



REQUEST FOR QUALIFICATIONS (RFQS)

SOLICITATION TITLE:	Request for Qualifications (RFQS) for Consultant Selection for Development of an Administrative Facilities Master Plan
SOLICITATION #:	45-QS-10-25-AA
SCOPE OF WORK/SERVICES:	Washoe County School District (WCSD) is soliciting formal proposals from an innovative firm to investigate current conditions, future demands, and all existing and potential resources associated with WCSD's facilities to serve the needs of non-Site-based, Central Administrative personnel and programs and to develop an Administrative Facilities Master Plan for immediate implementation. This work will build upon a considerable existing data set through field investigations, additional analysis, engagement, and creative solutions. This solicitation is for the planning and conceptual effort only. Future projects stemming from this scope of service may be procured independently.
DUE DATE & TIME:	November 22, 2024 at 2:00 pm (local time)
PUBLIC OPENING:	November 22, 2024 at 2:30 pm (local time) via TEAMS Meeting (refer to Section 1.5.2)
NON-MANDATORY PRE-PROPOSAL MEETING:	November 1, 2024 at 8:30 am (local time) at WCSD Administration Building 425 E. Ninth Street – Reno, NV 89512
QUESTIONS DEADLINE:	All questions/inquiries regarding this solicitation must be submitted in writing and are due no later than 4:30 pm (local time) on November 7, 2024 via email to: solicitations@washoeschools.net or submitted directly on the WCSD's Solicitations website at https://solicitations.washoeschools.net/Purchasing .
AGENCY LOCATION:	Washoe County School District The Brown Center - Purchasing Department 14101 Old Virginia Road, Room 0 Reno, Nevada 89521-8912
HOURS OF OPERATION:	Monday – Friday 8:00 am to 4:30 pm (excluding holidays)
SURETY REQUIREMENT:	NONE REQUIRED
FACILITATING BUYER:	Aprile Anderson, Assistant Director of Procurement and Contracts (Construction)
PUBLISH DATE:	October 17, 2024
SOLICITATION # OF PAGES:	25

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SOLICITATION EXHIBITS:

- EXHIBIT A – SIGNATURE PAGE **(REQUIRED FORM)**
- EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM **(REQUIRED FORM)**
- EXHIBIT C – WCSD Personnel Safety Check Submittal Instructions and Application

NOTE: The Facilitating Buyer for this solicitation is named above. Interested parties may NOT contact anyone else regarding this solicitation. Any interested Proposer contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may have their RFQS submission rejected from evaluation and award consideration.

NOTE: Proposal submissions will NOT be accepted via email, fax, or verbally at any point of time in the RFQS process (e.g., withdrawal and/or resubmitting for updated pricing). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. WCSD only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Proposer's submission will be deemed "Non-Responsive" and will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquires deadline, so that it can be answered prior to the submission deadline.

All **REQUIRED FORMS** (see list below) specific to this solicitation are to be completed, signed, and included with proposals and are available for download on WCSD's Solicitation website at:

<https://solicitations.washoeschools.net/Purchasing>

- EXHIBIT A – SIGNATURE PAGE **(REQUIRED FORM)**
- EXHIBIT B – VENDOR/CONTRACTOR (EMPLOYEE) PUBLIC DISCLOSURE FORM **(REQUIRED FORM)**

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

1.0 SUBMISSION OF PROPOSAL

1.1 In response to this RFQS, Proposers shall submit clearly labeled and indexed portfolios or binders with appropriate section and sub-section numbers as referred to herein. Please provide the following:

1.1.1 One (1) original proposal labeled "MASTER".

1.1.2 Six (6) identical bound proposals labeled "COPIES."

1.1.3 One (1) identical electronic response of the proposal in Microsoft Word, Microsoft Excel, or Adobe PDF, on a thumb/flash drive.

- If discrepancies are found between the "MASTER" and the "COPIES" of proposals, the "MASTER" will be used to resolve the discrepancy.

1.2 Neither the WCSD, the Purchasing Department, nor any officer or employee thereof shall be

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responsible for the pre/post-opening of or failure to open a proposal not properly addressed, identified, or mislabeled.

- 1.3 Proposals submitted verbally, by telephone, email, and/or facsimile will NOT be accepted.
- 1.4 Proposals and any signed/acknowledged Addenda/Amendment(s) shall be submitted in a sealed envelope or box and labeled using the following format:

Company Name: _____
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MAIL OR DELIVER PROPOSALS TO:
Washoe County School District
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

- 1.5 For a proposal to be accepted, it is mandatory that the proposal documents be received and time-stamped by the WCSD Purchasing Department (address noted above), no later than 2:00 pm (local time) on the DUE DATE & TIME identified on Page 1 of this RFQS document.
 - 1.5.1 **Late proposals will NOT be accepted.** A proposal may be received any time prior to the DUE DATE & TIME. Should a proposal arrive after the DUE DATE & TIME, the Proposer will be notified.
 - 1.5.2 Proposals will be opened publicly via a TEAMS meeting on November 22, 2024 at 2:30 pm (local time):

Microsoft Teams
[Join the meeting now](#)
Meeting ID: 295 596 627 815
Passcode: 7nHx3k

- 1.6 All accepted proposals and accompanying documentation by WCSD's Purchasing Department become the property of WCSD and will not be returnable to the submitting Proposer.
- 1.7 Proposal information should be prepared to provide a straightforward, concise delineation of capacities to satisfy the requirements of the RFQS and submitted with all **REQUIRED FORMS** identified in this RFQS document.
 - 1.7.1 Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to RFQS instructions, responsiveness to RFQS requirements, completeness, and clarity of content.
- 1.8 Any irregularities and/or lack of clarity in this RFQS should be brought to the attention of WCSD's Purchasing Department for correction and/or clarification via email to: solicitations@washoeschools.net or submitted directly on the WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> prior to the QUESTIONS DEADLINE identified on Page 1 of this RFQS document.

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- 1.9 When surety is required (refer to Page 1 for requirement), said surety must be submitted with the proposal.
- 1.9.1 The surety shall be issued by a creditable surety company authorized to do business in the State of Nevada.
- 1.9.2 The surety shall be acceptable only in the form of a Bond, Performance Bond (if applicable), Certified Check, or Cashier's Check in the amount stated and made payable to:
- Washoe County School District
RE: RFQS #: 45-QS-10-25-AA
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912
- 1.9.3 After formal award of this RFQS has been made public, any submitted surety of the unsuccessful Proposer shall be returned.
- 1.9.4 The surety amount will be forfeited to WCSD, should the Proposer, to whom the RFQS contract is awarded, fail to enter into the contract in accordance with this RFQS.
- 1.10 Addenda/Amendment(s) issued may become an integral part of this RFQS and are posted and available at:
- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
 - DemandStar at <https://www.demandstar.com> (*paid Membership required*)
- 1.10.1 It is strongly suggested that the Proposer acknowledge receipt of Addenda/Amendment(s) by signing and returning any Addenda/Amendment(s) with the proposal.
- Proposers are responsible for obtaining any Addenda/Amendment(s).
 - Failure to submit a signed Addenda/Amendment(s) may result in rejection/disqualification of a Proposer's proposal.
- 1.10.2 If the Proposer is a paid member of DemandStar and has downloaded a solicitation document from DemandStar at www.demandstar.com, Proposer will electronically receive from DemandStar any Addenda/Amendment(s) issued.
- 1.11 An authorized representative of the Proposer's firm must sign where applicable on **EXHIBIT A** which is available for download at <https://solicitations.washoeschools.net/Purchasing>
- **EXHIBIT A – SIGNATURE FORM (REQUIRED FORM)**
- 1.11.1 Any proposal will be disqualified and rejected if **EXHIBIT A** is not signed and included in the proposal.
- 1.11.2 WCSD only accepts signatures done manually (also known as a "wet" signature) or certified electronic digital signatures. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued

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through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Signatures on the **REQUIRED FORMS** that do not meet these requirements will NOT be accepted and may cause the proposal to be deemed "NON-RESPONSIVE" and cause for rejection. If there are any questions about this requirement, please submit a question by the QUESTIONS DEADLINE (refer to Page 1), so that it can be answered before the proposal DUE DATE & TIME.

- 1.11.3 WCDSD reserves the right to reject any proposal received, or any part thereof for any of, but not limited to, the following additional causes:
 - A. Evidence of collusion among Proposers exists.
 - B. Proposer fails to meet any terms and conditions as specified in this RFQS.
 - C. Evidence submitted by Proposer leads WCDSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RFQS and complete the work/service described.
 - D. WCDSD investigation determines that Proposer is not qualified to meet the obligations of the contract and complete the work described.
 - E. **EXHIBIT A** is not signed or is not properly signed and returned with the proposal submission.
- 1.12 Payments on resultant contracts under this RFQS will only be made after work/service is rendered and/or products procured and within thirty (30) days of receiving an accurate invoice for rendered work/service and/or products without defects.
- 1.13 Exceptions to any General and/or Special Terms, Conditions, and Specifications in this solicitation must be noted accordingly on **EXHIBIT A**.
 - 1.13.1 If more space is required to note exceptions than what is provided on **EXHIBIT A**, Proposer must attach additional sheet(s) referencing the solicitation title and solicitation number and submit **ALL pages with EXHIBIT A** with their proposal.
 - 1.13.2 If additional pages of documented "exceptions" are not included with the submitted proposal, those pages of documented "exceptions" **will not** be accepted after the DUE DATE & TIME of submission and will not be considered for proposal evaluation and award.
 - 1.13.3 Failure to note exceptions shall be interpreted to convey that the Proposer agrees to perform in the manner described and/or specified.
 - 1.13.4 WCDSD reserves the right to accept or reject any exceptions if deemed to be in the best interest of WCDSD.
 - 1.13.5 If there are any questions/inquiries about this requirement, Proposers are to submit their questions in writing via e-mail to solicitations@washoeschools.net or directly on WCDSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> by the QUESTION DEADLINE (refer to Page 1), so that they can be answered prior to the proposal DUE DATE & TIME (refer to Page 1).

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- 1.14 Proposer assumes all risks involved with the method of proposal delivery the Proposer chooses. WCSD assumes no responsibility for the Proposer's failure to deliver a proposal in accordance with this RFQS.
- 1.15 All proposals and accompanying documentation that are accepted by WCSD's Purchasing Department become the property of WCSD and will not be returned.
- 1.16 Proposer shall provide with proposal, a completed and signed **EXHIBIT B** available for download at <https://solicitations.washoeschools.net/Purchasing>.

➤ **EXHIBIT B – VENDOR/CONTRACTOR (EMPLOYEE) PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

- 1.16.1 Failure to submit a completed and signed **EXHIBIT B** with the proposal may be grounds for disqualifying the proposal from evaluation and award consideration.
- 1.17 **The Facilitator for this RFQS is identified on Page 1 of this document. Proposers may NOT contact anyone else regarding this RFQS. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified.**

2.0 WITHDRAWAL OF PROPOSAL

- 2.1 Proposals may be withdrawn by written notification delivered via e-mail to solicitations@washoeschools.net provided such notice is received prior to the DUE DATE & TIME identified on Page 1 of this RFQS.
- 2.2 A request for withdrawal of a proposal received after the DUE DATE & TIME will not be considered.

3.0 PROPRIETARY & CONFIDENTIAL INFORMATION

- 3.1 WCSD is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Nevada Revised Statute, Chapter 239 (NRS 239)). Under said law, all WCSD records are public (unless otherwise declared by law to be confidential), subject to inspection and may be copied by any person.
- 3.2 Proposers are advised that after a LETTER OF INTENT (Recommendation of Award) has been issued the complete content of all proposals will become public record, and nothing contained in the proposal will be deemed confidential unless deemed so by law.
- 3.3 Proposers should not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Thus, proposals should contain sufficient information to be evaluated without reference to any proprietary information.

4.0 PROPOSER FORMAL INTERVIEWS AND PRESENTATIONS

- 4.1 WCSD reserves the right to require, any or all, Proposers to attend an interview session and/or give a presentation or demonstration (either by virtual means or in-person) to gauge suitability to provide work/service and to illustrate their abilities to meet the requirements of this RFQS.
- 4.2 If requested by WCSD, Proposers are to make their personnel available within (no less than) ten (10) business days of the request for formal interviews and presentations.

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- 4.3 No cost allowance or per diem will be paid by WCSD for this requirement.
- 4.4 WCSD also reserves the right to recommend any Proposer for award from their evaluated and scored proposal without presentations and/or formal interviews if deemed to be in the best interest of WCSD.

5.0 GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

- 5.1 Should there be any resulting contract of this RFQS, the awarded Proposer agrees that the contract shall be governed by and construed in accordance with the laws of Nevada.
- 5.2 No action involving the proposal and/or resulting contract may be brought except in the federal courts located in Washoe County, Nevada, USA.
- 5.3 Proposer shall comply with all applicable federal, state, and local statutes, regulations, ordinances, or other legal requirements which apply.
- 5.4 All parties agree that in the event of a dispute, each party will bear its own costs of litigation and/or attorney's fees.

6.0 DISPUTE RESOLUTION

- 6.1 Any breach, controversy, or claim arising out of, related to the RFQS, and/or any resulting contract of this RFQS shall be settled by arbitration unless WCSD, at its sole option, rejects arbitration by so notifying Proposer.
- 6.2 If the WCSD rejects arbitration, the Proposer shall have thirty (30) days from the date of receipt of rejection to send notice to commence litigation of the work/service via a summons and complaint upon the WCSD.
- 6.3 Failure to effectively provide work/service to the WCSD within said time shall act as a bar to litigation of the claim, which was the subject of the request for arbitration.
- 6.4 If the matter is arbitrated, WCSD shall designate whether the rules of the American Arbitration Association or the rules of the Nevada Arbitration Association shall apply. Nevada courts may enter judgment on such awards.
- 6.5 The parties agree that an arbitrator may not award attorney's fees in any case.
- 6.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFQS, the awarded Proposer's response to this RFQS, and any contract submitted by the awarded Proposer, the language in this RFQS shall take precedence.

7.0 DEBARMENT, SUSPENSION, AND OTHER LEGAL MATTERS

- 7.1 As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Proposer must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any federal department or agency.

NOTE: Submission of a signed EXHIBIT A in response to this solicitation is the certification that the Proposer, Proposer's firm, and/or any Contractor/Subcontractor is not currently

debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also an agreement that WCSD will be notified of any change in this status.

7.2 If WCSD was required by NRS 332.039 to advertise for this RFQS, then by way of a submitted signed proposal, the Proposer provides a written certification that the Proposer is not currently engaged in, and during any term of any resulting contract of this RFQS, shall not engage in, a Boycott of Israel as outlined in NRS 332.065 (effective July 1, 2018). The term "Boycott of Israel" has the meaning ascribed to that term per NRS 332.065(5)(a).

7.3 Loss of Contract and/or Inability to Fulfill Requirements

7.3.1 If Proposer has had a contract terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described. Termination for default is defined as notice to stop performance, due to Proposer's non-performance, or poor performance, and the issue was either: (i) not litigated; or (ii) litigated and such litigation determined Proposer to be in default. Proposer shall submit full details of all terminations for default, settlements, or pending terminations experienced in the past five (5) years including the other party's name, address, and telephone number. Proposer shall also present its position on the matter to WCSD's Purchasing Department.

7.3.2 WCSD shall evaluate the facts and at its sole discretion may reject the Proposer's proposal if the facts discovered indicate that the completion of any contract resulting from this RFQS may be jeopardized by the selection of Proposer. If Proposer has experienced no such settlement or terminations for default in the past five (5) years and has no pending terminations, it must affirmatively declare this to be so in the proposal.

8.0 NON-APPROPRIATION OF FUNDS

8.1 Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant contract of this RFQS, WCSD may cancel said contract without termination charge or penalty. Written notification from WCSD shall be made should this occur.

8.2 WCSD would only exercise the FUNDING OUT CLAUSE above if WCSD is unable to appropriate the necessary funds to pay for the work/service under a resultant contract of this RFQS.

8.3 If WCSD is unable to appropriate the necessary funds to pay for the work/service of a resultant contract of this RFQS, WCSD reserves the right to contract with another party for the same work/service immediately following the termination of a resultant contract specific to this RFQS.

8.4 Should WCSD appropriate the funds at a later time, WCSD reserves the right to issue a new resultant contract of this RFQS for said work/service.

9.0 DEFAULT AND CONTRACT TERMINATION RIGHTS

9.1 In case of default by any awarded Proposer(s), WCSD reserves the right to impose any of the following actions:

A. Deduct any unpaid balance due to awarded Proposer(s).

B. Procure the service(s) and/or product(s) from another source.

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- C. Hold the defaulting Proposer(s) responsible for any excess cost occasioned thereby.
- D. Assess a penalty equal to five percent (5%) of the total resultant contract price.
- E. Commence proceedings against any surety held in conjunction with the proposal.
- F. Prohibit Proposer(s) to submit proposals for a period of not less than one (1) year and no more than five (5) years.
- G. Pursue other appropriate legal remedies.

10.0 TERMINATION OF CONTRACT

- 10.1 Any resulting contract from this RFQS may be terminated in whole or in part by WCSD with or without cause without penalty or fee only after the contracted Proposer is given:
 - A. Not less than thirty (30) calendar days written notice of intent to terminate.
 - B. An opportunity for consultation with the Director of Procurement and Contracts of WCSD prior to termination.

11.0 JOINDER OF LOCAL GOVERNMENTS

NOTE: Preference will not be given to any Proposer working under any other existing contracts that allow joint use by public agencies.

NRS 332.195 Joinder or Mutual Use of Contracts by Local Governments, states the following:

- 1. *Except as otherwise provided in this section:*
 - (a) *A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The original contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.*
 - (b) *A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or another state is not liable for the obligations of the local government which joins or uses the contract.*
- 2. *A governing body or its authorized representative or the State of Nevada shall not join or use a contract pursuant to this section if a contractor's license issued pursuant to Chapter 624 of NRS is required for any portion of the work to be performed under the contract.*

12.0 AMERICANS WITH DISABILITIES

- 12.1 WCSD acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. WCSD expects all Proposers to be knowledgeable about and comply with the requirements of the ADA.

13.0 INSTALLATION

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- 13.1 If applicable, the awarded Proposer shall make good and to the satisfaction of WCSD any damage resulting from the work/service caused by any installation. Wherever, in these specifications, a specific brand, make, and/or model of item is specified, the awarded Proposer shall comply strictly with the specifications and recommendations of that manufacturer as to the installation and/or application of that particular item.

14.0 REQUIRED INSURANCE COVERAGE & VERIFICATION

NOTE: WCSD reserves the right to amend/adjust any limits (both occurrence and aggregate) listed herein with respect to all insurance coverages based on the estimated project/construction budget (if applicable) should it be deemed in the best interest of WCSD.

- 14.1 Any awarded Proposer shall, at the awarded their sole expense, procure, maintain, and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this solicitation.
- 14.2 Any awarded Proposer shall provide WCSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) affecting the coverage required.
- 14.3 The authorized Insurer(s) of any awarded Proposer(s) and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against WCSD for payment of any premiums, costs, or assessments under any form of policy nor shall they have no right of recovery or subrogation against WCSD.
- 14.4 Any required insurance shall be approved by WCSD and be in effect prior to the procurement of any service(s) and/or product(s) rendered by any awarded Proposer and shall continue in force as appropriate until the completion of the contract term.
- 14.5 An "ACORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by any awarded Proposer(s) to WCSD to evidence the insurance policies and coverages required.
- 14.6 The COI must be signed by a person authorized to bind coverage on behalf of any awarded Proposer(s). The COI must name WCSD as the "Certificate Holder" as follows:

Washoe County School District
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912

- 14.7 For substantiating the requirement of WCSD to be named as an "Additional Insured," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

WCSO, its officers, employees, and volunteers are to be named as an "Additional Insured" on the awarded Proposer(s)' general liability. The coverage shall contain no special limitations on the scope of protection afforded to WCSO, its officers, employees, agents, or volunteers.

- 14.8 The COI shall state that if any of the described policies are canceled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled, or non-renewed by either any awarded Proposer(s) or the authorized Insurer(s) without a replacement COI being provided to WCSD during any valid term of the contract.

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- 14.9 Upon renewal of the policies listed, awarded Proposer(s), or authorized Insurer(s) shall WCSD with replacement certificates.
- 14.10 All COIs and relative endorsements are to be received by awarded Proposer(s) and must be reviewed and approved by WCSD's Purchasing Department prior to the procurement of any product(s) and/or services to be rendered.
- 14.11 WCSD reserves the right to require awarded Proposer(s) to make available/check the wording of all required insurance policies at any time.
- 14.12 Awarded Proposer's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by WCSD, its officers, employees, agents, or volunteers shall be more than that awarded Proposer's insurance and shall not contribute to it in any way.
- 14.13 Failure of any awarded Proposer(s) to comply with the reporting provisions of the policies shall not affect coverage provided to WCSD, its officers, employees, agents, or volunteers.

15.0 GENERAL LIABILITY INSURANCE

- 15.1 During any term of the resulting contract of this RFQS, the awarded Proposer providing work/service to WCSD shall maintain Commercial General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better:
 - Each Occurrence
 - Medical Expense
 - Personal & ADV Injury
 - General Aggregate
 - Products-Completed Operations Aggregate
- 15.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with (at minimum) two million dollars (\$2,000,000) aggregate.

16.0 COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

- 16.1 If applicable to the work/services outlined in this RFQS, During any valid term of this contract, including any subsequent renewals thereof, any awarded Proposer(s) shall maintain Automobile Liability Insurance with the following coverages (at minimum) through a licensed insurance carrier(s) and having a current A.M. Best rating of A-:VII or better to include:
 - All owned autos
 - Non-owned autos (in use by Employees)
 - Hired autos
- 16.2 Limits shall not be less than one million dollars (\$1,000,000) per occurrence.

17.0 WORKER'S COMPENSATION COVERAGE

- 17.1 During any valid term of an awarded contract of this RFQS, including any subsequent renewals thereof, any awarded Proposer(s) shall have and maintain Workers' Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage (noted at Statutory Limits) with a minimum limit of one million dollars (\$1,000,000).

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18.0 PROFESSIONAL LIABILITY INSURANCE

- 18.1 During the initial term of a resulting contract of this RFQS and for any additional time specified by WCSD thereafter, including any subsequent renewals thereof, the awarded Proposer(s) shall maintain Professional Liability Insurance (Errors and Omissions) with minimum limits of at least one million dollars (\$1,000,000).
- 18.1.1 WCSD reserves the right to require a higher limit for service(s) that may constitute said requirement.
- 18.1.2 WCSD requires that Professional Liability Insurance include coverage for unintentional breach of contract.
- 18.1.3 Professional Liability Insurance may be proved under primary policies or by a combination of primary and excess policies.
- 18.1.4 Professional Liability is not covered under additional Umbrella Liability Insurance.

19.0 DEDUCTIBLES AND SELF-INSURED RETENTIONS

- 19.1 Any deductibles or self-insured retentions must be declared to and approved by the WCSD before any work/service is rendered and/or products procured. WCSD reserves the right to request additional documentation, financial or otherwise, prior to approving the deductibles and self-insured retentions before any work/service is rendered and/or products procured.
- 19.2 WCSD shall be notified of any changes to the deductibles or self-insured retentions made during any term of any resulting contract of this RFQS or during any term of any policy.
- 19.3 It is understood that the awarded Proposer is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

20.0 LICENSE AND CERTIFICATION

- 20.1 Proposers must be licensed and/or incorporated to do business in the State of Nevada.
- 20.2 Proposer shall possess all applicable licenses and/or certifications to perform the type of work/service in this RFQS.
- 20.3 Proposer shall possess appropriate city and/or county business licenses, if applicable.

21.0 VESTED INTEREST

- 21.1 Awarded Proposer cannot receive any benefits (directly or indirectly) and/or be party to other contracts that may emanate from recommendations, contracting actions, and or activities related to this RFQS.
- 21.2 The only benefit the awarded Proposer may derive from this project is payment for rendered work/service, products procured specific to the work/service, and applicable deliverables as outlined in any resulting contract of this RFQS, including identified deliverables in awarded Proposer's initial RFQS response and subsequent written additions to the resulting contract of this RFQS authorized/approved by WCSD.

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- 21.3 Proposer covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner and/or degree with the performance of work/services required under the resulting contract of this RFQS.
- 21.4 Proposer covenants to its knowledge and ability that no person having any such interest shall be employed in performance of said work/service.

22.0 WARRANTY OF WORK/SERVICE

- 22.1 Proposer warrants that any work/service rendered under any resulting contract of this RFQS shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practices and procedures.
- 22.2 Proposer further warrants that any work/service rendered under any resulting contract of this RFQS shall fulfill the requirements and intent of the entire contract inclusive of Proposer's proposal. If work/service fails to meet the requirements and/or is deemed to be inadequate in the judgment of WCSD, awarded Proposer shall re-perform the work/service and/or portion of the work/service that is unsatisfactory.
- 22.3 Awarded Proposer shall be liable for all costs/expenses incurred in the performance of corrective work/service of a resultant contract under this RFQS, including travel, per diem, etc.

23.0 ASSIGNMENT

- 23.1 Any attempt by awarded Proposer(s) to assign and/or otherwise transfer any interest in any resulting contract of this RFQS without the prior written consent of WCSD shall be considered "VOID."

24.0 CONFIDENTIAL TREATMENT OF INFORMATION

- 24.1 Proposer shall preserve any information obtained, assembled, and/or prepared in connection with the performance of any resulting contract of this RFQS in the utmost professional confidence.

25.0 FORCE MAJEURE

- 25.1 Neither party shall be liable for failure and/or delay in performance under any resulting contract of this RFQS, in whole or in part, to an act of God, including, but not limited to pandemics (e.g., COVID-19), epidemics, fire, naturally caused explosions and/or flood; employee/company strike, lockout and/or other labor dispute, civil commotion, human-caused explosions, and/or sabotage; acts of any government; unforeseen shortages and/or unavailability of fuel, power, transportation, raw materials and/or supplies; inability to obtain and/or delay in obtaining governmental approvals, permits, licenses and/or allocations; and any other causes which are not within either party's reasonable control, whether or not the cause is specifically identified above.
- 25.2 WCSD will not terminate any contract with the awarded/contracted organization that is unable to complete and perform the work/service due to FORCE MAJEURE.
- 25.3 WCSD maintains the ability and right to secure other suppliers to provide said work/services, temporarily, if deemed to be in the best interest of WCSD, until the awarded and contracted

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Proposer is able to return to said work/service and able to meet the requirements of any resulting contract of this RFQS.

26.0 **INDEMNIFICATION**

- 26.1 Proposer agrees to defend, indemnify and hold harmless WCSD, its officers, employees, agents, and volunteers from and against all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, damage, which arises from any work performed under any resulting contract of this RFQS, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of Proposer, any Sub-Proposer of Proposer, and/or any officer, employee, and/or agent of Proposer in the performance of work/service hereunder.
- 26.2 Proposer agrees to indemnify and hold WCSD harmless from any claim involving patent infringement and/or copyrights on goods supplied.
- 26.3 WCSD agrees to defend, indemnify and hold Proposer, its officers, and its employees harmless from and against any and all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, and/or damage which arises out of the work performed under any resulting contract of this RFQS, if such injury, loss, and/or damage is due to the gross negligence and/or intentional misconduct of WCSD and/or any officer, employee, and/or agent of WCSD subject to the provisions of NRS 41, including, but not limited to NRS 41.035: Actions against certain officers and employees of political subdivisions for acts or omissions of other persons.
- 26.4 The obligation of this section shall not apply to damages for which WCSD is/shall become liable by final judgment to pay to a third party as the result of the negligence of WCSD. Nothing herein shall constitute a waiver by WCSD of any and all rights and privileges under any governmental immunity act and/or related statute.

27.0 **INTELLECTUAL PROPERTY**

- 27.1 Any drawings, written reports, and/or other works (works) made and/or provided to WCSD by Proposer shall be considered works for use and become the property of WCSD. Any such works shall not be stamped with the Proposer's proprietary markings.

28.0 **NO THIRD-PARTY RIGHTS**

- 28.1 Any resulting contract of this RFQS is made for the benefit of WCSD and the awarded Proposer and not for any outside party.

29.0 **NON-ENDORSEMENT**

- 29.1 As a result of the selection of an awarded Proposer to supply work/service and/or products under this RFQS, WCSD is neither endorsing nor suggesting that the Proposer's work/service is the best and/or only solution.
- 29.2 The awarded Proposer agrees to make no reference to WCSD in any literature, promotional material, brochures, sales presentations, or the like, without prior express written consent of WCSD.

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30.0 RECORDS

- 30.1 Records shall be maintained as required by the awarded Proposer in compliance with applicable municipal, federal, and/or state laws, ordinances, codes, and as prescribed by WCSD.
- 30.2 Upon prior written notice, at a mutually agreed upon time and place, all records shall be made available to WCSD.
- 30.3 WCSD may audit, examine and/or take excerpts and/or transcripts from such records including, but not limited to, invoices, materials, payrolls, records of personnel, conditions of employment, and/or any other data as may be pertinent to this RFQS.

31.0 OTHER EXPENSES

- 31.1 In the event that WCSD agrees to pay for any of Proposer's expenses directly related to work/service and/or products relevant to a resultant contract under this RFQS, no overhead and/or profit shall be permitted.
- 31.2 Proposer shall only receive reimbursement in amounts that are consistent with applicable travel guidelines established by WCSD policies, regulations, and procedures for its employees at the time the reimbursement request(s) are made.

32.0 REFERENCES

- 32.1 WCSD may investigate information supplied by Proposer to determine its accuracy. Proposer supplying a reference and/or customer list gives the WCSD permission to contact references listed and understand that any information gathered may be used in the evaluation of the proposal.
- 32.2 References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.

33.0 PROPOSAL NEGOTIATIONS

- 33.1 WCSD may open negotiations with responsive Proposers prior to award. At its sole discretion, the WCSD reserves the right to award any resulting contract of this RFQS without negotiation based upon written proposals.
- 33.2 WCSD reserves the right to accept any proposal that it deems most favorable to the WCSD, and to reject any or all proposals or any portion of any proposal submitted which is not in the WCSD's best interest.

34.0 RFQS AND CONTRACT AWARD GUIDELINES

- 34.1 WCSD reserves the right to waive any minor informalities or irregularities in proposals and/or any resulting contract of this RFQS in its best interest.
- 34.2 WCSD reserves the right to award a resulting contract of this RFQS based on individual scope of work/service elements, groups of elements, or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, WCSD will select the Proposer whose proposal is most advantageous to the WCSD.

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- 34.3 Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a purchase order.
- 34.4 Any additional contract documents conjoined as part of this RFQS for final award consideration are subject to approval by WCSD's legal counsel and may require approval of the Chief Financial Officer (CFO) or Board of Trustees prior to execution.
- 34.5 Once awarded, this RFQS and any resulting contract of this RFQS will be the final expression of a contract between the parties and may not be altered, changed, and/or amended except by mutually approved and executed amendments.
- 34.6 Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this RFQS document, the awarded Proposer's proposal, and any additional contract submitted by the awarded Proposer, the language in this RFQS document shall take precedence unless otherwise approved by WCSD.
- 34.7 WCSD reserves the right to hold proposals for a period of ninety (90) days from the date of opening before awarding or rejecting said proposals.
- 35.0 LETTER OF INTENT (RECOMMENDATION OF AWARD)
- 35.1 It is the responsibility of the interested Proposer to obtain the LETTER OF INTENT (Recommendation of Award) available for download at:
- WCSD Solicitations website at <https://solicitations.washoeschools.net/Purchasing>
 - DemandStar at <https://www.demandstar.com> (*paid Membership required*)
- 35.2 Proposer may also obtain a copy of the LETTER OF INTENT (Recommendation of Award) by sending an email request to solicitations@washoeschools.net
- 36.0 APPEAL BY UNSUCCESSFUL PROPOSER
- 36.1 Any unsuccessful Proposer (Appellant) may appeal the results in the solicitation's LETTER OF INTENT (Recommendation of Award) if they believe applicable provisions of the law were violated.
- 36.2 Appellant must submit a notice of protest to the Director of Procurement and Contracts no later than five (5) business days from the date the LETTER OF INTENT (Recommendation of Award) is issued. The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.
- 36.3 Appellant shall submit with the notice of protest a bond (i.e., Protest Bond or Appeal Bond) with a good and solvent surety company, authorized to do business in the State of Nevada or submit other security in a form approved by WCSD, who will hold the bond or other security until a determination is made on the appeal.
- 36.4 If the Appellant is not satisfied with WCSD's Director of Procurement and Contracts' response, Appellant may then appeal to an appeals committee designated by WCSD.
- 36.5 If the Appellant is not satisfied with the appeals committee's response, the Appellant may then appeal to WCSD's Board of Trustees, who will render the final decision.
- 36.6 WCSD will postpone any award action until after WCSD's Board of Trustees renders a final decision. Appellant will not seek any type of judicial intervention until WCSD has rendered its

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final decision on the protest.

- 36.7 If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant.
- 36.8 If the appeal is denied/not upheld, a claim may be made against the bond by WCSD for expenses suffered by WCSD as a result of the unsuccessful appeal.
- 36.9 WCSD is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by the Appellant in an appeal process.
- 37.0 SURETY
- 37.1 When a ***surety*** is required (refer to Page 1 for requirement), the surety must be submitted with the proposal. The surety shall be issued by a creditable surety company authorized to do business in the State of Nevada.
- 37.2 The surety shall be acceptable only in the form of a Bond, Performance Bond (if applicable), Certified Check, or Cashier's Check in the amount stated and made payable to:
- Washoe County School District
RE: RFQS #: 45-QS-10-25-AA
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912
- 37.3 After formal award of this RFQS has been made public, any submitted surety of the unsuccessful Proposer(s) shall be returned.
- 37.4 Depending on the proposal requirements, the amount of surety shall not be less than five percent (5%) of the total proposal submitted.
- 37.5 Said amount to be forfeited to WCSD should Proposer, to whom the contract is awarded, fails to enter into the contract in accordance with this solicitation.
- 38.0 PERFORMANCE BOND
- 38.1 When a Performance Bond is required, the awarded Proposer shall agree to furnish WCSD with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the resultant contract under this RFQS.
- 38.2 The Performance Bond shall be made payable to WCSD, executed by one or more surety companies authorized to do business in the State of Nevada.
- 38.3 The Performance Bond shall be conditioned upon the awarded Proposer's full performance of the work/service, in accordance with the plans, specifications, terms, and conditions of the award of this RFQS and resultant contract under this RFQS.
- 38.4 In the event the contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the contract for the renewal term.

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39.0 PENALTIES

- 39.1 In case of default by awarded Proposer, the WCSD may procure the work/service and/or products from other sources and may deduct from any unpaid balance due Proposer and/or collect against the submitted surety, bond, or security for the amount of excess costs so paid.

40.0 SEVERABILITY

- 40.1 If a competent court or arbitrator holds any of the terms, covenants, provisions, and contracts contained herein invalid, illegal, and/or unenforceable, any resulting contract of this RFQS shall be interpreted as if such invalid terms, covenants, provisions, and/or contracts were not contained herein, and the remaining provisions shall be valid and enforceable.

41.0 USAGE REPORT

- 41.1 When requested by WCSD, the awarded Proposer(s) will be responsible for compiling usage reports for any time period covered under this contract including, but not limited to product/service name, description, quantities ordered, invoice number, and invoiced pricing.
- 41.2 Usage reports are to be received within seventy-two (72) hours of request and sent via email to purchasing@washoeschools.net noting in the email "Subject" line the following:

➤ **USAGE REPORT FOR RFQS #**_____

END OF GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS

42.0 SCOPE OF WORK/SERVICES

- 42.1 The Washoe County School District is soliciting proposals for an innovative firm to investigate current conditions, future demands, and all existing and potential resources associated with WCSD's facilities to serve the needs of non-Site-based, Central Administrative personnel and programs and to develop an Administrative Facilities Master Plan for immediate implementation. This work will build upon a considerable existing data set through field investigations, additional analysis, engagement, and creative solutions. This solicitation is for the planning and conceptual effort only. Future projects stemming from this Scope of Service may be procured independently.
- 42.2 The purpose of the Administrative Facilities Master Plan is to evaluate the true facility needs of the current and future WCSD Central Administrative Team and propose a conceptual facility master plan which not only provides appropriate physical spaces and optimal adjacencies in an efficient solution via a variety of existing and future resources, but which also does so in a way that;
- Uplifts the professional and operational synergies and efficacy of the organization;
 - Uplifts the Board of Trustees and their interactions with the Public whom we all serve;
 - Creates an environment which fosters a greater connection between School Site based staff, members of the public, students, fellow Public Agencies, and the WCSD Administrative Team.
- 42.3 WCSD's current primary Administrative Headquarters are located at 425 East 9th Street in Reno, Nevada and has been in continuous service to our District and our community for over 60 years. Over that time, our enrollment has more than doubled as has our community's population. Through countless additions and minor remodels, the spaces have fallen ever more into disrepair and the Central Administrative Staff have long-ago outgrown this complex of approximately 87,000 total gross square feet, closer to 47,000 square feet of office space today. This location has also been the host to regular Board of Trustee meetings for decades and serves as a critical community venue as well as a workspace. WCSD also maintains workspace at two (2) former schools as Admin Facilities, a converted former warehouse, and several leased properties. In combination, with scarcely more than 100,000 net square feet of office, the spaces remain woefully inadequate and sub-optimally organized. The WCSD recently completed a Facilities Modernization Plan (2023 FMP) which studied all school facilities only and recommended a fifteen (15) year program for Renovation, Replacement, and Repurposing across all of our more than one hundred (100) schools. The facility needs of the Central Admin Team at WCSD were specifically excluded from our 2023 FMP. However, anticipated school repurposing, or closures, may likely play a role in addressing the future needs in any Administrative Facilities Master Plan.
- 42.4 Following thorough study of WCSD's existing staffing levels and organizational structures by the successful proposer, it is desired that the proposer develops draft programming documents so as to inform the most appropriate and valuable adjacencies for our organization. Then, an analysis of a variety of methods through which such a program could be delivered, including but not limited to:
1. Building a new facility(s) on the existing 425 East 9th Street property
 2. Renovating existing property(s) so as to repurpose a former school or other property,
 3. Acquiring existing real estate and renovating or reconstructing it,
 4. Additional alternative combinations of solutions

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- 42.5 The Proposer should be expected to engage with WCSD Administration Staff from every department and all levels of the Organizational Chart to better understand the preferences and biases of our organization, while also challenging Staff to react to concepts and prompts such as:
- A more centralized vs decentralized solution?
 - New construction at 425 East 9th Street – with or without co-location with the University of Nevada?
 - Relocation away from 425 East 9th Street to establish an entirely new primary headquarters location?
- 42.6 WCSD may also require select engagement with key external stakeholders such as the City of Reno and the University of Nevada. Following appropriate data analysis and workshops such as these, the Proposer should be prepared to present up to three (3) conceptual solutions which illustrate the delivery of the Programming across the potential facility(s) solutions. Such analysis should take into consideration actual real estate values and possibilities as well as construction costs of all types. It is critical that when vetting the combinations of solutions which might be right for WCSD, that we are guided by the proposer through our biases, our preferences respected, and that all solutions are context sensitive, particularly with respect to budget. Proposers may draw from local partners or may choose to bring the appropriate breadth of expertise to their proposal independently.
- 42.7 In addition to the office and facility needs of WCSD's Central Administrative Staff, the District desires the scoping of a new Board Room. This will be the primary public venue for future Board of Trustees meetings and should be safe, welcoming, and should appropriately signal the values of our community with respect to our public education system and the children and community which it serves.
- 42.8 Ultimately this will require multiple presentations to the WCSD Capital Funding Protection Committee and Board of Trustees, culminating in their formal approval.

Conceptual Timeline (2025):

Award of Agreement	February/March 2025
Existing Data Analysis/Meetings with WCSD	March 2025
Fieldwork and Onsite Data Gathering	March/April 2025
Initial Departmental/Subcommittee Meetings	April/May 2025
Initial Board Presentation	May 2025
Ongoing Departmental/Subcommittee/Stakeholder Meetings	May – August 2025
Ongoing Development	May – August 2025
Initial Draft Concepts Presentations	August 2025
Final Draft Deliverable Presentations	September 2025
Final Committee and Board Approvals	October 2025

43.0 PROPOSAL TECHNICAL REQUIREMENTS

- A. PROJECT APPROACH
- B. KEY PERSONNEL
- C. INNOVATIVE CONCEPTS AND SOLUTIONS
- D. FIRM INFORMATION AND EXPERIENCE

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44.0 TERM OF CONTRACT

- 44.1 WCDSD intends to award this RFQS to one (1) Proposer beginning with a fully executed contract and concluding when the entirety of the scope of services is completed.
- 44.2 WCDSD reserves the right to award this RFQS to multiple Proposers if deemed to be in its best interest.

45.0 RFQS PROCESS AND SELECTION MILESTONES:

The following is the ***TENTATIVE*** schedule for this RFQS's process and selection milestones. WCDSD reserves the right to change the schedule at any time.

MILESTONE	DATE / TIME
Solicitation Posted/Distributed	October 17, 2024
Non-Mandatory Pre-Proposal Meeting 425 E. Ninth Street – Reno, NV 89512	November 1, 2024 at 8:30 am (local time)
Questions Deadline	November 7, 2024 at 4:30 pm (local time)
Addendum for Questions & Answers Posted/Distributed	November 14, 2024
Sealed Proposals Due	November 22, 2024 at 2:00 pm (local time)
Formal Interviews & Presentations of Finalists	January 16, 2025
Letter of Intent Posted/Distributed	January 29, 2025
Award by Board of Trustees	February 11, 2025
Notice of Award Posted/Distributed	February 12, 2025

46.0 CHECKLIST FOR PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS

- ☐ Evaluation Criteria #1 through #4 (per Section 47.0) must be addressed and included in submitted proposal.
- ☐ Clearly identify one individual who will serve as WCDSD's main point-of-contact for this RFQS process only and include a phone number and email address.
- ☐ Provide a complete TABLE OF CONTENTS in the proposal.
- ☐ Include a Statement/Letter of Interest as follows:
- Submit on Proposer's letterhead with the full organization name.
 - Address; phone number; fax number; organization direct email address (if available); and website address.
 - Legal status (i.e., sole proprietor, partnership, corporation, etc.).
 - State whether the organization is national, regional, or local.
 - State the location of the office from which the organization's work/service would be provided from. For organizations with multiple offices, briefly summarize for each office (identify *HOMEBASE*, if multi-office organization).
 - Explain why the organization is interested in providing work/services to WCDSD.

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- ☐ Complete and submit all **REQUIRED FORMS** in the proposal under a separate tab or tab(s) within the proposal portfolios/binders.

REQUIRED FORMS are available for download on WCSD's Solicitation website at:

<https://solicitations.washoeschools.net/Purchasing>

- ☐ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**
- ☐ **EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM (REQUIRED FORM)**
- ☐ If the organization's assigned personnel changes for any contracted project, WCSD must review and approve the replacement personnel in advance. The replacement personnel shall have at minimum, equivalent qualifications as the originally assigned personnel.
- ☐ Identify potential sub-consultants, if any, by name, and address and describe work that may be performed.
- ☐ If applicable, provide any information related to Loss of Contract and/or Inability to Fulfill Requirements (refer to Section 7.3).
- ☐ Provide at least four (4) business-related references specific to the scope of work/services requested in this RFQS. References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.

References must include:

- ☐ Organization's Name
 - ☐ Organization's Address
 - ☐ Organization's Phone Number
 - ☐ Contact Person's Name
 - ☐ Contact Person's Email
 - ☐ Contact Person's Phone Number
 - ☐ Organization's Website Address
 - ☐ Description of Proposer's Work/Services Provided to the Referring Organization
- ☐ Submit any proposed contract required by the Proposer. WCSD may elect to execute the Proposer's contract provided WCSD's standard terms and conditions in this proposal are incorporated into the final contract. Unless otherwise identified as such, WCSD's contract language takes precedence in all cases.

47.0 EVALUATION CRITERIA

☐ **EVALUATION CRITERION #1: PROJECT APPROACH**

1. Outline the firm's ability to clearly demonstrate its approach to analyzing a large quantity of available existing information, gather additional data, complete field investigations, facilitate community and stakeholder engagement sessions, develop conceptual master plans, including constructability and budgetary considerations, all in support of the primary objective of developing an Administrative Facility Master Plan for WCSD.

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2. Provide examples of successfully completed similar projects and an example of the timeline of the firm's implementation of this study and scope.
3. List last (up to) three (3) master plans and major remodels or retrofits of existing organization's administrative office facilities (studies or design contracts) that the firm and/or proposed team members have delivered or are currently working on.
4. Explain the internal and external engagement process in these studies/master plan projects. What tools and methods were used to gather and assimilate the information? How were consensus and final approvals reached?
5. Discuss how the firm will guide the competing interests and biases of the organization including balancing input from the Superintendent, the Board of Trustees, and possibly significant external stakeholders such as the City of Reno and the University of Nevada to ensure a thorough yet highly effective process and timely outcome.
6. Provide the following information for each project:
 - Project Site Name and Location
 - Client Name
 - Type of Project
 - Scope (description and square footage)
 - Estimated Cost
 - Estimated Percentage (%) Completed
 - Completion Date (if applicable)
 - Actual Cost
 - Contact Person of Project (including phone number and email address)
7. Provide a detailed list of resources and a breakdown of work activities and schedule demonstrating how this project's SOW/S will be delivered within the timeframe outlined. Be specific and clear regarding the greatest anticipated challenges or suggested revisions to the proposed SOW/S.



EVALUATION CRITERION #2: KEY PERSONNEL

1. The firm's key personnel should demonstrate personal experience with facility utilization, programming, and operational space planning as well as architectural, engineering, or construction experience related to major existing organizational administrative office programming and space planning.
2. All experience areas must be represented on a single team and be present in appropriate disciplines. It is highly desired that the designated Project Manager have experience in at least fifty percent (50%) of the identified skill areas.
3. As applicable for each project listed, provide a simple one (1) page resumé for each proposed team member who will be assigned to this project, including the following information:
 - Key Personnel Name
 - Project Name
 - Location
 - Scope (project square footage and description)

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- Team Member's Role & Responsibilities to the Project
- Construction Value in Dollars (\$)
- Construction Completion Date
- Client Name and Contact Information (include at a minimum phone number and email address)

If the organization's assigned personnel changes for any contracted project, WCSD must review and approve the replacement personnel in advance. The replacement personnel shall have at minimum, equivalent qualifications as the originally assigned personnel.

☐ **EVALUATION CRITERION #3: INNOVATIVE CONCEPTS & SOLUTIONS**

1. Describe the firm's creativity in new innovative designs and concepts based on the WCSD's requirements.
2. Provide narrative, concept ideas, and strategic factors of how innovative design and cost-effective investments will comply with WCSD's primary objectives listed previously.
3. Provide a narrative that describes the strengths, weaknesses, opportunities, and threats of the organization-wide studies such as this and potential concepts presented by the firm.
 - What are the operational advantages or academic benefits of these sorts of administrative facility reorganizations?
 - What are the firm's resources in delivering data gathering, data assessment, and development of innovative concepts in a limited time period for a district-wide program?
 - What might be the critical obstacles facing WCSD in this study effort?
 - How will the team evaluate the cost/benefit of the conceptual recommendations concerning the scale of WCSD facilities and the overall budget constraints?

☐ **EVALUATION CRITERION #4: FIRM INFORMATION AND EXPERIENCE**

1. Describe the level of experience and education, workloads, insurability, and certification and licensing profiles of the principal(s), as well as highlights of past projects of the firm which are similar in scope and scale to this RFQS scope and scale of the WCSD.
2. Provide the number of the firm's registered Architects and Engineers, excluding principal(s), with a minimum scheduled workweek of thirty-two (32) hours.
3. Provide the Architect's and Engineer's names, including their Nevada Registration Number.
4. Names of all Key Personnel and Titles who will be assigned to this project.
5. Indicate whether the firm will subcontract with another firm and if so, indicate which firm and their background and qualifications.
6. Indicate whether the firm will subcontract with a firm with academic/educational consulting experience and if so, indicate which firm and their background and qualifications.
7. In addition to all requirements outlined in Sections 14.0 through 17.0, with regards to Professional Liability Project Insurance (Section 18.0) for Errors & Omissions claims, provide

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the quantity of and the disposition of any Errors & Omissions claims made against the firm in the past five (5) years.

NOTE: Evaluation Criteria #1 through #4 listed above must be addressed and included in submitted proposals. An Evaluation Committee will review the proposals and determine the best proposal in accordance with the scoring of the Evaluation Criteria. The final recommendation of award for this RFP will be subject to review and approval by WCSD's Board of Trustees.

48.0 FORMAL INTERVIEWS & PRESENTATIONS

WCSD will be scheduling formal interviews and presentations of the Proposer(s) who are identified as a "Finalist" to provide an opportunity to present proposals to the Evaluation Committee. These formal interviews and presentations are TENTATIVELY scheduled to take place on **January 16, 2025**. The number of Proposers asked to participate will be determined by the WCSD's RFQS Evaluation Committee and may be changed at the sole discretion of the WCSD. Formal presentations and interviews will take place at a WCSD local site of choice. Proposer(s) chosen to participate in the interview and presentation process will be notified of the actual date, time, and location with no less than ten (10) business days' notice.

END OF SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS

❖ **ALL REQUIRED FORMS SPECIFIC TO THIS SOLICITATION (LISTED BELOW) ARE AVAILABLE ON WCSD'S PURCHASING (NON-CAPITAL) SOLICITATIONS WEBSITE AT:**

<https://solicitations.washoeschools.net/Purchasing>

➤ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**

If the SIGNATURE PAGE which is a REQUIRED FORM is submitted without a valid, authorized signature (refer to Section 1.11), the submission will be rejected in its entirety.

➤ **EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM (REQUIRED FORM)**

➤ **EXHIBIT C – WCSD Personnel Safety Check Submittal Instructions and Application**

SOLICITATION TITLE: Request for Qualifications (RFQS) for Consultant Selection for Development of an Administrative Facilities Master Plan

SOLICITATION #: 45-QS-10-25-AA

**EXHIBIT A – SIGNATURE PAGE
(REQUIRED FORM)**



EXCEPTIONS TO TERMS, CONDITIONS, AND SPECIFICATIONS

Exceptions to any of the Terms, Conditions, and Specifications of this solicitation must be noted in the space provided or if more space is required, then attach additional sheet(s) referencing the Solicitation Title and Solicitation Number. All exceptions must be provided with solicitation submission. Any exception(s) document submitted after the solicitation opens will not be considered by WCSD. Failure to note or submit said exceptions shall be interpreted to convey that the Submitter is proposing to perform in the manner described and specified.

AUTHORIZED REPRESENTATIVE SIGNATURE

In compliance with this solicitation and subject to all terms, conditions, and specifications thereof, the undersigned Authorized Agent offers and agrees that if this solicitation is awarded, the company named below will furnish any or all the items herein at the awarded prices, terms, and delivery stated. For any solicitation governed by NRS 332.065, by way of a submitted SIGNATURE PAGE, the Supplier provides written certification that the submitting company is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency AND is not currently engaged in, and during the term, shall not engage in, a Boycott of Israel (effective July 1, 2018).

NOTE: This is a REQUIRED FORM that must be signed below and returned with submission for the submission to be considered valid. Failure to sign below and submit accordingly will result in an automatic rejection of the submission. Certified electronic digital signatures are acceptable. Non-certified electronic digital signatures will NOT be accepted.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Company E-Mail Address: _____

Delivery will be completed within: _____ days ARO Payment Terms: NET _____ Days

Authorized Representative (Print Name)

Title

Authorized Representative Direct Email

AUTHORIZED REPRESENTATIVE SIGNATURE

EXHIBIT B

WASHOE COUNTY SCHOOL DISTRICT PUBLIC DISCLOSURE FORM

VENDOR/CONTRACTOR

THIS IS A REQUIRED FORM TO BE COMPLETED, SIGNED, AND SUBMITTED BY THE VENDOR/CONTRACTOR

VENDOR/CONTRACTOR (EMPLOYEE) FIRST/LAST NAME: _____

VENDOR/CONTRACTOR NAME: _____

I understand that per NRS 281A.020, a public office is a public trust and shall be held for the sole benefit of the people, and a public officer or employee must commit themselves to avoid conflicts between the private interests of the public officer or employee and those of the general public whom the public officer or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions, and/or advantages for the public officer or employee with any business entity.

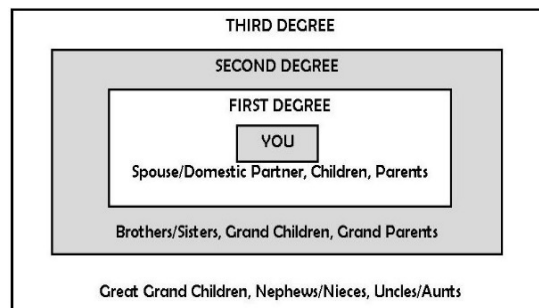
By signing this form, I certify and acknowledge that I am a duly authorized agent of the VENDOR/CONTRACTOR named above and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) with regard to the specific solicitation, project, and/or contract to which the VENDOR/CONTRACTOR named above is submitting to WCSD may result in a rejection of said solicitation, project, and/or submission and/or termination of any resulting contract should the above-named VENDOR/CONTRACTOR be selected and/or awarded. Furthermore, I also certify that I have completed the following and have provided true and accurate information to the best of my knowledge:

- A. I certify that, to the best of my knowledge, **NO** current or former WCSD employees, officers, or trustees have a private pecuniary interest in the VENDOR/CONTRACTOR. ☐ **AGREE** ☐ **DISAGREE**

If you **DISAGREE** and cannot certify, then please explain:

- B. To the third degree of consanguinity (refer to the chart below), I have listed all of my and the principal(s) and key personnel of my organization's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel. ☐ **AGREE** ☐ **DISAGREE**

If you **DISAGREE** and cannot certify, then please explain:



SIGNATURE: _____

DATE: _____

PART 1 -GENERAL

1.1 RELATED DOCUMENTS

- A. General provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this section.

1.2 SUMMARY

- A. This section includes administrative and procedural requirements for submittals required for performance of the work for all entities/individuals including, but not limited to, the following:
1. General Contractor
 2. Sub-Contractor
 3. Sub-Contractor of Sub-Contractor
 4. Quality Control Personnel
 5. Special Inspection Personnel
 6. Security Personnel
 7. Consultant Personnel
- B. Administrative Submittals: Refer to other Division 1 sections and other Contract Documents for requirements for administrative submittals.

1.3 SUBMITTAL PROCEDURES

A. Required Submittals

1. Each company, engaged on a project, shall report to the Washoe County School District all required certifications for every employee who will be on a Washoe County School District site. This includes all personnel whom the Contractor engages for work on the project site as defined in 1.2 (A). This information must be submitted within twenty-one (21) calendar days prior to commencement of work by the Contractor, and any sub-contractor, regardless of tier. Such submittals required include:
 - a. Certification by Company Regarding Personnel Safety Check Application.

PART 2- PRODUCTS (Not Applicable)PART 3- EXECUTION (Not Applicable)

**CERTIFICATION BY COMPANY REGARDING
PERSONNEL SAFETY CHECK APPLICATION**

Washoe County School District – Capital Improvement Projects

I certify on behalf of the company/firm named below that adequate background check procedures have been or will be performed for all employees that will work on Washoe County School District project _____ (Project Name) regarding _____ (Company/Firm Name) to determine that their employees meet the qualifications required by the Washoe County School District.

With this certification, I confirm that:

- All employees working on a Washoe County School District project shall not have been arrested, convicted, pled guilty, or pled nolo contendere for any offenses related to:
 - Sexual assault or sexual activities with a minor
 - Child abuse
 - Felony drug possession
 - Felony weapons possession
- All employees working on a Washoe County School District project shall not:
 - Have any active Wants/Warrants
 - Is a Registered Sex Offender
 - Is on a Terrorist list.

I understand that the Washoe County School District maintains the right to remove any individuals from the project who do not comply with the above requirements.

I certify the information provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be an automatic disqualification.

I hereby release, discharge, exonerate and hold harmless the Washoe County School District, its agents and representatives and persons furnishing information from any and all liability arising out of the disseminating and inspection of my records.

Company/Firm Name

Name of Executive Officer

Title

Signature

Date