



REQUEST FOR PROPOSAL (RFP)

SOLICITATION TITLE: Request for Proposal for Hazardous Materials Consulting Services for the Washoe County School District

SOLICITATION #: 137-P-05-26-AA

SCOPE OF WORK/SERVICES: Washoe County School District (WCSD) is soliciting formal proposals from qualified firms to provide hazardous materials sampling, design, specifications, testing, oversight and other hazard material and or environmental services as requested. Refer to SECTION B for more information.

DUE DATE & TIME: **August 5, 2026 at 2:00 pm (local time)**

PUBLIC OPENING: **August 5, 2026 at 2:30 pm (local time) via TEAMS Meeting**

MANDATORY PRE-PROPOSAL MEETING **July 15, 2026 at 1:00 pm (local time) via TEAMS Meeting**

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 July 22, 2026** 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 PROCUREMENT PROFESSIONAL: Aprile Anderson
Assistant Director of (Construction) Procurement & Contracts

PUBLISH DATE: June 30, 2026

SOLICITATION # OF PAGES: 32

SOLICITATION EXHIBITS:

- EXHIBIT A – SIGNATURE PAGE **(REQUIRED FORM)**
- EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM **(REQUIRED FORM)**
- EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM **(REQUIRED FORM)**

NOTE: The Facilitating Professional 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.

******** IMPORTANT NOTICE ********

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 Deadline on Page 1, so that it can be answered prior to the submission deadline.

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SECTION A

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

NOTE: If there is a "parent" company and/or if the company is a "dba," Proposers should specify that in their submission on **EXHIBIT A**.

MANDATORY PRE-PROPOSAL MEETING

- There will be a MANDATORY Pre-Proposal Meeting held via Microsoft TEAMS on **July 15, 2026 at 1:00 pm (local time)**.

Microsoft Teams Meeting

Join: <https://teams.microsoft.com/meet/232724716949556?p=VGPNhACmkdrM7kGjp8>

Meeting ID: 232 724 716 949 556

Passcode: zy6GG2qX

- The Mandatory Pre-Proposal Meeting identified on Page 1 of this RFP will require that attendees, who intend to submit proposals, participate in the entire meeting. Attendance will be recorded at the beginning and at the conclusion of the meeting on the Pre-Proposal Attendance Sheet and then posted on WCSD's Solicitations website at <https://solicitations.washoeschools.net>. Leaving prior to the conclusion of the meeting risks Proposer's attendance being disqualified and struck from the sign-in sheet. All interested Proposers are responsible for ensuring that they document their attendance by signing the Pre-Proposal Meeting Attendance Sheet. Failure to do so will result in submitted proposal(s) being rejected by WCSD for evaluation and award consideration. Arriving late to the Mandatory Pre-Proposal Meeting may result in a Proposer not being allowed to sign in and/or attend the meeting. Should this occur, because this meeting is mandatory, the Proposer will not be allowed to submit a proposal.

SUBMISSION OF PROPOSALS

- If there are any questions regarding any solicitation requirements, Proposers must submit them in writing via WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> or by email to solicitations@washoeschools.net by the QUESTION DEADLINE (refer to Page 1), to allow responses to be provided prior to the proposal submission DUE DATE & TIME (refer to Page 1).
- In response to this solicitation, Proposers shall submit clearly labeled and indexed portfolios or binders and are to provide the following:
 - One (1) original proposal labeled as "MASTER". Proposers are to include physical copies of the **REQUIRED FORMS** with their proposals.
 - Six (6) identical bound proposals, each one labeled as "COPY".
 - One (1) identical electronic copy of the MASTER proposal, including all **REQUIRED FORMS completed and signed (if applicable)**, on one (1) flash drive and included with the sealed proposal submission.
 - If discrepancies are found between the MASTER and any COPY of the proposal, the MASTER will be used to resolve the discrepancy.
 - Provide one (1) electronic copy of **EXHIBIT C** (EVALUATION CRITERION #1) on the flash drive and one (1) printed copy both with the sealed proposal. The printed copy must be in one (1) separate, sealed envelope labeled as:

E-COPY OF EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM

- Any prices provided in the Proposer's proposal that are relevant to products that may be supplied in addition to the service shall be *F.O.B. Destination* and exclusive of all federal, state, and local taxes. No shipping charges will be allowed.
- All costs incurred in the preparation and submission of proposals to this solicitation shall be the responsibility of the Proposer.
- 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: _____
Solicitation Title: Request for Proposal for Hazardous Materials Consulting Services for the
Washoe County School District
Solicitation #: RFP #137-P-05-26-AA
RFP Facilitator: Aprile Anderson,
Assistant Director of (Construction Procurement & Contracts)
Due Date & Time: August 5, 2026 at 2:00 pm (local time)

MAIL OR DELIVER PROPOSALS TO:

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

- Neither the WCSD, the Purchasing Department, nor any officer or employee thereof shall be responsible for the pre/post-opening of or failure to open a proposal not properly addressed, identified, or mislabeled.
- Proposals submitted verbally, by telephone, email, and/or facsimile will NOT be accepted.
- 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 solicitation document.
 - **Late proposals will NOT be accepted.** A proposal may be received at any time prior to the DUE DATE & TIME. Should a proposal arrive after the DUE DATE & TIME, the Proposer will be notified.

PROPOSAL OPENING INFORMATION

- Proposals will be opened publicly via a TEAMS meeting on August 5, 2026 at 2:30 pm (local time):

Microsoft Teams Meeting

<https://teams.microsoft.com/meet/223315419190832?p=T5rjBEp2pQ0IMQd5r3>

Meeting ID: 223 315 419 190 832

Passcode: Zd2nZ6dL

- 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.
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- Proposal information should be prepared to provide a straightforward, concise delineation of capacities to satisfy the requirements of this solicitation and submitted with all **REQUIRED FORMS** identified in this solicitation document.
 - Expensive bindings, color displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be placed on conformance with solicitation instructions, responsiveness to requirements, and the completeness and clarity of content.
- Any irregularities and/or lack of clarity in this solicitation should be brought to the attention of WCSD's Purchasing Department 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 solicitation document for corrections and/or clarification.

GENERAL PROPOSAL REQUIREMENTS

- WCSD reserves the right to reject any proposal received, or any part thereof for any of, but not limited to, the following additional causes:
 - ❖ Evidence of collusion among Proposers exists.
 - ❖ Proposer fails to meet any terms and conditions as specified in this solicitation.
 - ❖ Evidence submitted by Proposer leads WCSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this solicitation and complete the service described.
 - ❖ WCSD's investigation determines that Proposer is not qualified to meet the obligations of the contract and complete the service described.
 - ❖ Cost of service exceeds budgetary constraints.
- WCSD's payment terms are NET 30 after service(s) are rendered and in receipt of an accurate invoice. WCSD reserves the right to not pre-pay for products and/or service(s). WCSD is tax-exempt and does not pay state/local taxes, interest, or late fees.
- Awarded Proposer(s) must allow for WCSD Procurement Card (PCard) purchases, orders, or transactions.
- Exceptions to any General and/or Special Terms, Conditions, and Specifications in this solicitation must be noted accordingly on **EXHIBIT A**.
 - If more space is required to note exceptions than what is provided on **EXHIBIT A**, Proposer must attach additional pages referencing the solicitation title and solicitation number and submit **ALL pages with EXHIBIT A** with their proposal.
 - 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.
 - Failure to note exceptions shall be interpreted to convey that the Proposer agrees to perform in the manner described and/or specified.
 - WCSD reserves the right to accept or reject any exceptions if deemed to be in the best

interest of WCSD.

- 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 solicitation.
- Proposer shall provide with their sealed proposal, a completed and signed **EXHIBIT B**.
 - Failure to submit a completed and signed **EXHIBIT B** with the proposal may be grounds for disqualifying the proposal from evaluation and award consideration.

ADDENDA AND AMENDMENTS

NOTE: The Facilitating Procurement Professional is named on Page 1 of this solicitation document. 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 proposal submission rejected from evaluation and award consideration.

- Addenda/amendment(s) issued may become an integral part of this solicitation and will be posted at:
 - WCSD Solicitations website at: <https://solicitations.washoeschools.net/Purchasing>
 - DemandStar at <https://www.demandstar.com> (paid Membership required)
- Proposers are responsible for obtaining any addenda/amendment(s).
- Proposers should acknowledge receipt of addenda/amendment(s) by signing and submitting addenda with their proposal.
- Failure to acknowledge addenda/amendment(s) may result in a rejection or disqualification of a proposal.
- 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.

REQUIREMENTS FOR SIGNATURE PAGE (EXHIBIT A)

- 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>
 - **Any proposal will be disqualified and rejected if EXHIBIT A is not signed and included in the sealed proposal submission.**
 - 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 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.

WITHDRAWAL OF PROPOSAL

- 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 solicitation.
- A request for withdrawal of a proposal received after the DUE DATE & TIME will not be considered. The submitted proposal will be noted as "RP" (Reject Proposal) on the Recommendation of Award (ROA) Tabulation.

PROPRIETARY & CONFIDENTIAL INFORMATION

- 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.
- Proposers are advised that after a LETTER OF INTENT (also referred to as the 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.
- 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.

FORMAL INTERVIEWS AND PRESENTATIONS

- 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 service and to illustrate their abilities to meet the requirements of this solicitation.
- If requested by WCSD, Proposers are to make their personnel available within ten (10) business days of the request for formal interviews and presentations. No cost allowance or per diem will be paid by WCSD for this requirement.
- 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.
- Refer to SECTION D for more information.

GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

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

DISPUTE RESOLUTION

- Any breach, controversy, or claim arising out of, related to this solicitation, and/or any resulting contract of this solicitation shall be settled by arbitration unless WCSD, at its sole option, rejects arbitration by so notifying Proposer.
- 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 service via a summons and complaint upon the WCSD.
- Failure to effectively provide 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.
- 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.
- The parties agree that an arbitrator may not award attorney's fees in any case.
- Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this solicitation, the awarded Proposer's response to this solicitation, and any contract submitted by the awarded Proposer, the language in this solicitation shall take precedence.

DEBARMENT, SUSPENSION, AND OTHER LEGAL MATTERS

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.

- 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.
- WCSD, as a public agency, is required by NRS 332.045 to advertise for this solicitation, 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 solicitation, 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).

LOSS OF CONTRACT AND/OR INABILITY TO FULFILL REQUIREMENTS

- 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.
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- 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 solicitation 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.

NON-APPROPRIATION OF FUNDS

- Should the funding authority of WCSD fail to appropriate funds to continue payment on a resultant contract of this solicitation, WCSD may cancel said contract without termination charge or penalty. Written notification from WCSD shall be made should this occur.
- WCSD would only exercise the FUNDING OUT CLAUSE above if WCSD is unable to appropriate the necessary funds to pay for the service under this solicitation.
- If WCSD is unable to appropriate the necessary funds to pay for the service under this solicitation WCSD reserves the right to contract with another party for the same service immediately following the termination of a resultant contract specific to this solicitation.
- Should WCSD appropriate the funds at a later time, WCSD reserves the right to issue a new solicitation for said service.

DEFAULT AND CONTRACT TERMINATION RIGHTS

- In case of default by any awarded Proposer(s), WCSD reserves the right to impose any of the following actions:
 - Deduct any unpaid balance due to awarded Proposer(s).
 - Procure the service(s) and/or product(s) from another source.
 - Hold the defaulting Proposer(s) responsible for any excess cost occasioned thereby.
 - Assess a penalty equal to five percent (5%) of the total proposal price.
 - Commence proceedings against any surety held in conjunction with the proposal.
 - Prohibit Proposer(s) to submit proposals for a period of not less than one (1) year and no more than five (5) years.
 - Pursue other appropriate legal remedies.

TERMINATION OF CONTRACT

- Any resulting contract from this solicitation 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 and (B) an opportunity for consultation with the Director of Procurement and Contracts of WCSD prior to termination.

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:

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.*

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 service to be performed under the contract.

AMERICANS WITH DISABILITIES

- 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.

INSTALLATION

- If applicable to the scope of service of this solicitation, the awarded Proposer shall make good and to the satisfaction of WCSD any damage resulting from the 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.

MINIMUM SCOPE AND LIMIT OF INSURANCE

NOTE: *WCSD reserves the right to amend/adjust any limits (both occurrence and aggregate) listed herein with respect to all insurance coverages should it be deemed in the best interest of WCSD.*

Coverage shall be at least as broad as:

- Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence no less than \$2,000,000 general aggregate.
- Automobile Liability: ISO Form Number CA 00 01 covering any auto or if the Vendor has no owned autos, hired and non-owned autos, with a limit of no less than \$5,000,000 per accident for bodily injury and property damage.
- Workers' Compensation: as required by the State of Nevada, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

If the Proposer maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the

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Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- Additional Insured Status

WCSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Proposer including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Proposer's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Washoe County School District
The Brown Center- Purchasing
14101 Old Virginia Rd, Room 0
Reno, Nevada 89521

- Primary Coverage

For any claims related to this contract, the Proposer's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13. This requirement shall also apply to any Excess or Umbrella liability policies.

- Umbrella or Excess Policy

The Proposer may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements.

The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Proposer's primary and excess liability policies are exhausted.

- Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to WCSD.

- Waiver of Subrogation

Proposer hereby grants to WCSD a waiver of any right to subrogation which any insurer of said Proposer may acquire against WCSD by virtue of the payment of any loss under such insurance. Proposer agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not WCSD has received a waiver of subrogation endorsement from the insurer.

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- Self-Insured Retentions

Self-insured retentions must be declared to and approved by WCSD. WCSD may require the awarded Proposer to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or WCSD.

The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$50,000 unless approved in writing by WCSD. Any and all deductibles and SIRs shall be the sole responsibility of the awarded Proposer or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. WCSD may deduct from any amounts otherwise due to the awarded Proposer to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. WCSD reserves the right to obtain a copy of any policies and endorsements for verification.

- Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to WCSD.

- Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage: The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the awarded Proposer must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

- Verification of Coverage

awarded Proposer shall furnish WCSD with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements.

All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by WCSD before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the awarded Proposer's obligation to provide them. WCSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. WCSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

- Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

LICENSE AND CERTIFICATION

- Proposers must be properly licensed and/or incorporated to conduct business in the State of Nevada and shall maintain all required city and/or county business licenses. Proposers must also possess all current and applicable licenses and certifications, including a contractor's license (if applicable), as well as any additional licenses or certifications identified elsewhere in this solicitation and those required to perform the service described herein.

VESTED INTEREST

- Any 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 solicitation.
- The sole benefit to the awarded Proposer under this solicitation shall be payment for services rendered, products procured specifically for the performance of the services, and applicable deliverables as defined in any resulting contract. This includes deliverables identified in the awarded Proposer's proposal, as well as any additional services authorized in writing and approved by WCSD in accordance with the resulting contract.
- The awarded 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 services required under the resulting contract of this solicitation.
- The awarded Proposer covenants to its knowledge and ability that no person having any such interest shall be employed in performance of said service.

WARRANTY OF SERVICE

- Proposer warrants that any service rendered under any resulting contract of this solicitation shall be performed with the degree of skill, care, and judgment customarily accepted as sound quality practices and procedures.
- Proposer further warrants that any service rendered under any resulting contract of this solicitation shall fulfill the requirements and intent of the entire contract inclusive of Proposer's proposal. If service fails to meet the requirements and/or is deemed to be inadequate in the judgment of WCSD, awarded Proposer shall re-perform the service and/or portion of the service that is unsatisfactory.
- Awarded Proposer shall be liable for all costs/expenses incurred in the performance of corrective service, including travel, per diem, etc.
- If applicable to this solicitation, Proposer is to provide information regarding any relevant manufacturer's warranty for any product(s) that may be provided as part of this solicitation. The Proposer is responsible for providing details about the manufacturer's warranty with their proposal submission. This should include the commencement and duration of the warranty, what parts and repairs are covered under the warranty, and the process for filing a claim under the warranty.

ASSIGNMENT

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

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- Should a firm be acquired through a formal purchase or acquisition by a Proposer awarded a contract resulting from this solicitation, WCSD may grant permission for this type of assignment if the newly acquired firm submits financial documentation and those documents are reviewed in the same manner as the originally awarded Proposer.

CONFIDENTIAL TREATMENT OF INFORMATION

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

FORCE MAJEURE

- Neither party shall be liable for failure and/or delay in performance under any resulting contract of this solicitation, 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.
- WCSD will not terminate any contract with the awarded/contracted organization that is unable to complete and perform the service due to FORCE MAJEURE.
- WCSD maintains the ability and right to secure other suppliers to provide said service, temporarily, if deemed to be in the best interest of WCSD, until the awarded and contracted Proposer is able to return to said service and able to meet the requirements of any contract to this solicitation.

INDEMNIFICATION

- The awarded 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 service performed under any resulting contract of this solicitation, 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 service hereunder.
- The awarded Proposer agrees to indemnify and hold WCSD harmless from any claim involving patent infringement and/or copyrights on goods supplied.
- 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 service performed under any resulting contract of this solicitation, 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.
- 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.

INTELLECTUAL PROPERTY

- Any drawings, written reports, or other service products created and/or provided to WCSD by the Proposer shall be considered works made for use and shall become the property of WCSD. Such service products shall not contain the Proposer's proprietary or restrictive markings.

NO THIRD-PARTY RIGHTS

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

NON-ENDORSEMENT

- As a result of the selection of an awarded Proposer to supply service and/or products under this solicitation, WCSD is neither endorsing nor suggesting that the Proposer's service is the best and/or only solution.
- 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.

RECORDS

- 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. Upon prior written notice, at a mutually agreed upon time and place, all records shall be made available to WCSD.
- 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 solicitation.

OTHER EXPENSES

- In the event that WCSD agrees to pay for any of Proposer's expenses directly related to service and/or products relevant to this solicitation, no overhead and/or profit shall be permitted.
- For travel, 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.

REFERENCES

- 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.
- References, including but not limited to currently employed WCSD staff, officials, Evaluation Committee members, or Board of Trustees will NOT be accepted.
- Refer to SECTION C for more information.

PROPOSAL NEGOTIATIONS

- 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 solicitation without negotiation based upon the related Proposer's submitted proposal.
- 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.

BASIS OF AWARD AND CONTRACT AWARD GUIDELINES

- Award(s) will be made in accordance with NRS Chapter 332 to the responsible Proposer(s) whose proposal(s) are determined to be the most advantageous to WCSD, considering price and the evaluation criteria set forth in this solicitation. WCSD reserves the right to conduct negotiations with Proposer(s) qualified for award consideration and to request Best-and-Final Offers (BAFOs), if deemed to be in its best interest. WCSD may make award based on the initial proposals received, without conducting interviews and presentations, if such action is determined to be in its best interest. WCSD further reserves the right to make one award, multiple awards, partial awards, or no award, including awards by line item, category, or scope of service, as permitted by law and determined to be in its best interest.
- WCSD reserves the right to waive any minor informalities or irregularities in proposals and/or any resulting contract of this solicitation in its best interest.
- WCSD reserves the right to award a resulting contract of this solicitation based on individual scope of 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.
- Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a WCSD Purchase Order (PO).
- Any additional contract documents conjoined as part of this solicitation for final award consideration are subject to approval by WCSD's legal counsel and may require approval of the Chief Financial Officer or Board of Trustees prior to execution.
- Once awarded, this solicitation and any resulting contract of this solicitation 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.
- Unless specifically stated herein, if there exists any conflict and/or inconsistency between terms set forth in this solicitation document, the awarded Proposer's proposal, and any additional contract submitted by the awarded Proposer, the language in this solicitation document shall take precedence unless otherwise approved by WCSD.
- 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.

TERM OF CONTRACT

- WCSD intends to award this solicitation to multiple Proposers for an **initial term of one (1) year** following formal award by WCSD's Board of Trustees. The pool may be renewed for up to four (4) additional 1-year terms, provided that the terms, conditions, and pricing awarded under this

solicitation remain unchanged, unless otherwise modified by mutual written agreement through a formal amendment.

LETTER OF INTENT (RECOMMENDATION OF AWARD)

- 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*)
- Proposer may also obtain a copy of the LETTER OF INTENT (Recommendation of Award) by sending an email request to solicitations@washoeschools.net and note *RFP #137-P-05-26-AA: Letter of Intent Request* in the email "Subject" line.

APPEAL BY UNSUCCESSFUL PROPOSER

- 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.
- Appellant must submit a notice of protest to WCSD's Director of Procurement and Contracts no later than five (5) business days from the date of the LETTER OF INTENT (Recommendation of Award). The notice of protest must include a written statement setting forth specifically the reasons the person filing the notice believes the applicable provisions of the law were violated.
- 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. The bond shall be in the amount of twenty-five percent (25%) of the total dollar value of the Appellant's **EXHIBIT C**, up to a maximum amount of two hundred fifty thousand dollars (\$250,000).
- 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.
- 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.
- 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 final decision on the protest.
- If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to Appellant. 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. 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.

SURETY

- 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.

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- 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: _____
The Brown Center – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521-8912*

- After formal award of this solicitation has been made public, any submitted surety of the unsuccessful Proposer(s) shall be returned. Depending on the proposal requirements, the amount of surety shall not be less than five percent (5%) of the total proposal submitted. 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.

PERFORMANCE BOND

- When a Performance Bond is required (refer to Page 1 for requirement), 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 proposal award for the initial term of the contract.
- 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.
- The Performance Bond shall be conditioned upon the awarded Proposer's full performance of the service, in accordance with the plans, specifications, terms, and conditions of the award of this solicitation.
- 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 proposal for the renewal term.

PENALTIES

- In case of default by awarded Proposer, the WCSD may procure the 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.

SEVERABILITY

- 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 solicitation 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.

USAGE REPORT

- 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. Usage reports are to be received within seventy-two (72) hours of request and sent via email to purchasing@washoeschools.net noting *RFP #137-P-05-26-AA: USAGE REPORT* in the email "Subject" line.

PRICE ADJUSTMENT AND COST ESCALATION

- Prices shall remain firm and fixed for the first six (6) months of the Initial Term. Thereafter, WCSD may consider a request for a price increase or decrease. A price adjustment may also be requested: (i) at the time a renewal is requested, or (ii) after the first six (6) months of any active Renewal Term.
- All requests must be submitted in writing with sufficient documentation supporting the proposed adjustment (e.g., changes in an objective, third-party benchmark like the Consumer Price Index) and are subject to the WCSD's review and mutual written agreement of both parties. Any such price increase or decrease will be based on the Consumer Price Index (CPI) Western Zone as reported by the U.S. Bureau of Labor Statistics online at: <https://www.bls.gov/cpi>. Only the percentage change, whether it is an increase or decrease, between the then-current price and the CPI change for the applicable time period will be granted.

END OF SECTION A

SECTION B

SCOPE OF SERVICES

SCOPE OF SERVICES

SCOPE OF SERVICES

- Washoe County School District (WCSD) is soliciting a pool of qualified firms to provide hazardous materials sampling, design, specifications, testing, oversight and other hazardous material and or environmental services, as requested.
- The school district has approximately one hundred five (105) schools and ten (10) administrative support sites. The district has an aggressive fifteen (15-year) Facilities Modernization Plan. Approximately half of our schools are over fifty (50) years old, and many require hazard material services during construction and or emergency situations to maintain the health & safety of the students and public.

Other Services

- Other services *may* include but are not limited to; regulatory support services, emergency response, risk assessments, control and remediation for environmental hazards, monitoring, management plans, all services related to mercury, silica, Indoor Air Quality, mold/moisture, water quality, soil contamination etc.
- The award of a firm on the pre-qualified list (pool) is not a promise or guarantee of work by WCSD. WCSD reserves the right to contract with awarded firms for various projects in the manner that is deemed to be in the best interest of WCSD. Each project will be negotiated with the selected firm and WCSD standard agreements will be utilized.
- Proposers must have an office with full services within three (3) hours of Reno, NV to be considered.

Lead & Asbestos Services

- Consultants, as requested, shall perform materials sampling, lab analysis and assessment reports in accordance with AHERA, EPA, NNPH, OSHA and WCSD requirements (attached); provide design specifications for removal of hazardous materials; provide environmental monitoring and oversight during removal activities and testing of the same.
- Maintain compliant records, including but not limited to daily field reports, monitoring logs, clearance certifications, assisting with regulatory filings and submission forms.
- Assist in coordination of abatement work schedules with the design team, contractor and the school district.
- Review associated contractor submittals for compliance.

PROPOSAL TECHNICAL REQUIREMENTS

- Proposers shall have the ability to provide all or part of the services as requested above. They must have the appropriate resources (licenses, certifications, staffing, materials, finances) based on size and complexity to complete negotiated projects. Applicants must ensure that all applicable certifications for all services are held to conduct sampling.
- If a proposer is submitting a proposal for **asbestos design & oversight services**, they must provide proof of the following:
 - AHERA Contractor Supervisor Certification

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- AHERA Building Inspector Certification
 - AHERA Project Designer Certification
 - AHERA Management Planner Certification
 - Nevada OSHA - DOSH Asbestos Abatement Consultant license
- If a proposer is submitting a proposal for **lead design & oversight** services they must provide proof of the following:
 - US EPA Lead Inspector Certification - for sampling only
 - US EPA Lead Risk Assessor Certification – for lead oversight, design, and sampling & assessment
- If a proposer is submitting qualifications for **any other services listed, please** provide proof of the required certification for that service, such as Certified Industrial Hygienist (CIH) certification for Air Quality services.

END OF SECTION B

SECTION C

PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS CHECKLIST

PROPOSAL FORMAT AND SUBMITTAL REQUIREMENTS CHECKLIST

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

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

- ☐ Provide a complete TABLE OF CONTENTS in the proposal.
- ☐ Clearly identify one (1) individual who will serve as WCSD's main point-of-contact for this RFP process only and include a phone number and email address.
- ☐ Submit a Statement/Letter of Interest on Proposer's letterhead, including:
 - ☐ Organization name
 - ☐ Address
 - ☐ Phone number
 - ☐ Email and website addresses
 - ☐ Legal status (i.e., sole proprietor, partnership, corporation, etc.)
 - ☐ Organization type (national/regional/local)
 - ☐ Service locations(s) (i.e., homebase location)
 - ☐ Statement of interest
 - ☐ Relevant organizational overview and capabilities
*** Overview should demonstrate a range of experience (project types, client mix) with other public sector clients including other school districts. Explain the organization's experience with school districts of similar size. ***
- ☐ If there is a "parent" company and/or if the company is a "dba," Proposers should specify that in the Statement/Letter of Interest and on **EXHIBIT A**.
- ☐ Complete, sign, and submit **EXHIBIT A** and **EXHIBIT B** in the proposal under a separate tab or tab(s) within the proposal portfolios/binders.
 - ☐ **EXHIBIT A – SIGNATURE PAGE (REQUIRED FORM)**
 - ☐ **EXHIBIT B – VENDOR/CONTRACTOR (EMPLOYEE) PUBLIC DISCLOSURE FORM (REQUIRED FORM)**
- ☐ Complete and submit one (1) paper copy of **EXHIBIT C** in separate sealed envelope with the proposal submission. Refer to SECTION A for specific instructions and requirements.
 - ☐ **EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM (REQUIRED FORM)**
- ☐ Provide an organizational chart showing the structure of the team and the key personnel to be assigned to projects.
- ☐

- ☐ Identify each principal of the organization and all key personnel with detailed resumes that clearly reflect the specific experience and/or professional educational background in the represented field(s) of expertise.
- ☐ Clearly identify proposed project staffing based on project size and complexity. Include resumes and a brief synopsis of the experience of said staffing.
- ☐ 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 least equivalent qualifications as the originally assigned personnel.
- ☐ If the Proposer intends to use any sub-consultants, the Proposer shall identify each sub-consultant by company name, contact name, address, phone number, and email address, and shall describe the services each sub-consultant may perform.
- ☐ If applicable, provide any information related to Loss of Contract and/or Inability to Fulfill Requirements. Refer to SECTION A for additional information.
- ☐ 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.
- ☐ Proposers must address all Evaluation Criteria identified in SECTION E. Responses must be clearly labeled and correspond to each criterion.

END OF SECTION C

SECTION D

TENTATIVE SOLICITATION PROCESS SCHEDULE

TENTATIVE SOLICITATION PROCESS SCHEDULE

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

MILESTONE	DATE / TIME
Solicitation Posted/Distributed	June 30, 2026
Mandatory Pre-Proposal Meeting	July 15, 2026, at 1:00 pm (local time)
Questions Deadline	July 22, 2026, at 4:30 pm (local time)
Addendum (Q&A) Posted/Distributed	July 27, 2026
Proposal Due Date & Time	August 5, 2026, at 2:00 pm (local time)
Proposal Evaluation Period	August 15, 2026, to September 1, 2026
Letter of Intent Posted/Distributed	September 9, 2026
Award by Board of Trustees	September 22, 2026
Notice of Award Issued	September 23, 2026

FORMAL INTERVIEWS & PRESENTATIONS

- Although WCSD is not anticipating to formally interview Proposers for this RFP, WCSD reserves the right to request formal interviews and presentations to provide an opportunity for Proposer(s) who are identified as a "Finalist" to present to the RFP Evaluation Committee should it be deemed in the best interest of WCSD. The number of Proposers asked to participate will be determined by WCSD and may be changed at its sole discretion. Formal interviews and presentations will take place at the Purchasing Department's local site of choice and will be communicated to the selected Proposers. 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 SECTION D

SECTION E

EVALUATION CRITERIA

EVALUATION CRITERIA

☐ **EVALUATION CRITERION #1: PRICE SCHEDULE/SPECIFICATION FORM**

Provide **EXHIBIT C** in one (1) separate, sealed envelope as instructed in Submission of Proposal.

This should include the hourly rates WCSD will pay firms or individuals for each of the positions outlined in the Price Schedule. If a firm wants to offer other related positions not specifically listed, hourly rates for those positions should be provided as well.

☐ **EVALUATION CRITERION #2: QUALIFICATIONS**

Highlight the qualifications and expertise that your firm provides as well as your philosophy. What education, qualifications, and certifications do the individuals identified as key personnel who will be working on WCSD projects possess? What tools or software does your firm utilize to understand design concepts, streamline processes and be efficient with time? This can include their education, experience, certifications, and any other relevant qualifications.

- ☐ Please provide copies of all applicable licenses and certifications.

☐ **EVALUATION CRITERION #3: EXPERIENCE IN CONDUCTING SIMILAR WORK**

Firms should demonstrate their experience in providing these services to other school districts. Work with school districts of similar or larger size as WCSD should be highlighted. If there is no other school district experience other than with WCSD, please provide examples of other relevant experience with other agencies.

☐ **EVALUATION CRITERION #4: UNDERSTANDING WCSD'S NEEDS**

Clearly demonstrate a deep understanding of the specific needs and objectives of WCSD.

- ☐ How do you determine the time required for a project?
- ☐ How do you manage your team's time to maintain efficiency?
- ☐ How do you manage changes and approvals in scope?
- ☐ How do you propose to manage relationships and interact with WCSD staff?
- ☐ Discuss your experience and qualifications with construction administration.

☐ **EVALUATION CRITERION #5: REFERENCES**

Firms provide at least five (5) business-related references specific to the scope of work/services requested in this RFP. References from larger school districts are highly desirable. 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

NOTE: Evaluation Criteria #1 through #5 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.

END OF SECTION E

SECTION F

REQUIRED FORMS AND OTHER EXHIBITS

REQUIRED FORMS AND OTHER EXHIBITS

- **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 an authorized signature, the submission will be rejected in its entirety.
- ❖ **EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM (REQUIRED FORM)**
Is to be completed, signed, and submitted with the proposal submission.
- ❖ **EXHIBIT C – PRICE SCHEDULE/SPECIFICATION FORM (REQUIRED FORM)**
Must be completed and submitted in one (1) separate, sealed envelope as instructed in Submission of Proposal.

END OF SECTION F