way and to construct the required off-site improvements within the limits of the project as a reasonable condition for the approval of their developments shall remain in full force and effect and shall be enforced by the entity. Nothing in any signed agreement shall prevent the property owner from having its property included in any special improvement district that is created for such purposes.

**6.6.5** Likewise, private funds which have been deposited with the entity by developers, individuals or others as an alternate to being required to construct any road improvements which are to be installed with the RTCSNV funds shall be used to supplement RTCSNV funds.

**6.6.6** The RTCSNV will encourage meeting with private developers to ensure the best use of public funds based on information gathered from the regional project coordination process.

## **7 INTERLOCAL CONTRACTS**

### **7.1 REQUIREMENTS**

**7.1.1** All Interlocal Contracts between the responsible entity for the project and the RTCSNV shall be drafted in conformance with the current Policies and Procedures of the RTCSNV. Exception to the policies and procedures as determined by action of the RTCSNV may be specifically noted in the Interlocal Contract.

**7.1.2** Interlocal Contracts shall be funded for only the scope of work outlined in the contract. A project starting design will only have engineering and/or right-of-way funds authorized. A supplemental interlocal contract will be required for construction funds once all eligibility is met per Section 2.5.7. If a project will be constructed in phases, each phase upon meeting funding eligibility will require its own supplemental interlocal contract specifying the work to be completed with said phase.

**7.1.3** In addition, the following items will be included in the Interlocal Contracts:

- A. The name of the funding agency shall be shown on the title sheets of both the plans and specifications as the RTCSNV of Southern Nevada.
- B. That the RTCSNV will pay for the cost of the project from funds derived from the Regional Street and Highway funds, upon the presentation of estimates prepared by the entity administering the contract.
- C. A paragraph stating responsibility for maintenance of the project.
- D. A statement that the entity administering the contract has a policy in place regarding the desirability of having no roadway cuts for utility work permitted on projects funded, at least in part, by the RTCSNV within five years following acceptance of the project for maintenance by the administering entity. Therefore each entity in which an RTCSNV project is located will contact every owner of undeveloped property adjacent to the project and the utility companies with the intent that mains and laterals will be installed prior to or at the time of the road construction. However, if utility cuts must be made in RTCSNV projects, the street shall be restored at least to the minimum requirements as described in Section 208.03.21., "Cutting and Restoring Street Surfacing," and other pertinent sections of the Uniform Standard Specifications and Drawings.

## **8 REGIONAL STREET AND HIGHWAY FUND**

### **8.1 INCOME**

**8.1.1** The RTCSNV derives its income from a special motor vehicle fuel tax authorized by Nevada Revised Statue (NRS), Chapter 373 and the Clark County Code, Chapter 4.04. The Regional Street and Highway Fund of Clark County, acting as the fund receiving and dispensing money for the RTCSNV, receives the cents per gallon tax on certain motor vehicle fuels sold in Clark County. The net amount received by the RTCSNV is the aforementioned cents per gallon less an administrative amount deducted by the Nevada Tax Commission for collection and distribution.

**8.1.2** The RTCSNV also maintains investments of those fund excesses not required for immediate expenditure on projects and receives a certain amount of income as a result of such investments. Proportionate shares of investment income/administrative expenses shall be credited to/deducted from the entities in the Direct Distribution Fund. No fund within the Direct Distribution Fund may go on the negative side.

### **8.2 EXPENDITURES**

**8.2.1** All billings from the entities requesting reimbursement to the entity or requesting direct payment to the entity contractor or consultant must be submitted and must be approved by the entity Public Works Director or other designated responsible person in charge of the project. The General Manager or designee is authorized to process and approve such payments providing the required approval and appropriation requirements have been satisfied.

### **8.3 FINANCIAL REPORTS**

**8.3.1** The General Manager or designee will direct the preparation of financial and progress reports as deemed necessary. A complete financial report will be prepared with an annual independent audit at the end of the fiscal year.

## **8.4 RTCSNV AUDIT**

**8.4.1** Each year, the RTCSNV shall authorize an independent certified public accountant to perform a financial audit of the activities of the RTCSNV. Such audit and findings resulting there from will be presented to the RTCSNV for review and approval. Copies of the audit will be presented to those interested jurisdictions as required by NRS and applicable ordinance.

**8.4.2** The RTCSNV reserves the right to audit all reimbursement requests and expenditures related to funds approved, expended or appropriated for projects under financial sponsorship of the RTCSNV.

## **9 RESPONSIBILITY OF THE RTCSNV EXECUTIVE ADVISORY COMMITTEE**

### **9.1 DEFINITIONS**

**9.1.1** The Executive Advisory Committee is an advisory body to the RTCSNV. The types of items, listed below, that will be placed on an agenda of the RTCSNV, shall be placed on an agenda of the Committee and it shall make recommendations to the RTCSNV.

#### **9.1.2 Administrative**

- A. Budget Items (Informational item)
  - i. Financial detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.
- B. New and/or changes to RTCSNV staffing (Informational item)
- C. Note: The following list of Administrative items are not to be placed on an agenda of the Executive Advisory Committee unless specifically requested:
  - i. Office Facilities
  - ii. Committee Appointments/Resignations, etc.
  - iii. Transit and Paratransit Complaints and Appeals
  - iv. Purchases
  - v. Awarded RTCSNV Bid Items
  - vi. "Housekeeping" items

#### **9.1.3 Streets and Highways**

- A. Proposed Revisions to the Policies and Procedures which are under the direct purview of the Executive Advisory Committee
- B. Capital Improvement Program - Updates and Revisions
- C. Funding Issues
- D. Interlocal Contracts
- E. Authorizations to Proceed
- F. Revisions and Additions to the Uniform Standard Specifications and Drawings
- G. Non-routine Project Issues in which a difference of opinion exists between staff and an entity, and Waivers of Standards
- H. Project Issues as provided in the Policies and Procedures
- I. Change Orders as provided in the Policies and Procedures
- J. Final Reports
- K. Status Reports
  - i. Project detail will not be included in the agenda back up but will be available on the RTCSNV website on a monthly basis.

#### **9.1.4** Legislation

- A. Proposed Bills
- B. Enacted Legislation

##### **9.1.4.1** RTCSNV Transit System

- A. Route Changes/Extensions
- B. Ridership Revenues
- C. Fares
- D. System Modification and Expansions
- E. For example: Transfer hubs and stations and park and ride parking lots.
- F. Fixed guideway

#### **9.1.5** Planning and Programming

- A. Federal Funding Issues
- B. TIP/RTP Development and Revisions
- C. Unified Planning Work Program (UPWP)
- D. Modeling Variables
- E. Planning Variables
- F. T.M. Items and Reports
- G. Bicycle and Pedestrian Element of the RTCSNV
- H. Air Quality Issues
- I. Notice of Public Hearings
- J. Status Reports

## **9.2 MEMBERSHIP**

#### **9.2.1** The membership of the Executive Advisory Committee shall consist of the following:

- A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
- B. The land use planning agency Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
- C. The Deputy Director of the Nevada Department of Transportation, or other designated individual.

#### **9.2.2** Each Executive Advisory Committee member shall have one vote.

#### **9.2.3** The terms of the members of the Executive Advisory Committee shall be at the discretion of each represented entity or agency.

#### **9.2.4** For each member as provided for in Paragraph 9.2.1 alternate member(s) may be appointed. Such Alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV General Manager or designee.

### **9.3 OFFICERS AND DUTIES**

**9.3.1** A chair and a vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Executive Advisory Committee. The position of chair and vice-chair shall rotate alphabetically, by entity.

**9.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months.

**9.3.3** The chair shall preside at all meetings, call the meeting, and may choose to present a monthly progress report covering the Executive Advisory Committee's recommendations to the RTCSNV.

**9.3.4** The vice-chair shall preside at meetings in the absence of the chair.

### **9.4 MEETINGS**

**9.4.1** The Executive Advisory Committee meeting shall be held monthly.

**9.4.2** Special meetings of the Executive Advisory Committee may be called as directed by:

- A. The RTCSNV
- B. The chair of the Executive Advisory Committee
- C. The request of more than one-half of the membership
- D. The Chair of the RTCSNV

**9.4.3** The Executive Advisory Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Executive Advisory Committee meeting must be submitted to the General Manager or designee at least 24 calendar days prior to the meeting date. The General Manager or designee may waive the 24 day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Executive Advisory Committee on each item that comes before it will be forwarded to the RTCSNV.

**9.4.4** The presence of a majority of the members shall constitute the necessary quorum of the Executive Advisory Committee for the conduct of business.

### **9.5 ROBERT'S RULES OF ORDER**

**9.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

### **9.6 PROJECT REVIEW**

**9.6.1** Projects for which funding is provided through the metropolitan area's Transportation Improvement Program shall first be submitted to the Executive Advisory Committee for a recommendation before action is taken by the Commission except in an emergency as determined by five affirmative votes of the Commission.

### **9.7 ANNUAL REVIEW OF POLICIES AND PROCEDURES**

**9.7.1** There will be an annual review, by the Executive Advisory Committee, of the Policies and Procedures during the month of August.

## **9.8 RESPONSIBILITY OF THE RTCSNV STAFF**

**9.8.1** To provide clerical, technical and management support to the RTCSNV and RTCSNV advisory committees by:

- A. Preparing RTCSNV agendas and posting public notices of all RTCSNV and RTCSNV committee agendas in accordance with Nevada State law.
- B. Streets & Highway staff shall maintain, post, and distribute the RTCSNV Policies and Procedures and prepare and submit agenda items to the appropriate Subcommittees/Committees and Board for approval.
  - i. Attending meetings and public hearings related to RTCSNV business.
  - ii. Preparing technical and informational reports for the RTCSNV and the RTCSNV committees.
  - iii. Preparing and keeping of budget, bookkeeping, and financial records necessary for the efficient operation of the RTCSNV in accordance with State and County law and generally accepted accounting practices.
  - iv. Preparing transportation plans and programs that originate from a coordinated, comprehensive and continuing regional planning process.

**9.8.2** To ensure that all RTCSNV actions are consistent with local, state and federal law.

**9.8.3** All inquiries from media outlets shall be referred to the RTCSNV's Government Affairs Department. An appropriate spokesperson will handle the inquiry. All inquiries from elected officials shall be referred to the Government Affairs Department.

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## **11 POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS ADVISORY COMMITTEE**

### **11.1 CREATION AND PURPOSE**

**11.1.1** Pursuant to the requirements of the United States Federal Transit Administration, Section 504 of the 1973 Rehabilitation Assistant Act, the Americans with Disabilities Act of 1990 (ADA), and the Handicapped Transportation Program and ADA Paratransit Plan adopted there under by the RTCSNV, the Transportation Access Advisory Committee will provide public input on the special transportation concerns and needs of the elderly and disabled members of the community.

**11.1.2** The TAAC shall serve as the RTCSNV's Paratransit Consumer Advisory Committee as required by the Americans with Disabilities Act.

### **11.2 MEMBERSHIP**

**11.2.1** The TAAC shall number no fewer than eight, nor more than 16 persons, each appointed by the RTCSNV.

**11.2.2** Vacancies shall be filled by the RTCSNV from membership applications on file with the RTCSNV General Manager or his or her designee. At its discretion the RTCSNV shall periodically solicit membership applications to be reviewed in the event of subsequent Committee vacancies.

**11.2.3** The term of appointment of each member shall be for two years ending on June 30th of an odd-numbered year. Members may be reappointed for successive terms.

**11.2.4** All Committee members shall be residents of Clark County, Nevada.

**11.2.5** TAAC Member Absences

- A. Excusal of an absence may be obtained by contacting the TAAC Chair, the RTCSNV General Manager or his or her designee prior to the meeting at which the absence will occur.
- B. Membership of any TAAC member who has three absences (excused or unexcused) within a calendar year, shall receive a warning letter.
- C. Membership of any TAAC member who has four absences (excused or unexcused) within a calendar year, shall be terminated.
- D. If a member is unable to attend a committee meeting that has been rescheduled to a future date they will not have that absence counted against their attendance, but they will have the option to participate in the committee meeting via conference line provided by the RTCSNV.
- E. Staff will provide the Committee members and the RTCSNV with a TAAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
- F. A Committee member with excessive absences (excused or non-excused) during their appointment term may risk non-reappointment.

**11.2.6** Each TAAC member shall have one vote.

**11.3 OFFICERS AND DUTIES**

**11.3.1** The members of the TAAC shall elect a chair and a vice-chair annually at the first meeting in July.

**11.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months.

**11.3.3** The chair shall preside at all meetings, call the meetings, and represent the TAAC at all meetings. The chair may choose to present a monthly progress report covering the TAAC recommendations to the RTCSNV.

**11.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

**11.4 MEETINGS**

**11.4.1** Meetings of the TAAC will be scheduled bi-monthly beginning in July of each year, but a special meeting may be called as directed by:

- A. The RTCSNV or its General Manager or designee
- B. The TAAC chair
- C. The request of more than one-half of the membership
- D. The Chair of the RTC

**11.4.2** The presence of 1/3 of the membership shall constitute a quorum.

**11.4.3** The TAAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a TAAC meeting must be submitted to the General Manager or his or her designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the TAAC on each item that comes before it will be forwarded to the RTCSNV.

**11.4.4** No meeting of the TAAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

## **11.5 ROBERT’S RULES OF ORDER**

**11.5.1** Robert’s Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

## **12 POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE (MPS)**

### **12.1 CREATION AND PURPOSE**

**12.1.1** The Metropolitan Planning Subcommittee shall assist the Executive Advisory Committee in the formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest shall include planning and programming issues and other items as requested by the Regional Transportation or the Executive Advisory Committee

### **12.2 MEMBERSHIP**

**12.2.1** The membership of the Metropolitan Planning Subcommittee shall consist of the following entity representatives:

- A. The land use planning agency General Manager, Director of Planning or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The Chief of the Program Development Office of the Nevada Department of Transportation, or other designated individual.
- C. The land use planning agency director, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV General Manager or designee.

**12.2.2** The membership of the Metropolitan Planning Subcommittee shall also consist of the following community and special interests representatives:

- A. A designated staff member from the Clark County Department of Air Quality Management.
- B. The Director of the Clark County Department of Aviation, or other designated individual.
- C. A representative of each firm operating public mass transit services in the Las Vegas metropolitan planning area under contractual arrangements with the RTCSNV.
- D. One representative, selected by the RTCSNV, from the urban goods/freight transportation industry.
- E. One representative selected by the RTCSNV, from the taxicab or private motor carrier industry.
- F. One representative from the Clark County School District.
- G. One representative from the Bureau of Land Management.
- H. One representative from the Southern Nevada Water Authority.
- I. One representative from Nellis Air Force Base.
- J. One representative selected by the RTCSNV, for non-motorized transportation users

**12.2.3** Members of the Metropolitan Planning Subcommittee shall be selected by the entity, firm or agency they represent, unless otherwise designated under paragraph 14.2.2 above to be selected by the RTCSNV.

**12.2.4** Members of the Metropolitan Planning Subcommittee designated under paragraph 14.2.2 above to be selected by the RTCSNV shall have a term of appointment for two years ending on June 30 of an odd-

numbered year. Members may be reappointed for successive terms. Vacancies shall be filled by the RTCSNV.

**12.2.5** Each Metropolitan Planning Subcommittee member shall have one vote.

**12.2.6** Except as provided for in paragraph 14.2.4 the terms of the members of the Metropolitan Planning Subcommittee shall be indefinite.

**12.2.7** For each member provided for in paragraphs 14.2.1 and 14.2.2, one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV General Manager or designee.

### **12.3 OFFICERS AND DUTIES**

**12.3.1** A chair and vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Metropolitan Planning Subcommittee. The position of chair and vice-chair shall rotate alphabetically by the name of the entity, firm or agency listed under Section 14.2.1 and 14.2.2.

- A. The succeeding chair will officiate at the July meeting and will serve for 12 months.
- B. The chair shall preside at all meetings, call the meetings, and represent the Metropolitan Planning Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Metropolitan Planning Subcommittee's recommendations to the Executive Advisory Committee.
- C. In the event that the chair is unable to perform these duties, the vice-chair shall act in the place of the chair.

### **12.4 MEETINGS**

**12.4.1** The Metropolitan Planning Subcommittee shall meet not less than once every two months. Special meetings of the Metropolitan Planning Subcommittee may be called as directed by:

- A. The RTCSNV
- B. The chair of the Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its chair
- E. The Chair of the RTCSNV

**12.4.2** The presence of seven (7) of the committee's members shall constitute a quorum.

**12.4.3** The Metropolitan Planning Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Metropolitan Planning Subcommittee meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Metropolitan Planning Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV

### **12.5 ROBERT'S RULES OF ORDER**

**12.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

## **13 POLICIES AND PROCEDURES GOVERNING THE FREEWAY AND ARTERIAL SYSTEM OF TRANSPORTATION OPERATIONS MANAGEMENT COMMITTEE (FAST OMC)**

### **13.1 CREATION AND PURPOSE**

**13.1.1** The primary role of the Operations Management Committee (OMC) is to provide instructions and direction to the Freeway and Arterial System of Transportation (FAST) System Director to formulate policy, establish operational procedures and principles (Transportation Management Strategies), and monitor the various aspects of the FAST System, so long as such instructions and directions are within the policies, procedures and budget established for FAST by the RTCSNV acting as the Policy Board pursuant to the Las Vegas Freeway and Arterial System of Transportation (FAST) agreement.

**13.1.2** The OMC shall develop and recommend to the Policy Board a funding policy that achieves the funding requirements for the Operation and Maintenance of FAST. The OMC shall be responsible for providing recommendations for the development, review and concurrence of the annual budget that achieves the funding requirements for the Operation and Maintenance of FAST. The OMC shall provide its recommendation at or prior to the scheduled OMC meeting in January of each year.

**13.1.3** The OMC shall have the authority to appoint working groups to carry out the purpose and duties of this Agreement. These working groups shall make recommendations to the OMC for action.

**13.1.4** The OMC shall assist with development, review and concurrence with the Transportation Management Strategies prior to their implementation in the FAST System. Exempted are non-regional special events and non-priority times. Transportation Management Strategies selected by the OMC may be implemented during Priority Times.

**13.1.5** If a Member Agency desires to remove any portion of the Transportation Management Infrastructure or Intelligent Transportation System (ITS) Field Devices within its jurisdiction from control of FAST, notice of such intent shall be conveyed in writing to the OMC at a minimum of seven months prior to the close of the current fiscal year and in no event shall the proposed number of transportation management or ITS Field Devices exceed ten percent of the total number of transportation management or ITS devices within the member's jurisdiction. The OMC shall have the authority to approve or disapprove the recommended removal of any Transportation Management Infrastructure or Field Devices from FAST.

**13.1.6** The OMC shall have the authority to approve or disapprove the recommended removal of any Transportation Management Infrastructure or ITS Field Devices from FAST.

**13.1.7** The OMC shall participate in the selection of the FAST System Director and recommend the salary and job responsibilities of the FAST System Director's job performance.

**13.1.8** The OMC shall recommend the job classifications, job descriptions, job status (appointive or classified), salaries and other related matters to the FAST System Director and the RTCSNV which serves as the Administrator. Such job classifications shall be filled in accordance with the personnel policies and procedures of the Administrator.

**13.1.9** The OMC shall review monthly the budgetary needs and expenditures of the FAST System.

### **13.2 MEMBERSHIP**

**13.2.1** The Member Agencies, in alphabetical order, are City of Henderson, City of Las Vegas, City of North Las Vegas, Clark County, Nevada Department of Transportation (NDOT), and the RTCSNV.

**13.2.2** The OMC membership shall consist of one representative from each Member Agency, represented by the Director, Assistant Deputy Director(s) of Public Works, the Deputy Director(s), Assistant Director for Operations or District I Engineer of NDOT, and the General Manager or designee of the RTCSNV. Each representative shall have a designated first and second alternate at a minimum with full authority to act in the absence of the representative.

**13.2.3** Members and alternates shall be designated in writing to the General Manager or designee of the RTCSNV. The terms of the members shall be indefinite.

**13.2.4** Each Member Agency shall have one vote on actions taken by the OMC.

**13.2.5** Through the OMC the Member Agencies shall make the final determination regarding which traffic control and/or ITS Field Devices will be operated and/or maintained by FAST.

### **13.3 OFFICERS AND DUTIES**

**13.3.1** The members of the FAST OMC shall elect a chair and a vice-chair annually at the first meeting in August.

**13.3.2** The succeeding chair will officiate at the August meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.

**13.3.3** The chair shall preside at all FAST OMC meetings, call the meetings, and represent the FAST OMC at all meetings.

**13.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

### **13.4 MEETINGS**

**13.4.1** The OMC shall meet every other month during the even-numbered months. Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

**13.4.2** The presence of a majority of the membership shall constitute a quorum of the FAST OMC.

**13.4.3** The FAST OMC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a FAST OMC meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement, in accordance with the RTCSNV Administrative Procedures for Agenda Processing.

### **13.5 ROBERT'S RULES OF ORDER**

**13.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

## **14 POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE**

### **14.1 CREATION AND PURPOSE**

**14.1.1** The Operations Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include traffic management and roadway operations, such as standardized traffic control features. Additionally, the Subcommittee may consider recommendations concerning RTCSNV transit operational matters.

### **14.2 MEMBERSHIP**

**14.2.1** The membership of the Operations Subcommittee shall consist of the following:

- A. The Traffic Engineer or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The District Traffic Engineer from the Nevada Department of Transportation, or other designated individual.
- C. The Traffic Engineer, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV General Manager or designee.
- D. An individual designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, upon written request to the RTCSNV General Manager or designee, as a non-voting advisory member.
- E. An individual designated by the Clark County Fire Department and other fire department agencies in Clark County, upon written request to the RTCSNV General Manager or designee, as non-voting advisory members.

**14.2.2** Each Operations Subcommittee member, except for the individuals designated by the Las Vegas Metropolitan Police Department, the Clark County Fire Department and other law enforcement and fire department agencies in Clark County, shall have one vote.

**14.2.3** The term of the members of the Operations Subcommittee shall be indefinite.

**14.2.4** For each member provided for in Paragraphs 6.2.1, one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV General Manager or designee.

### **14.3 OFFICERS AND DUTIES**

**14.3.1** Depending upon the meeting scheduled of the Operations Subcommittee, the members of the Operations Subcommittee shall elect a chair and a vice-chair annually at the first meeting in either July or August.

**14.3.2** Depending upon the meeting schedule of the Specifications Subcommittee, the succeeding chair will officiate at the July meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.

**14.3.3** The chair shall preside at all Operations Subcommittee meetings, call the meetings, and represent the Operations Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Operations Subcommittee's recommendations to the Executive Advisory Committee.

**14.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

#### **14.4 MEETINGS**

**14.4.1** Meetings of the Operations Subcommittee may be called as directed by:

- A. The RTCSNV
- B. The chair of the Operations Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its chair
- E. The Chair of the RTCSNV

**14.4.2** The presence of a majority of the voting membership shall constitute a quorum of the Operations Subcommittee.

**14.4.3** The Operations Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Operations Subcommittee meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement, in accordance with the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Operations Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV.

#### **14.5 ROBERT'S RULES OF ORDER**

**14.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

### **15 POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE**

#### **15.1 CREATION AND PURPOSE**

**15.1.1** The Specifications Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include matters regarding the Uniform Standard Specifications for Public Works Construction Off-Site Improvements and updating the Uniform Standard Drawings.

#### **15.2 MEMBERSHIP**

**15.2.1** The membership of the Specifications Subcommittee shall consist of the following:

- A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The Public Works Director or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV General Manager or designee.
- C. An individual from the Clark County Regional Flood Control District and the Nevada Department of Transportation District Materials Laboratory or other designated individual shall be non-voting advisory members.

**15.2.2** Each Specifications Subcommittee member, except advisory members, shall have one vote.

**15.2.3** The term of the members of the Specifications Subcommittee shall be indefinite.

**15.2.4** For each member provided for in Paragraphs (A), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTCSNV General Manager or designee.

### **15.3 OFFICERS AND DUTIES**

**15.3.1** Depending upon the meeting scheduled of the Specifications Subcommittee, the members of the Subcommittee shall elect a chair and a vice-chair annually at the first meeting in July or August. The chair and vice chair shall be rotated alphabetically by entity.

**15.3.2** Depending upon the meeting schedule of the Specifications Subcommittee, the succeeding chair will officiate at the July or August meeting and will serve for 12 months.

**15.3.3** The chair shall preside at all Specifications Subcommittee meetings, call the meetings, and represent the Specifications Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Specifications Subcommittee's recommendations to the Executive Advisory Committee.

**15.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

### **15.4 MEETINGS**

**15.4.1** Meetings of the Specifications Subcommittee may be called as directed by:

- A. The RTCSNV
- B. The chair of the Specifications Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its chair
- E. The Chair of the RTCSNV Board of Commissioners

**15.4.2** The presence of a majority of the membership shall constitute a quorum of the Specifications Subcommittee.

**15.4.3** The Specifications Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Specifications Subcommittee meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Specifications Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV.

### **15.5 ROBERT'S RULES OF ORDER**

**15.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

## **16 POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC)**

### **16.1 CREATION AND PURPOSE**

**16.1.1** On July 1, 2005, Assembly Bill 239 transferred authority to provide for benches and shelters for passengers of public mass transportation from local governments to the RTCSNV. The Bill required the establishment of an advisory committee to provide information and advice to the RTCSNV concerning the construction and maintenance of those benches and shelters, thereby heightening Commission sensitivity to community needs and desires.

### **16.2 MEMBERSHIP**

**16.2.1** Assembly Bill 239 mandates two members of the general public from each city within the county appointed by the governing body of that city and six members of the general public appointed by the Commission. One-third (1/3) of the membership constitutes a quorum. Vacancies shall be filled in the same manner as the original appointment. At its discretion, the RTCSNV shall periodically solicit membership applications for review in the event of subsequent Committee vacancies.

**16.2.2** The term of appointment of each member shall be for one year. Members may be reappointed for successive terms.

**16.2.3** All Committee members shall be residents of Clark County, Nevada.

**16.2.4** BSBAC Member Absences:

- A. Excusal of an absence may be obtained by contacting the BSBAC Chair or the General Manager or designee prior to the meeting at which the absence will occur.
- B. Staff will provide the Committee members and the RTCSNV with a BSBAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
- C. A Committee member with excessive absences during their appointment term may risk non-reappointment.

**16.2.5** Each BSBAC member shall have one vote.

### **16.3 OFFICERS AND DUTIES**

**16.3.1** The members of the BSBAC shall elect a chair and a vice-chair annually at the first meeting.

**16.3.2** The succeeding chair will officiate at the first meeting and will serve for 12 months.

**16.3.3** The chair shall preside at all meetings, call the meetings, and represent the BSBAC at all meetings. The chair will brief the RTCSNV every six months to report the Committee's progress.

**16.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

### **16.4 MEETINGS**

**16.4.1** Meetings of the BSBAC will be scheduled bi-monthly, but a special meeting may be called as directed by the:

- A. RTC of Southern Nevada (RTCSNV) or its Director

B. Chair of the RTC Board of Commissioners

**16.4.2** The presence of 1/3 of the membership shall constitute the Committee's quorum.

**16.4.3** The BSBAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a BSBAC meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date for approval. The General Manager or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the BSBAC on each item that comes before it will be forwarded to the RTCSNV.

**16.4.4** No meeting of the BSBAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

**16.5 ROBERT'S RULES OF ORDER**

**16.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

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## **18 POLICIES AND PROCEDURES GOVERNING REGIONAL PROJECT COORDINATION COMMITTEE**

### **18.1 CREATION AND PURPOSE**

**18.1.1** The Utility Coordination Committee of the RTCSNV was established by the Commission on August 8, 1991. The purpose of the Committee is to coordinate the construction of infrastructure improvements to reduce inconvenience and delays to the public.

**18.1.2** On January 14, 2016, the RTCSNV approved a name change of the Committee to the Regional Project Coordination Committee (RPCC). The name change is intended to reflect the Committee's focus on all types of infrastructure projects within the public rights-of-way and not just those that are related to utilities. It will also emphasize the long-range planning coordination goals of the Committee.

### **18.2 MEMBERSHIP**

**18.2.1** The following entities and agencies are voting members of the Regional Project Coordination Committee:

#### **GOVERNMENTAL ENTITIES**

City of Henderson  
City of Las Vegas  
Clark County  
City of North Las Vegas  
Clark County Regional Flood Control District  
Nevada Department of Transportation  
Freeway and Arterial System of Transportation  
Bureau of Land Management

#### **UTILITIES**

Southwest Gas Corporation  
Las Vegas Valley Water District  
CenturyLink Corporation  
Kern River Gas Transmission Company  
Southern Nevada Water Authority  
Kinder Morgan  
NV Energy  
Clark County Water Reclamation District  
tw telecom  
Nevada Public Utilities Commission

#### **ADVISORY (NON-VOTING) MEMBERS**

Clark County School District  
Las Vegas Metro Chamber of Commerce  
Las Vegas Convention and Visitors Authority

**18.2.2** Members and alternates shall be designated in writing to the General Manager or designee of the RTCSNV. The terms of the members shall be indefinite.

### **18.3 OFFICERS AND DUTIES**

**18.3.1** The members of the Regional Project Coordination Committee shall elect a chair and a vice-chair annually at the first meeting in July.

**18.3.2** The succeeding chair will officiate at the July meeting and will serve for 12 months. The chair and vice-chair shall both be rotated annually between a representative from a governmental entity and a utility.

**18.3.3** The chair shall preside at all Regional Project Coordination Committee meetings, call the meetings, and represent the Regional Project Coordination Committee at all meetings.

**18.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

#### **18.4 MEETINGS**

**18.4.1** The Regional Project Coordination Committee may be called as directed by:

- A. The RTCSNV
- B. The chair of the Regional Project Coordination Committee
- C. The request of more than one-half of the membership
- D. The Chair of the RTCSNV Board of Commissioners

**18.4.2** The presence of ten or more members shall constitute a quorum of the Regional Project Coordination Committee.

**18.4.3** The Regional Project Coordination Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Regional Project Coordination Committee meeting must be submitted to the General Manager or designee at least 12 working days prior to the meeting date. The General Manager or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Regional Project Coordination Committee on each item that comes before it may be forwarded to the Executive Advisory Committee and the RTCSNV.

#### **18.5 ROBERT'S RULES OF ORDER**

**18.5.1** Robert's Rule of Order will be used except as follows:

- A. Seconds will not be required for any motion.
- B. The chair can make motions and can vote on any motion.

# APPENDIX

WARRANTS FOR SETTING SPEED LIMITS

Policies for warrants for setting speed limits shall be determined by each local entity.

UNIFORM CROSSING GUARD WARRANTS LAS VEGAS METROPOLITAN AREA

Policies for uniform crossing guard warrants shall be determined by each local entity.

A RECOMMENDED POLICY FOR THE CLARK COUNTY AREA FOR THE DESIGNATION OF LOCATIONS AND INSTALLATION OF AUDIBLE PEDESTRIAN SIGNALS

Policies for designation of locations and installation of audible pedestrian signals shall be determined by each local entity.

RATING FOR SETTING PRIORITIES FOR TRAFFIC SIGNAL CONSTRUCTION

Policies for priority ratings for traffic signals shall be determined by each local entity.

GUIDELINES FOR INSTALLATION OF LEFT TURN PHASES ON TRAFFIC SIGNALS

Policies for left turn phases on traffic signals shall be determined by each local entity.

GUIDELINES FOR THE DESIGNATION OF SCHOOL ZONES, SCHOOL CROSSING ZONES, AND FOR THE INSTALLATION AND OPERATION OF SPEED LIMIT SIGN BEACONS

Policies for designating school zones, school crossing zone, and for the installation and operation of speed limit sign beacons shall be determined by each local entity.

GUIDELINES FOR CONSTRUCTION OF PORTLAND CEMENT  
CONCRETE INTERSECTIONS ON RTCSNV PROJECTS

- I. Determine feasibility of designing a Portland Cement Concrete (PCC) intersection as an alternate to an Asphalt Concrete (AC) intersection.
  - A. The following three criteria should be met:
    - 1. Location is a signalized intersection of two-major developed streets.
    - 2. Intersection is being designed to ultimate line and grade.
    - 3. All foreseeable underground facilities will be in place at the time of construction.
  - B. One of the following traffic volumes criteria should be met:
    - 1. On a street with a grade equal to or less than 3%, a traffic and truck volume corresponding to a traffic index of 11.0 or greater.
    - 2. On a street with a grade greater than 3%, a traffic and truck volume corresponding to a traffic index of 10.5 or greater.
    - 3. On a street with adverse soil conditions such as soils with an R value of 15 or less, or soils with a high potential for chemical heave, the above traffic indices may be reduced to read 10.0 or greater.

Traffic projections provided by the Clark County Transportation Study or based on anticipated land use plans.

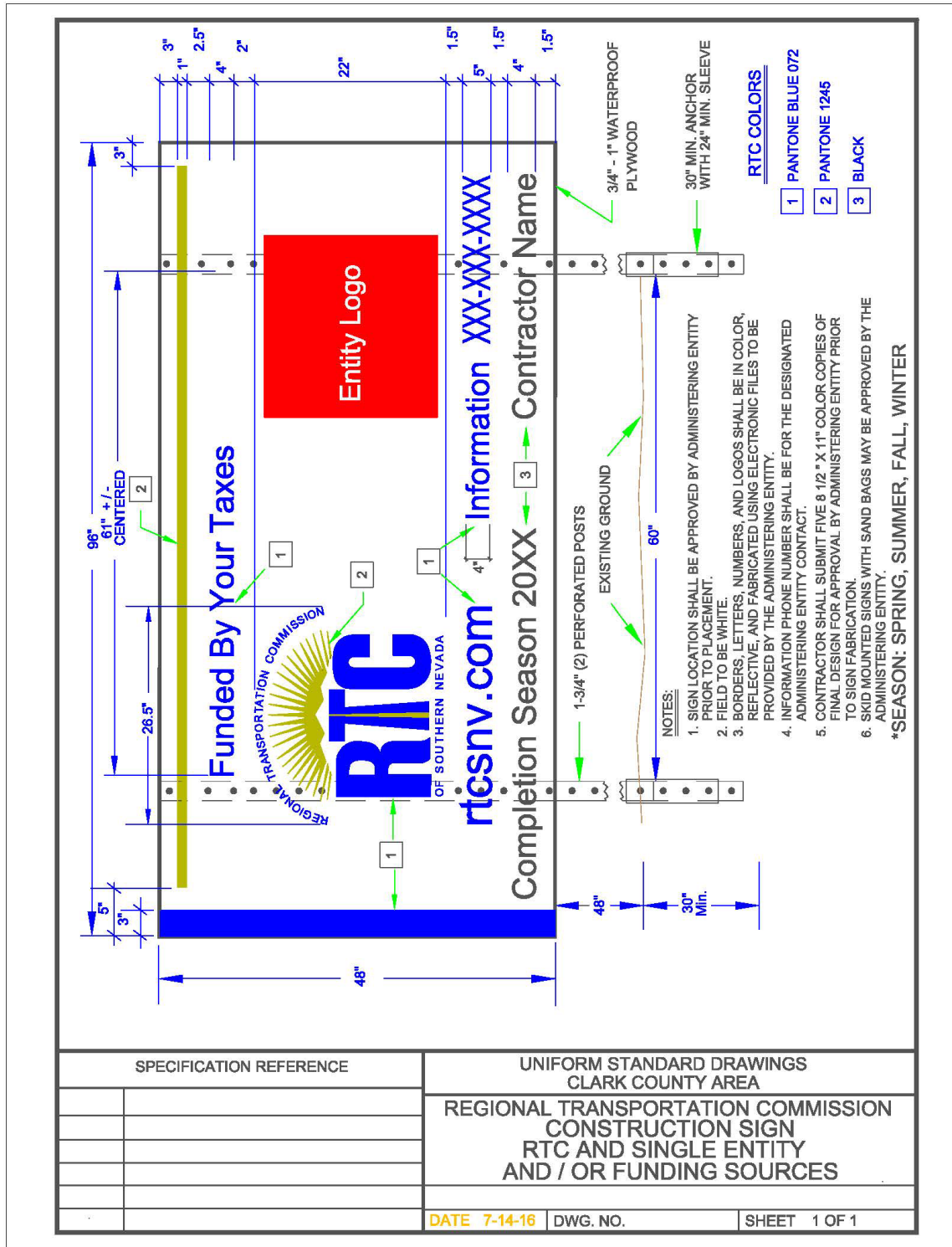
Percentage of trucks should be based on an actual truck count.

- II. After bids are received, the life cycle costs of both the AC and PCC intersections should be analyzed. The costs of the PCC intersection should not be more than 50% higher than the cost of the AC intersection.

PCC approaches to an intersection should be constructed only on the streets on which the traffic volume requirement is met.

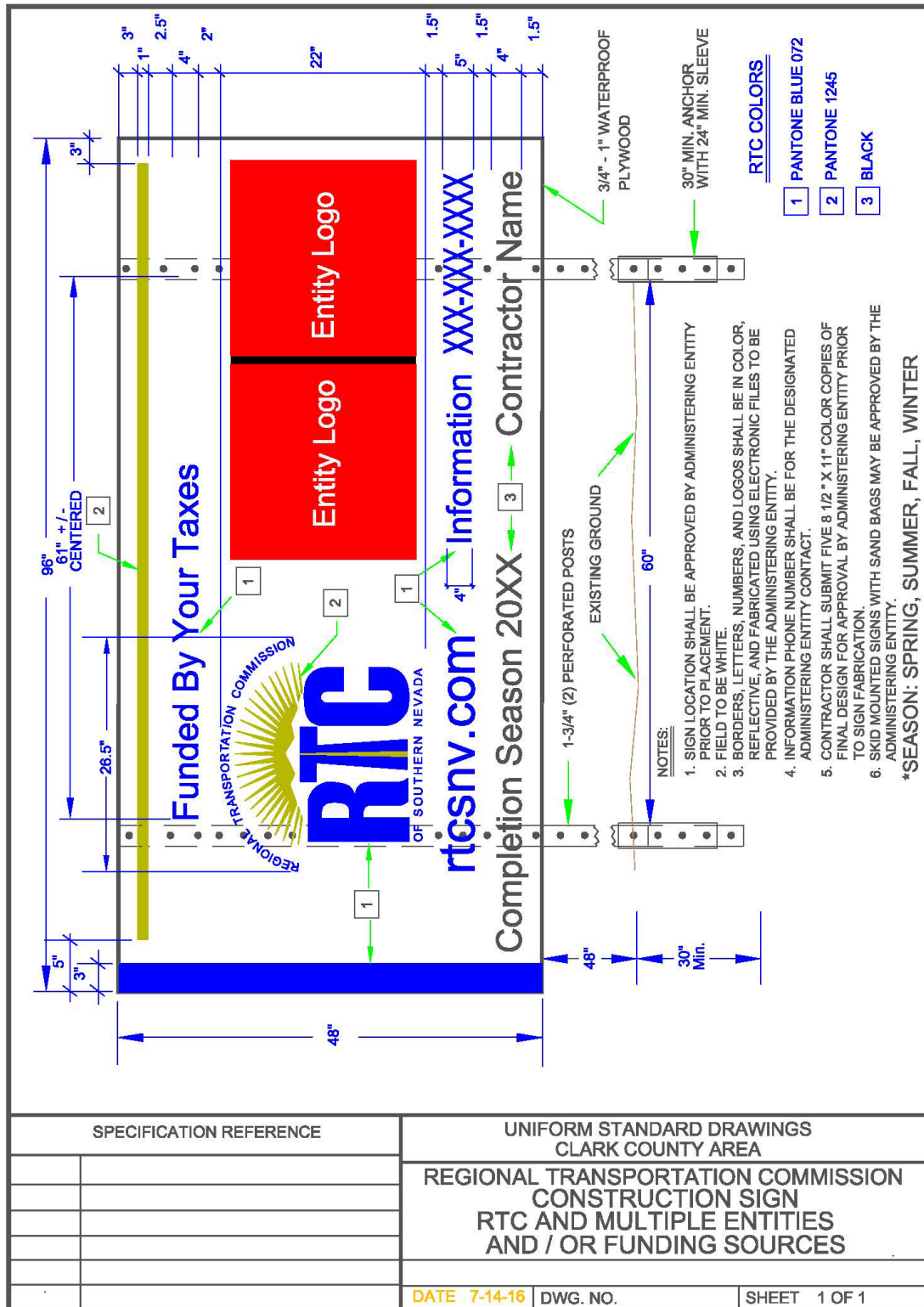
Approved 05/10/84

REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN  
SINGLE ENTITY



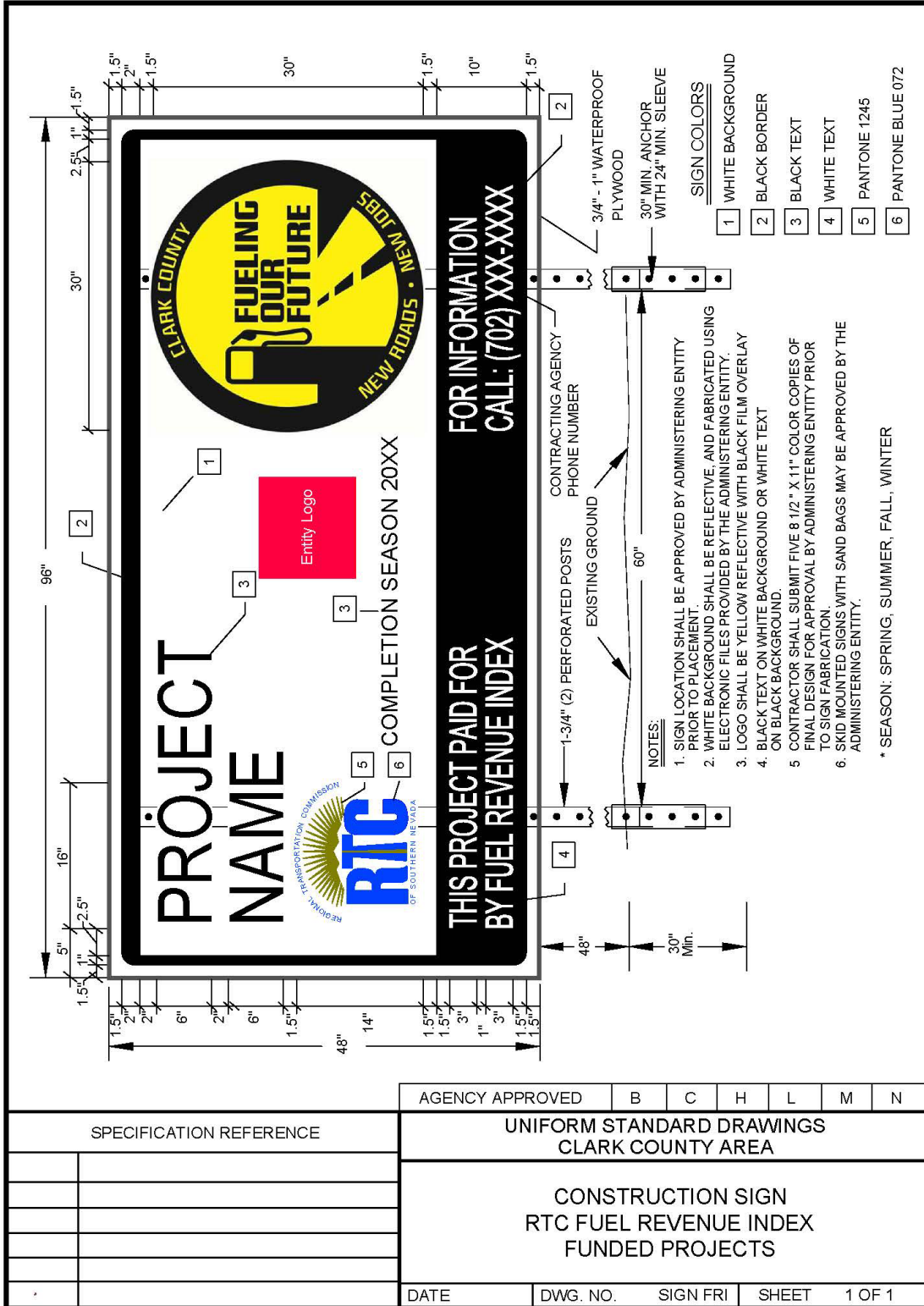
Revised 07/14/16

REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN  
 MULTIPLE ENTITIES AND/OR FUNDING SOURCES

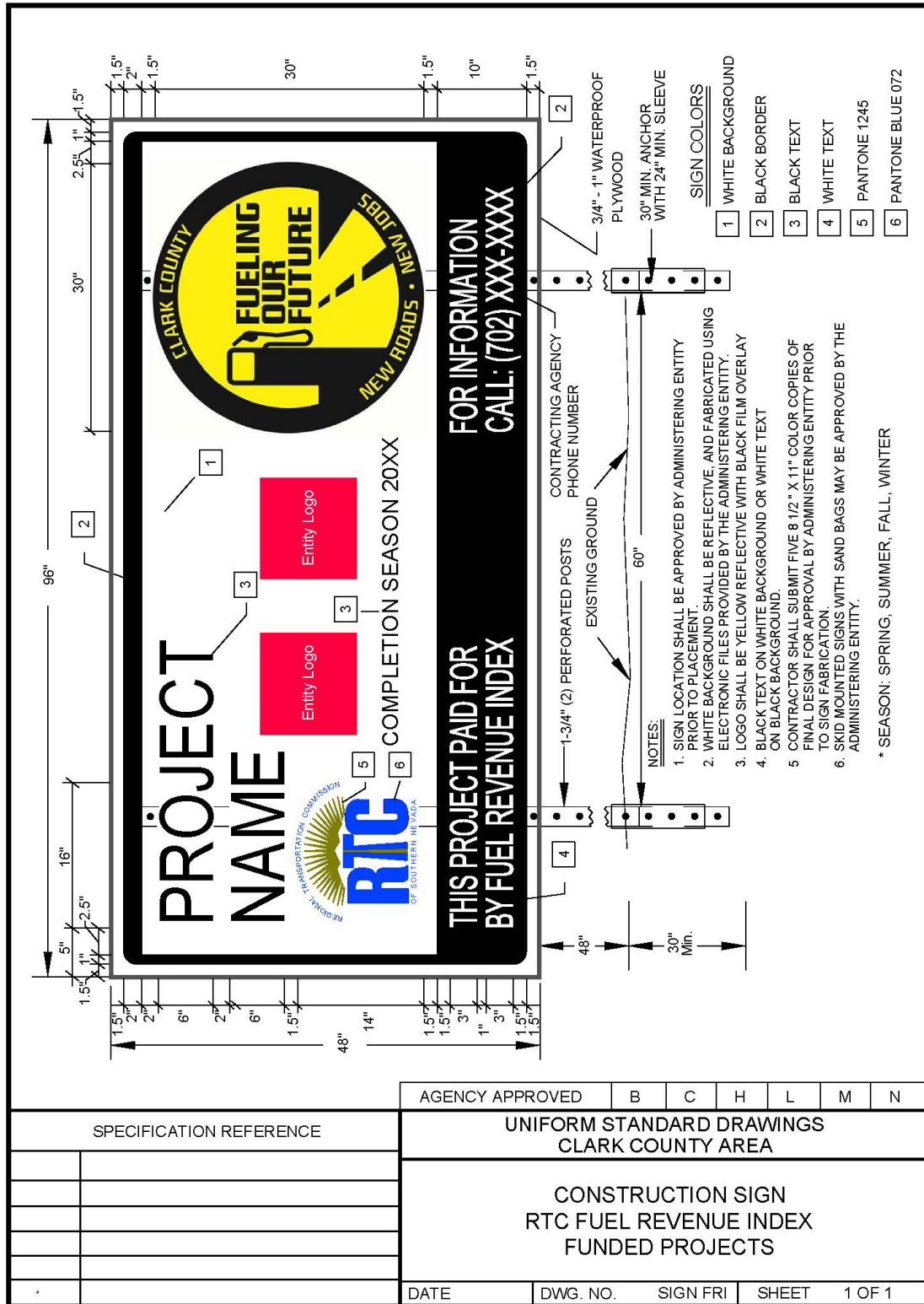


Revised 7/14/16

REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN  
SINGLE ENTITY FUEL REVENUE INDEX FUNDED PROJECTS



REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN  
 MULTIPLE ENTITIES FUEL REVENUE INDEX FUNDED PROJECTS



## TRAFFIC IMPACT ANALYSIS GUIDELINES

### A. Responsibilities for Traffic Impact Analysis.

- (1) A Traffic Impact Analysis may be required for any project generating over 100 peak hour trips by a government agency responsible for adjacent roadways (Agency) in order to adequately assess the impact of a proposal on the existing and/or planned street system. In special cases, a Traffic Impact Analysis may be required for projects proposed to generate fewer than 100 new trips. The primary responsibility for assessing the traffic impacts associated with a proposed development will rest with the developer, not with the responsible governmental agency or agencies serving in a review and approval capacity.
  - (a) Each Agency may have additional requirements for Traffic Impact Studies other than those included herein, and the developer/applicant must comply with all Agency specific requirements.
- (2) A written professional traffic engineering study meeting these guidelines may be required for any development proposal.
- (3) When required, the Traffic Impact Analysis shall be the responsibility of the applicant and must be prepared and sealed by a Nevada Registered Professional Engineer with appropriate experience in transportation engineering. Upon submission of a draft traffic study, the Agency's Traffic Engineer will review the study assumptions, procedures, sources, methods, and findings, and will provide comments in written form. The developer and the developer's engineer will then have an opportunity to incorporate necessary revisions prior to submitting a final report.
- (4) Any traffic study having no regional significance will be reviewed in a timely manner. Developments that will create regional transportation impacts shall be submitted by the applicant to the RTCSNV, the Nevada Department of Transportation (NDOT) and, if applicable, other local government agencies, concurrently with submission to the Agency. Longer review periods should be anticipated if the Nevada Department of Transportation or multiple jurisdictions are involved.
- (5) All previous traffic studies relating to the development that are more than one year old at the time of the start of actual development construction may require updating, unless conditions are determined not to have changed significantly.
- (6) Traffic studies may be required for the following submittals:
  - (a) For a rezoning application.
  - (b) For a tentative subdivision map if the property has previously been zoned for the proposed use and no traffic study was required at the time of the zoning.
  - (c) Prior to the issuance of a Building Permit, if the property has already been zoned or subdivided and no previous traffic study less than one year old exists.
  - (d) The applicant may be required to submit a new traffic study if, after submitting the original traffic study, the land use intensity or traffic generation is increased. Where access points are not defined or a site plan is not available at the time the traffic study is prepared, additional traffic analysis may be required when a site plan becomes available or the access points are defined.
- (7) If insufficient information is available but the property appears to involve a sufficiently intense land use, the applicant will be informed that a traffic study is required. The applicant is urged to contact the Agency's Traffic Engineer at the preplanning stage to determine if a traffic study will be required.

### B. Suggested Format for a Traffic Study –

Traffic Engineering consultants are required to discuss projects with the Agency's Traffic Engineer prior to commencing the study. Topics for possible discussion at such meeting might include directional distribution of traffic, definition of the study area, intersections requiring level-of-service analysis, and methods for projecting build out volume. This should provide a firm base of cooperation and communication between the Agency, owner, developer and his or her consultants in developing realistic traffic characteristics, which is in the best interest of the total community. Projects creating regional impacts should be discussed with Clark County, NDOT and RTCSNV. Specific requirements will vary depending on the site location. However, all traffic studies shall contain, as a minimum, the following information:

- (1) Executive Summary. It is anticipated that this chapter will contain a brief project overview, study conclusions and recommendations as an executive summary to guide the local policy-making boards, commissions and councils.
- (2) Introduction
  - (a) Site and Study Area Boundaries

A brief description of the size of the land parcel, general terrain features, the location within the jurisdiction and the region should be included in this section. In addition, the roadways that afford access to the site, and are included in the study area, should be identified. Public facilities for bicycles and pedestrians in the

project vicinity should be identified. The exact limits of the study area should be based on engineering judgment, and an understanding of existing traffic conditions at the site. In all instances, however, the study area limits shall be mutually agreed upon by the developer, his or her engineer and the Agency's Traffic Engineer. These limits will usually result from initial discussion with the Agency's Traffic Engineer. A vicinity map that shows the site in relation to the surrounding transportation system should be included.

(b) Existing and Proposed Site Uses and Densities

The existing and proposed uses and densities of the site should be identified in terms of the various zones categories of the Agency. In addition, the specific use and densities of which the request is made should be identified, if known, since a number of uses may be permitted under the existing ordinances.

(c) Existing and Proposed Uses in Vicinity of Site

A complete description of the existing land uses in the vicinity of the site, as well as their current zoning use, should be included. The applicant should also state the proposed uses for vacant adjacent land in order that any proposed transition in uses are identified. This latter item is especially important where large tracts of underdeveloped land are in the vicinity of the site, and within the prescribed study area.

(d) Existing and Proposed Roadways and Intersections

Within the study area, the applicant must describe existing roadways, including sidewalks and bicycle facilities and intersections (geometrics and traffic signal control) as well as improvements contemplated by government agencies. Sidewalk gaps or gaps in the bicycle network should be identified and addressed. This would include the nature of the improvement project, its extent, implementation schedule, and the agency or funding source responsible.

(3) Trip Generation

The future motor vehicle trips generated on the developed site shall be calculated in a manner consistent with the latest edition of the Institute of Transportation Engineers' (ITE) transferable data collection report, Trip Generation, as amended. The Agency responsible for adjacent roadways may require specific trip generation rates to be used in specific cases that differ from the ITE average values when the results of local studies differ from the national values. For land use categories for which no national or regional trip generation rates are available, the Agency will require documentation at three or more similar sites to support the rates used in the study. A study of less than three sites may be used if justification is provided and the study plan is approved by the Agency prior to the study.

(4) Trip Distribution

The direction of approach for site generated traffic will be presented in this section. The technical analysis procedures, basic methods, and assumptions used in this work must be clearly stated.

(5) Trip Assignment

This section will describe the utilization of study area roadways by site generated traffic. The anticipated site traffic volumes must be combined with existing and projected area traffic volumes from Section 6, to describe through and turning movement volumes for future conditions with the site developed as proposed. Internal trips in excess of ten percent (10%) will require analytical support to demonstrate how the higher figures were divided. Non-generated passerby traffic reduction in generation volumes may be considered, if applicable. Analysis techniques that will generally be acceptable are contained in the document published by the Transportation Research Board (TRB), National Research Council entitled, Quick-Response Urban Travel Estimation Techniques and Transferable Parameters, (National Cooperative Highway Research Program Report No. 197), Washington, D.C., 1978 and in the Institute of Transportation Engineers publication Traffic Access and Impact Studies for Site Development. Other network models that differ may be acceptable, if first reviewed with the Agency's Traffic Engineer. The traffic study must also take into account the current edition of the Regional Transportation Plan of Clark County, published by the RTCSNV.

(6) Existing and Projected Traffic Volumes

(a) Existing A.M. and P.M. peak hour traffic (in and out) including turning movements

(b) For each development phase, the estimated A.M. and P.M. peak hour site traffic (in and out) including turning movements for vehicles, bicycles and pedestrians

(c) For each development phase, the estimated A.M. and P.M. peak hour background traffic (in and out) including turning movement

(d) For each development phase, the estimated A.M. and P.M. peak hour site plus background traffic (in and out) including turning movements. All raw traffic count data (including hourly, ADT and peak hour turning movements for vehicles, bicycles and pedestrians) and analysis worksheets shall be provided in the appendices. Computer techniques and the associated printouts may be used as part of the report.

Development phasing should be determined in conjunction with the developer and the Agency. Build out projections shall include major vacant properties around the proposed development that may be identified by the Agency responsible for adjacent roadways. Volume projections for the background traffic growth may be provided by the Agency or a method for determining their volume will be recommended by the Agency responsible for adjacent roadways. All total daily traffic counts shall be actual twenty-four (24) hour machine counts and not based on factored peak hour sampling. Latest available machine counts from NDOT, Clark County, the City or other agencies may be acceptable if not more than one year old or, if older, suitable justification is provided and approved by the Agency Traffic Engineer prior to the study submittal. Where sufficient local information is available related to the traffic characteristics, traffic counts should be expanded for day-of-week and seasonal variations.

(7) Traffic Signals

The need for new traffic signals shall be determined using the warrants in the most current edition of the Manual on Uniform Traffic Control Devices. Traffic progression is of paramount importance. Generally, a spacing of one-half (½) mile for all signalized intersections should be maintained. This spacing is usually desirable to achieve good speed, capacity and optimum signal progression. To provide flexibility for existing conditions and ensure optimum two-way signal progression, the traffic engineering analysis should properly locate all proposed connecting access approaches that may require signalization. An optimum two-way progression pattern should be established for the section of the arterial or network in which the intersection is located. In areas located within the Freeway and Arterial System of Transportation (FAST), all progression and coordination calculations must be verified with the System Director of the FAST Traffic Management Center (TMC) prior to inclusion in the report. The Agency responsible for adjacent roadways will facilitate communications between the consultant and the FAST-TMC operator. Coordination sections will be configured by the Agency's Traffic Engineering Division staff based on the latest configuration established by the FAST System Director.

(8) Traffic Capacity

The capacity and level of service of each intersection and road section affected by the development project shall be determined in accordance with the Highway Capacity Manual (HCM) as amended. Where the system does not exist or is incomplete in the vicinity of the project, the planning method of the HCM may be used for signalized intersections. Existing intersections that are signalized or will be signalized as part of any FAST section shall be analyzed using the operational method. The analysis performing and reported in the study should include:

Level of Service (LOS) "C" will be the design objective for capacity and under no circumstances will less than LOS "D" be accepted for site and non-site traffic, unless justification can be provided and approved by the Agency Traffic Engineer. Impacts to bicycle and pedestrian LOS due to site development should be addressed. The design year shall be twenty (20) years following construction or at build out of the area, or as approved by the Agency Traffic Engineer during the scoping meeting. Capacity and LOS determinations shall be based upon the peak hour conditions and not a daily volume projection.

(9) Traffic Accidents

Traffic accident data including a minimum period of three years for existing streets, shall be incorporated in the study. Estimates of increased or decreased accident potential shall be evaluated for the development and suggested mitigating measures recommended. Where historical crashes have involved bicyclists or pedestrians, those should be noted and addressed in the discussion.

(10) Conclusions and Recommendations

In the event that analysis indicates unsatisfactory levels of service on study area roadways, a description of proposed improvements to mitigate the impacts of the proposed development shall be included. In general, the recommendation section should include:

(a) Recommended Improvements

This section shall describe the location, nature and extent of proposed improvements to ensure sufficient roadway capacity. Accompanying this list of improvements are preliminary cost estimates (engineering, right-of-way and construction), source of funding, timing and likelihood of implementation.

(b) Volume/Capacity Analysis at Critical Points

A second iteration of the volume/capacity analysis should be described, which demonstrates the anticipated results of making these improvements.

(c) Levels of Service at Critical Points

As a result of the revised volume/capacity analysis presented in the previous section, levels of service for the highway system with improvements should be presented.

- (11) Study Checklist  
The Traffic Engineer will complete the checklist for study requirements and sign the checklist. In so doing, the Traffic Engineer will be acknowledging that all of the minimum requirements of these guidelines are met.
- (12) Revisions to Traffic Study  
Revisions to the traffic study must be provided as required by the Agency's Traffic Engineer. The need to require revisions will be based on the completeness of the traffic study, the thoroughness of the impact evaluation and the compatibility of the study with the proposed access and development plan.

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<sup>1</sup>Transportation Research Board Special Report No. 209, Washington, D.C., 1985

- (a) Existing A.M. and P.M. peak hour traffic
- (b) For each development phase, the estimated A.M. and P.M. peak hour background traffic
- (c) For each development phase, the estimated A.M. and P.M. peak hour site plus background traffic

Approved 10/10/91

Revised 11/14/13

## LEFT TURN SIGNAL DISPLAY STANDARD

Adopted herein by the Commission is a new local area standard for traffic signalization displays relating to left turn movements. This standard would be the “normal” condition for all installations, but would leave latitude to the traffic engineering personnel of each entity to vary from the standard where unusual conditions are encountered. A desirable goal of all of the entities in this urbanized area is to promote uniformity of signal displays to the greatest degree possible.

- A. For 3-section (protected-only) left turn signal head display, all 3 sections shall use arrow indications; circular indications are not to be used. When all-arrow displays are used, the MUCTD says that there is not a need to shield or otherwise hide the display from the adjacent through movement traffic on the same approach. Therefore, the use of programmed visibility heads for all-arrow displays is not only unneeded, but also not recommended. If programmed visibility heads are used, the programming should be “opened up” so that the adjacent through movement traffic can also see the display.
- B. The use of the left red arrow indication should normally be limited to a movement with a separate left turn phase having an opposing, conflicting through movement (i.e., a typical left turn lane). It specifically should not be used for a split-phased movement where the left turn and the immediately adjacent through movement are the same phase, nor where there is no opposing, conflicting through movement (as in the case of a T-intersection, or in the case of a freeway off-ramp terminal). In such cases, a circular red should always be used.
- C. For left turn protected-permissive operation, the 4-section flashing yellow arrow separate signal face should be used. In cases where engineering judgement determines the 5-section, protected-permissive shared signal face to be appropriate, the LEFT TURN YIELD ON GREEN (symbolic green ball) sign, R10-12, may be employed.
- D. For 4-section, protected-permissive flashing yellow arrow signal head displays, the LEFT TURN YIELD ON FLASHING YELLOW ARROW sign, R10-12F, may be employed.

Approved 07/09/92

Revised 11/14/13

Revised 01/14/16

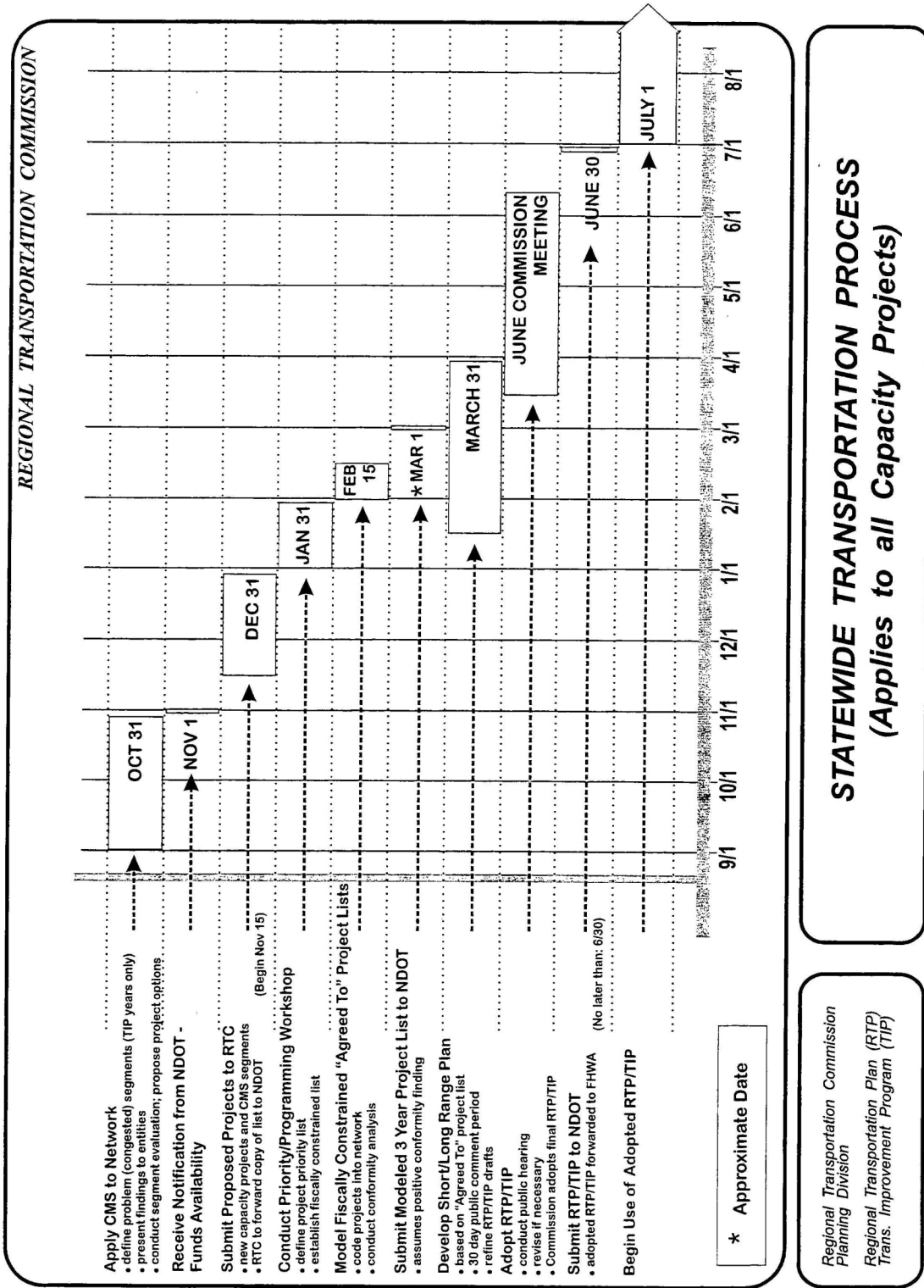
INFORMATION RECOMMENDED ON A “NOTIFICATION OF CONSTRUCTION” LETTER SENT TO  
PROPERTY OWNERS/UTILITIES

The following items should be included in all Notification of Construction letters sent by entities to property owners and/or utilities

1. ENTITY NAME
  - a. Phone number and/or contact person for any questions on project.
2. PROJECT NAME AND NUMBER
  - a. Proposed limits of construction
  - b. Proposed description of work (pavement, curb and gutter, streetlight, etc...)
3. SOURCE OF FUNDING
  - a. (RTCSNV, SID, gas taxes, etc...)
4. APPROPRIATE UTILITY COMPANY TEAM LEADERS AND PHONE NUMBERS
5. PROPOSED DESIGN START AND FINISH DATES
  - a. Month/Year
6. PROPOSED CONSTRUCTION START AND FINISH DATES
  - a. Month/Year
7. ENTITY’S AND/OR ENTITIES’ POLICY ON CUTTING NEW PAVEMENT

Approved 08/13/98

STATEWIDE TRANSPORTATION PROCESS  
(Applies to all Capacity Projects)



## POLICY FOR REIMBURSEMENT OF COMMUNICATIONS INFRASTRUCTURE AND TRAFFIC MONITORING CAMERAS

This policy establishes criteria for the reimbursement of costs by the RTCSNV for the installation of communications infrastructure and traffic monitoring cameras. With the upgrade of the Freeway and Arterial System of Transportation (FAST), the methods of communication and signal coordination have changed including the addition of traffic monitoring cameras. The following criteria shall be met in order for expenses to be considered reimbursable by the RTCSNV:

- 1.) Traffic monitoring camera locations shall be as established on FAST Communication Master Plan as developed by Parsons Transportation Group. Any supplemental locations must be submitted to FAST Operations Management Committee (OMC) for review and approval and then to the RTCSNV for review and approval with justifications for the camera location including the benefits to the functioning of the roadway.
- 2.) Communications infrastructure including conduit, wiring, cabinet equipment, microwave, data radio, fiberoptic facilities and other appurtenances necessary to communicate with FAST may be provided for all traffic signal installations to be included as part of FAST network. Communications infrastructure, including conduit and pull boxes, should be included on RTCSNV projects. Communications conduit shall be single duct and four-inch diameter on all streets. In those areas where curb, gutter and sidewalk are proposed to be constructed, conduit may be placed on both sides of the roadway and shall be considered eligible for reimbursement by the RTCSNV. In areas of existing off-site improvements, RTCSNV reimbursement of conduit expenses shall normally be limited to one conduit placed on either side of the street. RTCSNV reimbursement shall be limited to the cost of a conduit(s) and pull boxes that may be necessary for traffic purposes, including traffic signal coordination and ITS facilities. Fiber optic cable shall be sized to handle multimodal transportation purposes, including a fiber connection for the RTCSNV.
- 3.) Priority for traffic monitoring cameras shall be given to those major arterials which intersect with highway/freeway facilities (U.S. 95, I-15, etc.) or provide an alternate route to the highway facilities (i.e. coordinate with FAST system diversion routes). Priorities may also be established based on high accident rates, special events, high traffic generation areas, highly congested intersections as well as providing integral links along corridors established in the FAST Communication Master Plan.
- 4.) Cameras shall not be placed in remote locations unless other traffic monitoring cameras exist along the same corridor, however communications infrastructure may be provided as established in Note 2. The cost of cameras shall not be reimbursed unless the communications infrastructure will be in place to view images at the completion of the project or a plan has been developed to integrate these cameras to FAST.
- 5.) Video surveillance cameras installed for traffic monitoring purposes may not be used for law enforcement or any other surveillance purposes. Traffic monitoring purposes shall include monitoring of RTCSNV Transit bus operations, incident management, special events or other purposes related to traffic as determined by the appropriate Traffic Engineer and FAST operations. Emergency uses for monitoring the effects of natural disasters, such as flooding, or any other incidents such as fires, explosions, etc., shall require approval by FAST System Director or designee and the appropriate Traffic Engineer on a case by case basis. Monitoring for FAST shall be the primary function of the cameras, with RTCSNV Transit operations as secondary.
- 6.) RTCSNV shall have access to and use of all images processed by the network of traffic monitoring cameras subject to capital costs of equipment necessary to receive images and all conditions and policies placed on camera image users of FAST.
- 7.) Communications resource-sharing may be considered on a case by case basis.

Approved 05/16/02

Revised 11/14/13

## REGIONAL TRANSPORTATION COMMISSION POLICY ON SIDEWALK

The intent of this policy is to ensure that sidewalk or accessible pedestrian facilities are constructed on all RTCSNV projects where practical. The need for sidewalk should be evaluated during the design. During evaluation, consideration should be given to:

1. Continuity of existing sidewalk fill-in
2. Bus route
3. Provide alternative to paratransit
4. Serves as a pedestrian route to school, employment or commercial developments
5. Demonstrated pedestrian safety benefits
6. Extension of existing pedestrian route and school walking route
7. Availability of right-of-way
8. Complete Streets concepts for pedestrian access
9. Meeting the requirements of the US Access Board's publication "Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way July 26, 2011" (PROWAG) <https://www.access-board.gov/attachments/article/743/nprm.pdf> where feasible.

To provide for sidewalk, Special Improvement Districts are encouraged on all RTCSNV projects where curb and gutter, street lighting, sidewalk, and parking or emergency stopping lanes do not exist.

If a Special Improvement District is formed within an entity, but developed privately owned parcels are determined by a special benefits appraisal or a written opinion from a bonding attorney to be fully or partially non-accessible, reimbursement by RTCSNV may be made for those off-site improvements, and for off-site improvements adjacent to vacant parcels owned by the federal government or a member entity, or non-accessible parcels. Providing that a property can be included in a Special Improvement District, off-site improvements adjacent to developed privately owned properties on which full or partial off-site improvement requirements have been waived by the entity, or government owned leased to a private for-profit entity are not reimbursable.

In areas where sidewalk is necessary and standard curb, gutter and sidewalk improvements are not being constructed with the RTCSNV project, a temporary asphalt sidewalk will be provided as a RTCSNV reimbursable expense.

Approved 06/19/01

## GUIDELINES FOR THE PROVISION OF BUS TURNOUTS AND PASSENGER LOADING AREAS FOR THE RTCSNV TRANSIT BUS

The following guidelines supplement the RTCSNV Transit Bus Stop Guidelines as revised and approved by the RTCSNV Board of Commissioners which contain criteria used to determine the locations of bus stops and the need for the installation of bus turnouts. The guidelines below are intended to assist the Engineer in the application of the Bus Stop Guidelines to particular projects. Although these guidelines provide clear direction for the location of bus facilities, final approval of these facilities and their locations shall be required from the designated members of the RTCSNV staff.

### **A. Design Criteria**

In addition to the criteria established in the RTCSNV *Transit* Bus Stop Guidelines, Volume I of the Uniform Standard Drawings for Public Works' Construction Offsite Improvements, Clark County Area, Nevada contains the following drawings for construction of bus stop facilities:

- 1.) No. 234.1, "Typical Bus Turnout"
- 2.) No. 234.2, "Typical Bus Stop Passenger Loading and Shelter Pad"
- 3.) No. 234.2A, "Typical Double Bus Stop Passenger Loading and Shelter Pads"
- 4.) No. 234.3, "Bus Stop Placement within Exclusive Right Turn Lane for Commercial Properties"

### **B. RTC-funded Street Improvement Projects**

The inclusion of bus turnouts and passenger loading areas for the RTCSNV *Transit* bus system shall be considered on all RTC-funded street improvement projects. The following guidelines shall be adhered to during the course of design of RTC-funded street improvement projects.

**1. Existing Route and Future Extension of Existing Routes** – The RTCSNV *Transit* bus system currently provides service along arterial streets within the Las Vegas Valley. As the Valley continues to grow and its boundaries expand, bus service will need to be extended to these areas. The following section addresses the acquisition of right-of-way and construction of bus facilities for RTC-funded improvement projects on streets which are currently serviced by the RTCSNV *Transit* system and the future extensions of these existing routes as identified on the bus route working map developed by the Transit Division of the RTCSNV.

#### **a. Right-of-Way Acquisition**

**Loading pads** - Right-of-way or an easement should be secured for one (1) bus passenger loading pad for each existing bus stop along the bus route. The minimum pad area shall be in accordance with Standard Drawing No. 234.2, based upon requirements established in the Americans with Disabilities Act (ADA).

In areas where the existing route will be extended in the future, the entity project Engineer shall secure rights-of-way or easements for loading pads for future bus stops; these stops shall be located at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The pad locations shall be on the far side of these intersections, seventy (70) to three hundred (300) feet from the existing BCR, or BCR proposed to be constructed with the project, in accordance with the Bus Stop Guidelines.

Rights-of-way or easements shall not be obtained for bus passenger loading pads if pads will not be constructed as part of the RTCSNV project.

Condemnation of right-of-way for loading pads only shall not be pursued.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the bus stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

**Bus turnouts** - Rights-of-way for bus turnouts shall be secured on all streets proposed for construction containing existing bus routes; turnouts shall be located on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or cross streets serviced by existing RTCSNV *Transit* bus routes; placement of

turnouts at intersections with streets having right-of-way widths less than eighty (80) feet may be required at the discretion of the entity project Engineer. Right-of-way shall be obtained in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading pad. Please note that to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout will be permitted but may not exceed three hundred (300) feet.

If a turnout has been proposed on a parcel which has had conditions of zoning or a traffic impact analysis requiring bus turnouts, the entity project Engineer shall attempt to obtain the necessary right-of-way from the developer at no cost to the project prior to any appraisals being performed on the subject property.

In cases where a street crossing the proposed project contains an existing RTCSNV *Transit* bus route, right-of-way may be obtained for bus turnouts for the crossing route provided that right-of-way for the street improvement project is needed from the same parcel or the parcel is publicly-owned and right-of-way is made available at no cost to the project.

Right-of-way should only be obtained if turnouts will be constructed with the proposed street improvement project, with the exception of right-of-way on public parcels which may be secured at no cost to the project.

If requested by RTCSNV staff or the entity project Engineer, condemnation shall be permitted for right-of-way for bus turnouts on streets to be constructed. The benefits to the traffic and bus system operations due to the proposed improvements shall justify the cost of the improvements to the satisfaction of both the RTCSNV and the entity project Engineer.

## **b. Construction of Bus Facilities**

### **1. Existing Offsite Improvements**

**Loading Pads** - In areas where sidewalk is existing, additional concrete area may be constructed at the back of walk to achieve required passenger loading pad area, or an entire sidewalk panel may be removed and replaced to provide a sidewalk and loading pad area in accordance with Standard Drawing No. 234.2. For existing bus stops where block walls or other obstructions too costly to relocate, such as power or water vaults, exist at the back of walk which prevent the construction of the pad area at that particular location, the bus passenger loading pad should be constructed in the proximity of the existing stop and the stop relocated. Note that the location of the pad should be within the standards established in the RTCSNV *Transit* Bus Stop Guidelines; any proposed stop relocation shall be approved by RTCSNV staff.

In areas where only curb and gutter exist, bus passenger loading pads shall be constructed for existing bus stops as provided above and at a minimum, A.C. sidewalk shall be constructed to provide an accessible route from the nearest intersection to the stop in all cases. If a sidewalk ramp is needed at the intersection from which access is proposed, the sidewalk ramp shall be included as part of the RTC-funded project.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the bus stop location from the back of curb to the sidewalk. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

For future bus stops in areas where bus service may be extended, locations shall be selected in accordance with Section B.1.a. of this policy. If block walls or other obstructions too costly to relocate exist in the area where a future bus stop could be established as determined by the entity project Engineer and RTCSNV staff, no passenger loading pad will be required. In addition, no provision shall be made for loading pads for future route extensions if sidewalk construction is not included in the scope of the project.

**Bus turnouts** - Bus turnouts shall be constructed for existing bus stops at locations determined in accordance with Section B.1.a. of this policy. If block walls, power or other utility vaults, driveways, large storm drain drop inlets or other obstructions that are costly to relocate exist in the area where the bus turnout is proposed, the entity project Engineer and RTCSNV staff shall examine the location and determine if the turnout should be constructed. If it is determined that the bus turnout should not be required, a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

If a turnout is proposed to be located on a parcel owned by a public entity, the turnout shall be constructed in exchange for right-of-way dedication assuming the parcel is undeveloped or site constraints, such as driveways, block walls or costly relocation items, do not prohibit turnout construction. If the parcel cannot feasibly accommodate a bus turnout as determined by entity project Engineer and RTCSNV staff, a bus passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

For future bus stops in areas of existing offsite improvements where bus routes may be extended, bus turnouts shall be constructed if offsites in the area of the proposed turnout are to be reconstructed as part of the project other than solely for the turnout, such as widening for dual left turn lanes. Construction of bus turnouts for future stops in proposed route extension areas shall not be required on privately-owned parcels which are undeveloped and have no existing conditions of zoning or traffic impact analysis requiring a turnout; these parcels shall be noted and the entity shall be responsible to pursue the right-of-way dedication and construction of the turnout when the parcel develops in the future.

## **2. Offsite Improvements to be constructed**

**Loading Pads** - In areas where sidewalk is to be constructed as part of a RTC-funded project, construction of bus passenger loading pads shall be required for all existing bus stops and future stops where bus routes may be extended. Future bus stop locations shall be selected in accordance with Section B.1.a. of this policy. Exceptions will be permitted if construction of pads is physically constrained due to block walls or other obstructions too costly to relocate, such as power or water vaults. Please note that exceptions will only be considered if relocation costs are associated solely with construction of the pad and all possible alternate locations have been examined by RTCSNV staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus passenger loading pad will be accommodated as well.

In those areas where the new sidewalk is proposed to be separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area will be required if the access area and the sidewalk combined depth meet the ADA requirements.

**Bus turnouts** - On RTC-funded projects where full street improvement are to be constructed, bus turnouts shall be constructed for existing bus stops and future stops in proposed service extension areas at locations determined in accordance with Section B.1.a. of this policy. Exceptions will be allowed if the construction of the turnout is physically constrained due to block walls or other obstructions that are costly to relocate. Please note that this exception, as for loading pads, will only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations have been examined by RTCSNV staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit pad construction also.

**3. No Offsites to be constructed** - On any portion of an RTC-funded project where offsite improvements (curb, gutter and sidewalk) will not be constructed as part of the project, construction of bus turnouts and passenger loading pads will typically not be required; however, if bus stops exist, ADA compliant access shall be provided to the existing stops from the nearest intersection. Access shall be provided by constructing a temporary A.C. walk or other ADA compliant surface as part of the RTC-funded project. Temporary walks shall be a minimum of five (5) feet wide, established within existing right-of-way, including any right-of-way to be acquired for the roadway, and separated from pavement used for vehicle travel.

Additional roadway pavement area should also be constructed at existing bus stops which function as transfer points between existing bus routes or where only one travel lane is provided in each direction. If necessary, additional locations for wider pavement may be considered by the entity project Engineer and RTCSNV staff. The paved area will function as a “temporary” turnout and should be located in accordance with criteria established for “permanent” turnouts in Section B.1.a of the document. Additional pavement shall be a minimum ten (10) feet wide and of sufficient length to accommodate a minimum of one (1) RTCSNV *Transit* bus and established within existing right-of-way including any right-of-way to be acquired for the roadway. Pavement area shall also be provided for transition areas necessary to enter and exit the temporary turnout area.

Temporary A.C. walks shall abut roadway at the bus stop where passengers will be boarding the bus.

**2. Future Bus Routes** - The future expansion of the RTCSNV *Transit* bus system not only includes the extension of existing bus routes as covered in Section B.1. of this document but the startup of new routes on streets currently without bus service. The Transit Division of the RTCSNV shall maintain a working map which illustrates the desired locations of bus routes associated with the future expansion of the RTCSNV Transit bus system. This map shall be

used as a reference when addressing the acquisition of right-of-way and construction of bus facilities on RTC-funded projects for future RTCSNV *Transit* bus routes.

#### **a. Right-of-Way Acquisition**

**Loading pads** - Along streets which have been designated for future bus routes, the entity project Engineer shall secure rights-of-way or easements for future bus stops; these stops shall be located at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The minimum right-of-way or easement to be secured for each loading pad shall be in accordance with Standard Drawing No. 234.2, based upon requirements established in the ADA. The pad locations shall be on the far side of these intersections, seventy (70) to three hundred (300) feet from the BCR, or BCR proposed to be constructed with the project, in accordance with the Bus Stop Guidelines.

Right-of-way acquisition for loading pads shall be pursued only on parcels where right-of-way is needed for the proposed roadway improvements or the parcel is publicly owned and right-of-way/easement will be provided at no cost to the project.

Rights-of-way or easements shall not be obtained for bus passenger loading pads if pads will not be constructed as part of the RTCSNV project.

Condemnation of right-of-way for loading pads shall not be pursued.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

**Bus turnouts** - Rights-of-way for bus turnouts shall be secured on all streets to be constructed proposed for future bus routes; turnouts shall be located on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or cross streets serviced by an existing RTCSNV *Transit* bus route crosses. Right-of-way shall be obtained in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading pad. Please note to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout will be permitted but may not exceed three hundred (300) feet.

Right-of-way should only be obtained if turnouts will be constructed with the proposed street improvement project, with the exception of right-of-way on public parcels which may be secured at no cost to the project.

Condemnation of right-of-way for bus turnouts shall not be pursued for future bus routes.

If a turnout has been proposed on a parcel which has had conditions of zoning or a traffic impact analysis requiring bus turnouts, the entity project Engineer shall attempt to obtain the necessary right-of-way from the developer at no cost to the project prior to any appraisals being performed on the subject property.

#### **b. Construction of Bus Facilities**

##### **1. Existing Offsite Improvements**

**Loading Pads** - For future bus routes, stop locations shall be selected in accordance with Section B.2.a. of this policy. No bus passenger loading pads should be constructed outside of seventy (70) to three hundred (300) feet limits established in the Bus Stop Guidelines. In areas where sidewalk is existing, additional concrete area may be constructed at the back of walk to achieve required passenger loading pad area, or an entire sidewalk panel may be removed and replaced to provide a sidewalk and loading pad area in accordance with Standard Drawing No. 234.2. If block walls or other obstructions too costly to relocate exist in the area where the future bus stop may be established as determined by the entity project Engineer and RTCSNV staff, no passenger loading pad will be required.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

**Bus turnouts** - Bus turnouts shall be constructed for future bus routes at locations determined in accordance with Section B.2.a. of this policy, provided that offsites in the area of the proposed turnout have been previously considered to be reconstructed as part of the project other than solely for the turnout, such as widening for dual left turn lanes. If block walls, power or other utility vaults, driveways, large storm drain drop inlets or other obstructions that are costly to relocate exist in the area where the bus turnout is proposed as determined by the entity project

Engineer and RTCSNV staff, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

Construction of bus turnouts for future routes shall not be required on privately-owned parcels which are undeveloped and have no existing conditions of zoning or traffic impact analysis requiring a turnout; these parcels shall be noted and the entity shall be responsible to pursue the right-of-way dedication and construction of the turnout when the parcel develops in the future.

If a proposed turnout is to be located on a parcel owned by a public entity, the turnout shall be constructed in exchange for right-of-way dedication assuming the parcel is undeveloped or site constraints, such as driveways, block walls or costly relocation items, do not prohibit turnout construction. If the parcel cannot feasibly accommodate a bus turnout as determined by the entity project Engineer and RTCSNV staff, a bus passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

## **2. Offsite Improvements to be Constructed**

**Loading Pads** - In areas where sidewalk is to be constructed as part of a RTC-funded project, construction of bus passenger loading pads shall be required for all future bus routes. Exceptions will be allowed if construction of pads is physically constrained due to block walls or other obstructions too costly to relocate, such as power or water vaults, as determined by the entity project Engineer and RTCSNV staff. Please note that exceptions will only be considered if relocation costs are associated solely with construction of the pad. If other aspects of the project require facilities to be relocated, it is assumed that the bus passenger loading pad will be accommodated as well.

In those areas where the new sidewalk is proposed to be separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area will be required if the access area and the sidewalk combined depth meet the ADA requirements.

**Bus turnouts** - On RTC-funded projects where full street improvement are to be constructed, bus turnouts shall be constructed for future bus routes at locations determined in accordance with Section B.2.a. of this policy. Exceptions will be allowed if the construction of the turnout is physically constrained due to block walls or other obstructions too costly to relocate. Please note that this exception, as for loading pads, will only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations within RTCSNV *Transit* Bus Stop Guidelines have been examined by RTCSNV staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

**3. No Offsites to be Constructed** - On any portion of RTC-funded projects where offsite improvements will not be constructed as part of the project, construction of bus turnouts and passenger loading pads shall not be required.

**3. No future route designated** - The acquisition of right-of-way and the construction of offsite improvements will not be required for any street not serviced by an existing bus route or future route designated on the bus route working map maintained by the Transit Division of the RTCSNV.

**C. Developer-funded Offsite Improvements** - Developers should be required by the governing entity to provide bus facilities, including bus turnouts and bus passenger loading and shelter pads, as a condition of zoning or traffic studies for their development projects. All bus facilities to be constructed by developers must be reviewed and approved by the staff of the RTCSNV prior to the acceptance of development plans by the governing entity.

**Loading pads** - Developers should be required by the governing entity to dedicate right-of-way and construct one (1) bus passenger loading and shelter pad for each existing bus stop along their project. The required pad area shall be in accordance with Standard Drawing No. 234.2. The larger pad area will allow the future placement of a bus shelter which would be at no cost to the developer.

In areas where the existing route will be extended or a new route will be established in the future, bus stops shall be established and bus passenger loading and shelter pads constructed at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The pad locations shall be on the far side of these intersections,

seventy (70) to three hundred (300) feet from the existing BCR, or BCR proposed to be constructed, in accordance with the Bus Stop Guidelines.

Exceptions may be permitted if construction of pads is physically constrained due to existing block walls or other obstructions too costly to relocate, such as large utility vaults. Please note that exceptions should only be considered if relocation costs are associated solely with construction of the pad and all possible alternate locations have been examined. Any exception must be reviewed and approved by RTCSNV staff and the governing entity's representative. If other aspects of the development project require conflicting facilities to be relocated, it is assumed that the bus passenger loading and shelter pad shall be accommodated as well.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements; however additional area for the shelter pad will be required.

For roadways along a development project where no bus route has been designated, whether future or existing, at the time the project is proposed to be constructed, no bus passenger loading and shelter pads will be required.

**Bus turnouts** - The developer should be required by the governing entity to dedicate right-of-way and construct bus turnouts along their project for each street containing an existing bus route or future route as identified on the bus route working map, on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or any other street containing an existing bus route or future route as identified on the bus route working map. Placement of turnouts at intersections with streets having right-of-way widths less than eighty (80) feet may be required at the discretion of the governing entity's Engineer. Right-of-way and construction of the bus turnout shall be in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading pad as described in the "Loading Pad" Section above. Please note to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout may be permitted but shall not exceed three hundred (300) feet. Exceptions may be permitted if the construction of a turnout is physically constrained due to block walls or other obstructions too costly to relocate. Please note that this exception, as for loading pads, should only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations within RTCSNV *Transit* Bus Stop Guidelines have been examined. Any exception must be reviewed and approved by RTCSNV staff and the governing entity's representative. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome as determined by RTCSNV staff and the governing entity's representative, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad. Note that placement of future driveways should not be considered a physical constraint; turnout location should take priority over proposed driveway locations. Driveways should be located to allow bus stops to be serviced by the turnout to be within acceptable limits established in this section.

For bus turnouts to be constructed for the future extension of an existing bus route or a future bus route, Standard Drawing No. 234.3 may be used, subject to a storage area of one hundred and twenty (120) feet minimum, a bus passenger loading/shelter area as specified above and approval of RTCSNV staff and the governing entity.

For roadways along a development project having right-of-way widths equal to or greater than one hundred (100) feet where no bus route has been designated, whether future or existing, at the time the project is proposed to be constructed, right-of-way or easement shall be established in accordance with Standard Drawing No. 234.1 or 234.3. Locations shall be as previously defined in this Section.

Revised 11/13/08

Revised 11/14/13

UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS FOR PUBLIC WORKS CONSTRUCTION OFF-SITE IMPROVEMENTS, CLARK COUNTY AREA, NEVADA

All revisions to the Uniform Standard Specifications and Drawings shall be reviewed and recommended for approval by the Specifications Subcommittee and Executive Advisory Committee prior to being submitted to the RTCSNV Board of Commissioners for approval. Revisions affecting traffic operations and infrastructure shall also be reviewed by the Operations Subcommittee. Review by the Transportation Access Advisory Committee or the Regional Project Coordination Committee for review and comment may be requested as appropriate. Except for minor and editorial revisions, proposed revisions shall be submitted to the entities, affected industries, and interested parties for review prior to being submitted to the Executive Advisory Committee.

Approved 04/10/03

PROCEDURE FOR NOTIFICATION OF REVISIONS UNIFORM STANDARD SPECIFICATIONS AND  
DRAWINGS  
FOR PUBLIC WORKS' CONSTRUCTION OFF-SITE IMPROVEMENTS CLARK COUNTY AREA, NEVADA

After revisions to the Uniform Standard Specifications and Drawings for Public Works' Construction, Off-Site Improvements, Clark County Area, Nevada are approved by the RTCSNV Board of Commissioners, the following procedure will be followed.

1. Revisions to the Uniform Standard Specifications and Drawings will become effective immediately upon approval by the RTCSNV Board of Commissioners.
2. The revisions will be placed on the Web site of the RTCSNV along with the effective date of each revision.
3. An announcement will be placed in appropriate newspapers in Clark County stating that revisions have been approved to the Uniform Standard Specifications and Drawings, stating which specifications or drawings have been revised, and stating that the revisions are available on the RTCSNV Web site.
4. A subscription service is available through the RTCSNV Web site which notifies subscribers by e-mail that revisions have been approved.

Revised 10/08/09

## DEFINITION OF AN ELIGIBLE QUESTION 10 HIGH SPEED LANE MILE PROJECT

In order for a project to be eligible for high speed lane mile funding, the roadway must be at least 100 feet wide, have a posted speed of 35 mph or greater and when complete, add high speed lane mile(s) to the regional travel network or facilitate a connection that links similarly defined roadways.

The existing Q10 prioritized project list will remain in effect until all projects are completed.

At this time the existing Q10 prioritized project list is completed and the Q10 sales tax will be distributed in the same manner as the motor vehicle fuel tax. A separate CIP will be prepared for his funding source.

Approved 01/12/06  
Revised 2/13/202/14/19

POLICY FOR REIMBURSEMENT OF MAINTENANCE COSTS FOR OFF-STREET SHARED USE PATH  
(TRAIL)

This policy establishes criteria for the reimbursement of costs, through Question 10 (Q-10) funds, by the RTCSNV for the maintenance of Off-Street Shared Use Path (Trail). The following criteria shall be met in order for expenses to be considered reimbursable by the RTCSNV.

- 1) The Off-Street Shared Use Path (Trail) shall be an adopted alignment of the Bicycle Pedestrian Element network. Twelve (12) feet of paving width is recommended for bi-directional travel with a two foot graded shoulder on both sides of the path. A path with less than 12 feet width is allowable with local approval when space is limited.
- 2.) The maintenance activity reimbursement must be for facilities that comply with the design standards set forth by the Uniform Standard Drawings for Public Works' Construction Off-Site Improvement, Clark County Area, Nevada.
- 3) The reimbursement for maintenance costs applied to Off-Street Shared Use Path (Trail) shall be submitted every July by local entities to cover maintenance cost for the previous fiscal year (July 1 – June 30).
- 4) RTCSNV reimbursement shall be limited to the maintenance activities within the right-of-way of the paved path (trail), including pavement markings, signs and safety lighting associated to the path (trail)
- 5) The RTCSNV shall not reimburse landscaping and trail amenities such as lighting (except as a safety measure) power cost, water cost, benches, drinking fountains, etc.
- 6) In the case of an applicable Off-Street Shared Use Path (Trail) maintenance life cycle cost involving the resurfacing and/or asphalt overlay, an inspection and approval by the RTCSNV will be required before any programming of the resurfacing project.

The reimbursement rate for the maintenance of Off-Street Shared Use Path (Trail) shall be no greater than \$8,000 per mile, per year.

Approved: 02/08/07  
Revised: 03/13/08

## RTC/FAST INTELLIGENT TRANSPORTATION SYSTEMS (ITS) INFRASTRUCTURE POLICY FOR FIBER OPTIC CABLE, CONDUIT NETWORK AND DEVICES

Fiber optic (FO) cable infrastructure is being deployed in the Las Vegas Valley by the Regional Transportation Commission Freeway and Arterial System of Transportation (FAST), (and local and state entities) for use in the FAST communication network. This policy establishes requirements for the installation, repair and restoration of the fiber optic cable, conduit network. This policy also establishes the ITS Device Maintenance Responsibilities, except for NDOT's Freeway Rights-of-Way and within the Control of Access. Contact NDOT for any FAST ITS communication network responsibilities within their jurisdiction.

### **Fiber Inventory and Data Format**

FAST will be provided with fiber optic cable data by the regional and the local agencies for tracking FO, conduit, pull-box/splice vault, and cabinet information on all conduit segments where the FAST communication network is at least one of the users. FAST will provide the agencies with the FAST communications network.

The information provided by the member agencies in Global Positioning Satellite (GPS) coordinates in a template format for data transfer as needed for FAST. The agencies must enforce the requirements for GPS data on projects within their jurisdictions using Latitude/Longitude coordinates, or otherwise as per agency requirement. FAST will provide the agencies with FAST GPS data.

The inventory documentation will be stored in the FAST Infrastructure Management System (IMS).

### **New Fiber Optic Cables and Conduits**

Member Agencies may not use FAST, NDOT or federally funded fibers or bundles for non-transportation related purposes. Member agencies may (with appropriate FAST approval) install, maintain and repair separate FO Cable in FAST funded conduit at their own cost within their jurisdictions for agency-owned (non-transportation) uses only. Agencies must provide documentation of these fibers to FAST. Once installed, FAST will update the IMS with the agency-owned FO cable information. It is noted that non-transportation related FO is not allowed in NDOT owned conduit.

Any use that falls under the "Homeland Security" designation will be allowed in both FAST and NDOT funded fiber and conduit; this includes uses by both Police and Fire departments. FAST and agency written approval will be required. A separate Memorandum of Understanding (MOU) or Interlocal Agreement may be required as part of the approval allowing the use of such fiber optic cable or conduit.

Fiber splice diagrams shall be shown on the project plans or in specifications and will need to be approved by FAST. Any agency planning to temporarily disconnect any fiber must give FAST (and NDOT if pertinent) 10 working days' notice for permission before commencing any work on the fiber. Additional notification to and approval from the Police and/or Fire Department, if either agency is an end user of the fiber, is also required.

Under no circumstances will any new RTC-funded fiber optic cable or conduit be allocated or traded for private use. This requirement also applies to any fiber and conduit installed within NDOT or federally funded projects.

### **Existing Fiber Optic Cables and Conduits**

In addition to the requirements stated above, the following policies are for existing fiber optic infrastructure.

Any FAST, NDOT, or federally funded fiber or conduit presently in use by any agency for non-transportation use, will be removed or re-allocated to FAST within 90 days written notice from FAST if a transportation communication needs arise. FAST may also require the removal or re-allocation of the conduit if and when 80% of the conduit is filled.

All verbal agreements made in the past, for transportation and non-transportation fiber-optic uses, will now be documented by the agencies and provided to FAST. The verbiage must include, as a minimum:

Parties involved in the agreement.

Specific requirements of the agreement,

When the agreement was made

Any special circumstances that may have been involved with the agreement.

### **Maintenance and Repair of Fiber Optic Cables and Conduits**

With the exception of where an Interlocal Agreement or MOU is entered into, the repair and maintenance of all conduit and fiber optic cables, including FAST funded cables and conduits, shall be the responsibility of the local agency/entity in which the conduit exists.

FAST will not be responsible for any non-NDOT or non-FAST communications system fiber that incurs damage. It will be the agency or end user's responsibility to repair their FO infrastructure and make it operational.

The placement and testing of all FAST fiber optic cable and equipment, whether new installations or remedial repairs, must meet the requirements of sections 680 and 681 of the RTC's Uniform Standard Specifications.

Each agency is responsible for locating all communication facilities within their jurisdiction. FAST is responsible to locate within NDOT's Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only). FAST must be notified in writing 48-hours in advance for NDOT's Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only).

The cost for repair to any damaged FAST communications system FO infrastructure will be the responsibility of the party damaging said FO infrastructure.

Any damage to any transportation FO infrastructure will be repaired within 10 hours of written notification or field meeting with the agency and FAST for a temporary solution, and a maximum timeframe of 48 hours from notification or field meeting with the agency and FAST, if repair work is extensive. Cost of all repairs is to be paid by the party that caused the damage, regardless of who performs the repairs.

If repairs are not made within set timeframes, FAST may temporarily splice the fiber cable and be indemnified and held harmless by the agency, party or contractor. In such cases, FAST's actual cost to repair the FO infrastructure will be paid by the party which caused the damage. The agency/entity will not release the bonds or accept the contractor's off-site or on-site improvements until all the repairs are made per FAST requirements.

In case of damage, the contractor will need to install new fiber cable with splices and conduit as needed per FAST requirements. The agencies will enforce this requirement upon the contractor. The new fiber cable must be tested and certified as operational by FAST per Section 680 of the RTC's Uniform Standard Specifications before the repair is deemed to be successfully completed.

If a fiber cable is damaged and needs replacing, the new FO cable must be equal to or greater (in number of fibers) than the existing cable being replaced.

For any fiber optic cable infrastructure not repaired within the allotted time, a daily fine will be assessed, by the agency/entity, until repairs are complete per RTCSNV Standard Specification Section 623 G.03.02.

In accordance with the provisions of Reimbursable Costs under Section 6.1, Subsection 8, of the RTC's Policies and Procedures, an entity's allocation of motor vehicle fuel tax funds may be used to reimburse the entity for contracted maintenance, such as the contracted repair of FO infrastructure, if the infrastructure's original installation was funded by RTCSNV.

### **FAST ITS Device Maintenance Responsibilities**

All equipment at Hub Cabinets, including foundation and cabinet.

Traffic Surveillance Cameras (CCTV), not Video Detection Cameras, and all associated control and communication equipment in Cabinets.

FAST Communications System Devices in Traffic Signal Controller Cabinets and associated devices on Traffic Signal Poles; some of these devices are (but are not limited to):

Data Radio Antenna and Data Radio Unit.

Modems.

Layer 2 Switches.

CCTV Encoders.

The devices will be placed and maintained in an orderly and professional manner inside the cabinet by FAST personnel.

Splice points (Splice Enclosures) of trunk line fibers with CDCAs, splices of trunk line -to- truck line cables, splicing changes to circuit/network connections, and splice repairs due to normal wear and tear.

Fiber Optic Cable Patch Panels and Terminal Units.

Jurisdictional Management Center (JMC) computers, computer monitor(s) and all related devices at workstations that are necessary for use of the Arterial Management System (AMS) and/or Freeway Management System (FMS). Also, the provision and installation of all AMS and FMS software and associated upgrades.

Line locates of FAST Fiber Optic Cable (including CDCAs) and Conduit Network within control of access lines of NDOT Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only). FAST will also contact local agencies in advance to assist in locating the fiber and conduit network.

Electrical Service Pedestal, and Power Cable from ITS Device Cabinet -to- Service Pedestal -to- transformer for NDOT ITS Devices located within NDOT Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only).

Separate, dedicated RTCSNV Transit and RTC-BRT related CCTVs, Wireless Communications System (WCS), Fiber Optic Cable and Conduit Network.

Dynamic Message Sign (DMS) systems.

Electronic Trail Blazer Sign (TBS) systems and their mounting poles (which are not streetlight poles with luminaires).

Traffic Signal Controller Software (Siemens or approved equivalent) in traffic signal controller units.

Traffic Signal Controller Units approved and/or originally funded by FAST.

### **ITS Device Maintenance Responsibilities by Others (NOT FAST)**

Line locates of FAST Fiber Optic Cable and Conduit Network not located within control of access lines of NDOT Freeways (US 93/95, I-515 and I-15). FAST may be contacted in advance to assist the local agencies in locating the fiber and conduit network.

Cable between FAST ITS Infrastructure Device and the associated Cabinet that controls that ITS Infrastructure Device; some of these devices are (but are not limited to):

CCTV to CCTV Cabinet.

Detector to Detector Cabinet.

Electrical Service Pedestal, and Power Cable from ITS Device Cabinet -to- Service Pedestal -to- transformer.

Agency-installed and -owned Wireless Communications System (WCS) with all the associated control and communication equipment, including all CCTVs that are served by such WCS.

Traffic Signal Controller Units not approved by FAST.

A separate Memorandum of Understanding (MOU) or Interlocal Agreement may be required for responsibilities not stated above.

Approved 02/12/09

## POLICY FOR COMPLETE STREETS

### ***VISION***

As the transit agency and Metropolitan Planning Organization (MPO) for the region, the Regional Transportation Commission of Southern Nevada (RTCSNV) is committed to fully integrating multi modal transportation options and improving the health, safety, livability, and opportunity of all its residents, regardless of age, ability, gender or income. Therefore, the RTCSNV will, through the adoption of this Complete Streets policy, consider all users of all abilities in consideration of transportation funding, decision-making, planning, building, maintenance, and operations to create a complete, connected transportation network. Additionally, the RTCSNV will continue to improve access to public transportation facilities and services. This includes supporting urban development patterns and Americans with Disabilities Act (ADA) infrastructure that allow for greater accessibility to transit stops and stations. The RTCSNV will also continue to improve safety for all users of the transportation network, including, but not limited to, those that walk, bike, ride transit and drive.

Prioritizing Complete Streets projects is an effective way for Southern Nevada to reduce traffic congestion, improve air quality, and increase the quality of life of residents by providing safe, convenient, and comfortable routes for walking, bicycling, public transportation and driving. Integration of Complete Streets into the RTCSNV's existing policies is intended to prevent chronic diseases, reduce motor vehicle related injury and deaths, improve environmental health, stimulate economic development, and improve access of transportation options to all people in Southern Nevada including the historically underserved, disadvantaged and vulnerable populations.

### ***COMPLETE STREETS DEFINITION***

Complete Streets are roadways designed to safely and comfortably accommodate all users, regardless of age, ability or mode of transportation. Users include motorists, cyclists, pedestrians and all vehicle types, including public transportation, emergency responders, and freight and delivery trucks among others. In addition to providing safety and access for all users, Complete Street design treatments take into account accommodations for disabled persons as required by the ADA. Design considerations for connectivity and access management are also taken into account for non-motorized users of the facility.

### ***COMPLETE STREETS ATTRIBUTES***

Complete Streets incorporate community values and support adjacent land uses while ensuring safety and mobility. Proper applications of Complete Streets concepts support sustainable growth and preservation of scenic, aesthetic and historic resources. A Complete Street roadway typically includes sidewalks and sidewalk amenities, transit shelters and amenities whenever there is a route along the corridor, and provisions for bicycle facilities where appropriate while maintaining its principle function.

### ***GOALS***

The purpose of this RTCSNV Complete Streets Policy is to create a comprehensive Complete Streets vision and policy throughout the region. This will allow the implementing entities to incorporate Complete Streets guidelines and standards into all phases of development and redevelopment whenever possible.

This Policy shall conform to the Complete Streets Design Guidelines for Livable Communities, dated March 2013 and adopted by the Commission herein referred to as the "Design Guidelines."

### ***BEST PRACTICES***

Implementing agencies should use the latest and best Design Guidelines, as well as adopt individual Complete

Streets Policies that address the needs of the public and fit within their agencies overall transportation goals and objectives. These policies should include the following:

1. Vision and intent: Includes an equitable vision for how and why the community wants to complete its streets. Specifies need to create a complete and connected network and specifies at least four modes, two of which must be biking and walking.
2. Diverse users: Benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities.
3. Commitment in all projects and phases: Applies to new, retrofit/reconstruction, maintenance, and ongoing projects.
4. Clear, accountable expectations: Makes any exceptions specific and sets a clear procedure that requires high-level approval and public notice prior to exceptions being granted.
5. Jurisdiction: Requires interagency coordination between government departments and partner agencies on Complete Streets.
6. Design: Directs the use of the latest and best design criteria and guidelines and sets a time frame for their implementation.
7. Land use and context sensitivity: Considers the surrounding community's current and expected land use and transportation needs.
8. Performance measures: Establishes performance standards that are specific, equitable, and available to the public.
9. Project selection criteria: Provides specific criteria to encourage funding prioritization for Complete Streets implementation.
10. Implementation steps: Includes specific next steps for implementation of the policy.

### ***REIMBURSEMENT OF COSTS***

All costs associated with the Complete Streets project in accordance with the Design Guidelines are eligible for reimbursement in accordance with the laws that govern the funds used.

### ***PERFORMANCE MEASURES***

The RTCSNV is committed to the implementation of this policy and tracking the progress of its work on Complete Streets. The RTCSNV will collect and report best practice performance measures from member agencies and make them available to the public annually.

### ***COLLABORATION***

The RTCSNV recognizes that to create a transportation network for all users of all abilities, the RTCSNV must work with multiple jurisdictions and entities to implement Complete Streets. Therefore, for RTCSNV commits to working with other jurisdictions to coordinate Complete Streets efforts.

Approved 06/14/12, Updated [2/14/2019](#)

[2/13/2020](#)

POLICY FOR REIMBURSEMENT OF MAINTENANCE COSTS FOR PUBLIC ROADWAYS  
(RIGHT-OF-WAY WIDTHS ARE LESS THAN 80-FEET AND NOT IDENTIFIED IN SECTION 2.2.3)

1. Shall be a roadway constructed by others without the use of RTCSNV funds and accepted for maintenance by the local entity.
2. All rights-of-way shall be dedicated to the local entity.
3. The RTCSNV shall reimburse a mill and overlay of asphalt once every 10-years.
4. The RTCSNV shall reimburse a remove and replace of existing asphalt thickness once every 20-years.

Approved: 01/11/18

APN	xxx-xx-xxx-xxx
Recording Requested By: Regional Transportation Commission of Southern Nevada 600 S. Grand Central Pkwy. Suite 350 Las Vegas, NV 89106-4512 Attn: Manager of Engineering	

NOTICE OF LIEN

Notice is hereby given that pursuant to the Policies and Procedures Manual (P&P Manual) of the Regional Transportation of Southern Nevada (RTCSNV), that RTCSNV funds were used to purchase the parcel of land described as:

<b>DESCRIBED PROPERTY</b>	<b>APN xxx-xx-xxx-xxx</b>
<b>Street Address:</b>	<b>Record Information:</b>

Subsection 3.1.8. “Right-of-Way” of the RTCSNV P&P Manual states:

*If it becomes necessary to purchase additional property in order to acquire the necessary right-of-way for construction, the RTCSNV may participate in the purchase of the property. Any residual properties not within the project limits of construction will require reimbursement to the Regional Street and Highway Fund if the property is sold to a private party or used by the administering entity in the manner outlined below:*

*Sale of residual property to a private party shall comply with all the provisions of the appropriate state laws and ordinances. The cost of the appraisals shall be at the expense of the prospective purchaser, but entity costs of selling the property shall be at the expense of the RTCSNV.*

*If the administering entity desires to use a residual property, the Regional Street and Highway Fund may be reimbursed by the entity on a pro-rata basis determined by multiplying the original purchase price per square foot times the residual area. If the entity sells the residual parcel at a later date to a private party as specified above, the proceeds from the sale above the original pro-rated price will be returned to the RTCSNV.*

In accordance with the above, the RTCSNV claims a lien against all residual portions of this parcel of land, pending reimbursement of any proceeds from a private party sale or the pro-rata cost of those portions that are used by the administering entity for other purposes.



APN	xxx-xx-xxx-xxx
Recording Requested By: Regional Transportation Commission of Southern Nevada 600 S. Grand Central Pkwy. Suite 350 Las Vegas, NV 89106-4512 Attn: Manager of Engineering	

RELEASE OF LIEN

The Regional Transportation Commission of Southern Nevada (RTCSNV) certifies that a certain lien recorded in the Office of the County Recorder of Clark County, as:

Document No.	In Book:
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Is fully satisfied, and that the aforesaid lien and notice may be cancelled and discharged of record.

<b>DESCRIBED PROPERTY</b>	<b>APN xxx-xx-xxx-xxx</b>
<b>Street Address:</b>	<b>Record Information:</b>

Dated this the \_\_\_\_ day of \_\_\_\_\_, 20YY

\_\_\_\_\_.

Manager of Engineering

State of Nevada }  
County of Clark }

On the \_\_\_\_ day of \_\_\_\_\_, 20YY, personally appeared before me, a notary public, \_\_\_\_\_, personally known to me to be the person whose name is subscribed to the above instrument, who acknowledged that he executed the instrument.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20YY.

\_\_\_\_\_  
Notary Public in and for the County and State

Approved 09/13/12