

NOTICE OF OPPORTUNITY

Repurposing of the Old Stead Elementary School

Solicitation #: 10-P-07-27-AA



PUBLISH DATE

August 19, 2026

NON-MANDATORY PRE-PROPOSAL MEETING DATE

September 3, 2026 at 10:00 am (local time) via TEAMS

QUESTION DEADLINE #1

September 10, 2026 by 4:30 pm (local time)

QUESTION DEADLINE #2

September 24, 2026 by 4:30 pm (local time)

PROPOSAL DUE DATE

October 14, 2026 by 2:00 pm (local time)

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)

FACILITATING PROCUREMENT PROFESSIONALS

Andrea Sullivan – Senior Director of Supply Chain Management
Aprile Anderson – Assistant Director of Procurement & Contracts

All questions/inquiries regarding this Notice of Opportunity must be submitted in writing and are **due no later than the dates/times listed above** via email to: solicitations@washoeschools.net or submitted directly on the WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing/>

NOTE: The Facilitating Procurement Professionals for this solicitation are named above. Interested parties may NOT contact anyone else regarding this Notice of Opportunity. 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.

IMPORTANT NOTICE: Sealed proposal submissions will be accepted via delivery at 14101 Old Virginia Road, Room 0, 89521, by 2:00 p.m. local time (see Page 1) or emailed proposals will be accepted at solicitations.washoeschools.net. 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 may not be accepted and the Proposer's submission may be deemed as "non-responsive" and may 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.

TABLE OF CONTENTS

Introduction

1. Introduction	5
2. District's Plans For Repurposing Of Schools	5
3. Background Information Regarding Site	7
4. Property Description	7

Proposal Guidelines

5. Purpose of the Notice of Opportunity	10
6. Proposal Guidelines	10
7. Submission Requirements	14
8. Evaluation Criteria	15
9. Project Schedule	16

Terms and Conditions

10. Terms and Conditions	18
11. Required Forms and Reference Documents	22

Exhibits

Exhibit A – Signature Page (REQUIRED FORM)

Exhibit B – Vendor/Contractor Public Disclosure Form (REQUIRED FORM)

Reference Documents

[Board Policy 7086 – School Closure](#)

[Reuse & Disposition Framework For Closed Schools](#)

[Baseline Site Information Dossier](#)

Note: Prior to proposal submission, confirm that you have reviewed the most current versions of all linked documents, as updates may occur after publication of the solicitation and before the submission deadline.

INTRODUCTION

SECTION 1 – INTRODUCTION

Through this Notice of Opportunity, Washoe County School District (“WCSD” or “District”) invites proposals from other government agencies, community groups and non-profit corporations, for-profit entities and all other parties interested in submitting proposals to repurpose the closed Old Stead Elementary School (“Site”) located at 10580 Stead Boulevard, Reno, Nevada 89506. By adhering to the requirements outlined herein, proposers will provide WCSD with the necessary information to evaluate each offer effectively. The submitted materials should collectively create a comprehensive proposal package, enabling the Executive Steering Panel to assess its merits and make a recommendation to the Superintendent and WCSD Board of Trustees, which will ultimately decide whether to move forward with the project. The District may also choose to reject all proposals and sell the Site to the highest bidder through a public auction process as detailed in Nevada Revised Statute (NRS) Chapter 393.

Should the Board approve a proposal, the Board will commence with the applicable legal process for disposition of the site consistent with the Board’s decision and Nevada law. Proposers should be aware that Board approval of a proposal is not a guarantee that school property will be conveyed to the approved proposer, as the District must still comply with required statutory processes under NRS Chapter 393 and NRS Chapter 277.

SECTION 2 – DISTRICT’S PLANS FOR REPURPOSING OF SCHOOLS

Facility Modernization Plan

In December 2023, the Board of Trustees approved a comprehensive Facility Modernization Plan (FMP), which set a strategy for improving the district’s school facilities. The FMP provides a long-term strategic roadmap developed through a data-driven, community-engaged planning process. The FMP established a countywide framework for rebuilding, modernizing, consolidating, and repurposing District facilities to improve facility parity, operational efficiency, and educational opportunity. It identified three primary implementation strategies, including:

- Reconstruction
- Modernization
- Repurposing of Surplus Facilities

In the FMP, multiple school sites were identified for potential future closure and repurposing due to declining enrollment of the District. The District’s enrollment has fallen from a peak of approximately 64,000 prior to the COVID-19 pandemic to approximately 59,000 today.

Within the first several years of implementation of the FMP, between January 2025 and November 2025, the Board of Trustees approved Change-of-Use actions pursuant to [Nevada Revised Statute \(NRS\) Chapter 393](#) and [Administrative Regulation 7087](#) for the following sites:

School Change of Use	Board Action Date	Effective School Year
Stead ES (Old)	January 14, 2025	2026-27
Kate Smith ES	September 23, 2025	2027-28
Veterans Memorial ES	November 18, 2025	2027-28
Roger Corbett ES	November 18, 2025	2027-28
Edwin Dodson ES	November 18, 2025	2028-29
Smithridge ES	November 18, 2025	2028-29

As noted above, Stead Elementary School is the first school site among these sites to be closed by the District. Unlike the other locations, however, the reason for Stead's closure is not related to declining enrollment, but instead in response to the need to build a modern elementary school in the area. Due to the construction of a new Stead elementary school, the District does not have a need for the current site.

In July 2025, the Board of Trustees amended [Board Policy 7086, School Closure](#), to provide greater input around the goals and priorities of the District when closing a school for the purpose of K-12 instruction and repurposing it for another use. This Board Policy governs the process for repurposing of schools.

[Reuse and Disposition Framework for Closed Schools](#)

On April 28, 2026, the Board adopted guidelines for the repurposing of closed school sites. This document, titled "[Reuse and Disposition Framework for Closed Schools](#)", outlines the structured decision-making process designed to guide staff recommendations and support informed consideration by District leadership and the Board of Trustees. The Framework is designed to provide a uniform, transparent, and repeatable method for evaluating the future-use options identified in Board Policy 7086.

The Framework first determines whether an identified internal District need warrants focused evaluation and community input regarding potential internal District reuse. If internal District reuse is not advanced, then the process proceeds to a phased community outreach effort, issuance of a public Notice of Opportunity, and solicitation of proposals for the external sale or reuse of the school site. Concurrently, staff will prepare a comprehensive Baseline Site Information Dossier to ensure a consistent evaluation for each affected school site.

The Executive Steering Panel will then engage in a quantitative evaluation to analyze viable external disposition options, including public sale or lease, and qualifying external reuse proposals received during the solicitation window. A phased community outreach process will accompany the evaluation of the closed school site for possible external sale or reuse. Community engagement is intended to inform decision-making by identifying neighborhood priorities, consider stakeholder perspectives, and potential partnership interests, while ensuring affected families, staff, and neighborhoods receive timely and accurate information. Community input will be considered as one component of the overall evaluation process and will be weighed alongside financial, operational, educational, and statutory considerations outlined in Board Policy 7086(5).

Once the Superintendent accepts a recommendation from the Executive Steering Panel on the external sale or reuse of a closed school site, staff will present the site-specific recommendation to the Board of Trustees. Formal Board action will be required before any final decision is implemented. Staff will then return to the Board for important touchpoints and statutorily required resolutions, agreements, or contracts related to the reuse or disposition of the school site.

If the Board approves a recommendation for the public sale or lease of a closed school site, then staff will follow the statutory requirements governing school district property transactions, which could include either public sale under NRS Chapter 393 or sale through an agreement under NRS Chapter 277.

If the Board approves a recommendation for community repurposing for the benefit of youth or family services, then staff will explore joint development or intergovernmental partnership opportunities for the redevelopment of the property, through memoranda of understanding or interlocal agreements with local governmental entities or public housing authorities consistent with

NRS Chapter 277. Any resulting memorandum of understanding or interlocal agreement will clearly define the roles and responsibilities related to capital investment, operational management, disposition timeline, and the mutual benefit to the District.

SECTION 3 – BACKGROUND INFORMATION REGARDING SITE

The Stead Elementary School located at 10580 Stead Boulevard in northern Reno was constructed in 1958. In 2024, the District began the design of a new Stead Elementary School located approximately one mile away at 926 Cloudburst Drive, in Reno. Construction of this new school was completed in Spring 2026, and the new school at this new location is open for the new 2026-27 school year that began on August 10, 2026.

Accordingly, in 2025, the Board of Trustees approved closure of the Old Stead Elementary School. Further, the Board of Trustees took action on June 23, 2026, to approve proceeding with the repurposing of the Old Stead Elementary School through the external reuse evaluation process authorized by [Board Policy 7086](#) and the [District's Reuse and Disposition Framework for Closed Schools](#).

Interested parties are invited to submit proposals for the comprehensive acquisition, lease, reuse, and/or partnership development of the entirety of the Old Stead Elementary School site. For purposes of this solicitation, reuse refers to the continued use and redevelopment of existing buildings and site improvements for a new or modified purpose, while partnership development refers to a proposal submitted jointly by two or more firms or entities. In the case of a partnership development proposal, one firm must be designated as the lead firm and serve as the primary point of contact and responsible party. Regardless of the proposed structure, all submissions must present a unified and comprehensive vision for the activation and long-term use of the entire site, including any proposed redevelopment, demolition, phased implementation, or continued use of existing improvements, as applicable.

The following link is the website for all information associated with this process including additional background information, associated documents, community outreach and survey information.

[Old Stead Elementary School Reuse Evaluation Website](#)

SECTION 4 – PROPERTY DESCRIPTION

The site is located at 10580 Stead Boulevard, Reno, Nevada, and includes approximately 41,600 square feet of permanent building area originally constructed in 1958 with later additions. The facilities are in fair to average condition, and the property is currently zoned "Public Facilities." A replacement school has been constructed nearby and has been opened as of August 2026 with no associated enrollment boundary changes; the old site is therefore not anticipated to be retained for District enrollment capacity.

Proposers should note that the building and grounds are currently part of a shared-campus configuration with William O'Brien Middle School, which remains in operation. Any proposed reuse or disposition must account for the continued operation of the adjacent middle school, including site access, shared infrastructure, and any subdivision or boundary considerations that may be required. The site also carries ongoing operational costs and deferred maintenance obligations, which are described further in the [Baseline Site Information Dossier](#).

A Baseline Site Information Dossier containing detailed site information — including property profile, physical condition, zoning, operating economics, market context, and known risks and

constraints — is available on the District's repurposing webpage and serves as the authoritative source of site information for this solicitation. To the extent any site information stated in this Notice of Opportunity differs from the Baseline Site Information Dossier, the Dossier takes precedence.

PROPOSAL GUIDELINES

SECTION 5 – PURPOSE OF THE NOTICE OF OPPORTUNITY

Through this Notice of Opportunity, WCSD invites proposals for the external sale, lease, reuse, or partnership use of the site. Submission of a proposal creates no entitlement, preference, or obligation on the part of the District, and no proposal will be deemed accepted or binding unless and until formally approved by the Board of Trustees in a public meeting. The District retains full discretion to determine the future use of the property consistent with Board Policy 7086 and applicable Nevada Revised Statutes (NRS), including Chapters 277 and 393.

The District may consider one or more disposition pathways for the site, which may include private sale, lease, or exchange (NRS Chapters 393 and 277); community partnership or joint development with a governmental entity or nonprofit organization (NRS Chapter 277); or interim use. Proposers are encouraged to identify the transaction structure that best fits their proposed use.

SECTION 6 – PROPOSAL GUIDELINES

Interested parties are invited to submit proposals addressing the comprehensive future use of the entirety of the Old Stead Elementary School property. No proposals for partial use of the Site will be considered. The District is seeking proposals from a single lead entity, which may include partners that address the future use of the property as a whole.

Proposals shall include each item in the order outlined below, with each item marked to indicate the section number, preceded by a Table of Contents.

1. STATEMENT OF INTEREST & EXECUTIVE SUMMARY

The executive summary should include an overall project description and vision for the project. Please include the following:

- Proposed reuse of the property, e.g., affordable housing, senior or community center, etc.
- Project timeline between the acquisition date and opening of the repurposed site
- Description of community benefit

2. ORGANIZATIONAL BACKGROUND

Provide the following information

- Legal Name of Lead Entity/Agency.
- Office Physical Address.
- Mailing Address.
- Primary Contact Name & Information.
- Lead Entity/Agency Website Address.
- Legal status (i.e., sole proprietor, partnership, corporation, etc.) and ownership structure including parent company. For example, if a private equity firm has ownership shares in the entity, this should be disclosed here.
- Resumes/Bios of Key Individuals/Team Members. Should include the following:
 - A Nevada-licensed architect, as applicable
 - Financial Services Provider, if financing is anticipated in order to fund the project
 - Attorney who will represent the Respondent in contract negotiations should the Board approve the project to move forward.
- List of Partner Organizations and their Roles in the Project

3. PROPOSED TERMS

Provide the proposed (or desired) purchase and/or lease terms and proposed transaction structure including the following:

For Purchase

- Purchase Price
- Earnest Deposit
- Due Diligence Time/Contingencies
- Closing Date

For Lease

- Lease Term
- Lease Rate
- Collateral Offered
- Any Options Requested

4. STATEMENT OF QUALIFICATIONS

This section shall include the following:

- Description of the Respondent's relevant experience, demonstrating their capability to execute the proposed site reuse. Include supporting documentation.
- Disclose any pending or recently resolved lawsuits involving the Respondent, its project partners, officers, or employees. For each disclosure, specify whether the party was/is a plaintiff or defendant and provide the outcome of the lawsuit, if resolved.
- Confirm whether the Respondent, its project partners, or any affiliated entities have ever filed for bankruptcy.
- Verify if the Respondent, its project partners, or any affiliated entities have ever been prohibited from conducting business in Nevada.

If the respondent possesses construction or development experience, include the following:

- Detailed project description that you have worked on, with emphasis on those that are similar in scope to the project being proposed.
- Sources and uses budget for previous projects.
- Recent dated photographs showcasing the project, along with a status description.
- Description of community participation, outreach efforts, and the resulting community benefits. Preference will be given to direct comments from community members. Contacts that include name, email address, and/or phone number that enables the District to verify the information.

5. PROJECT OR REUSE DESCRIPTION

Please include a detailed description of the proposed reuse of the Site sufficient to provide the District and local stakeholders with an understanding of the project and how it supports the District's objectives of promoting the well-being of the local community as well as the financial strength of the District.

Proposers should note that the building and grounds are currently part of a shared-campus configuration with William O'Brien Middle School, which remains in operation. Any proposed reuse or disposition must account for the continued operation of the adjacent middle school, including site access, shared infrastructure, and any subdivision or boundary considerations that may be required.

Please address the following in your description (as applicable):

- **SITE STRATEGY:**
 - BASIS OF APPROACH: Reuse of the building vs. demolition/new construction vs. reuse + new construction
 - USE: Proposed use(s) of land and/or building
 - DESIGN: Specifications for any new construction or alterations and plans if available
 - PHYSICAL FEASIBILITY
 - Description of proposed building and site improvements.
 - Assessment of zoning compatibility.
 - Identification of anticipated building code requirements.
 - Description of permits, approvals, or entitlements that may be required.
 - Site plans, preliminary layouts, or conceptual drawings, if available.
 - Proposers should note that the building and grounds are currently part of a shared-campus configuration with William O'Brien Middle School, which remains in operation. Any proposed reuse or disposition must account for the continued operation of the adjacent middle school, including site access, shared infrastructure, and any subdivision or boundary considerations that may be required.
- **OPERATIONAL STRATEGY/BUSINESS PLAN:**
 - BUSINESS CASE: Demonstration of the need/market for the proposed project (market study not required for submittal, however, the District is looking for the Respondent to demonstrate the demand for the proposed use, proximity to other locations/entities that provide similar services/products, etc.
 - MARKETING: Description of marketing approach for any residential/commercial/community use of the site, as well as management/operation of the facility.
 - For projects that include a **RESIDENTIAL** housing component, please include estimates of the following:
 - Number of units & square footage/unit
 - Unit mix (number of BDR/BA, affordable vs market rate, senior facility, etc.)
 - Rental vs ownership of units and projected monthly rents and/or unit sales prices
 - Facility and unit amenities
 - Lease rates.
 - Days and hours of operation, including special events, and rentals of the grounds/building(s) that provide an understanding of the intensity of use of the site and potential implications for traffic and parking.

6. ACCESS AND COMMUNITY BENEFITS PLAN:

Please describe how the proposed use aligns with the District's educational mission, strategic objectives, and the public purposes identified in Board Policy 7086.

- **EDUCATIONAL MISSION:** Discuss the degree to which the proposed use aligns with the District's educational mission, strategic objectives, and the public purposes identified in Board Policy 7086.
- **COMMUNITY BENEFITS:** Discuss in detail the community benefits of the proposed reuse.
- **ACCESS:** Proposed community access/use of the site and neighborhood benefits, if applicable
- **COMMUNITY CONCERNS:** Describe how the proposed project will address the following possible community concerns: traffic, access to site, parking, trash, noise, light pollution, maintenance of the site/building, and/or how the project compliments the surrounding neighborhood (scale, height, type of use, etc.).

7. FINANCIAL STABILITY - to be provided in one (1) separate, sealed envelope.

- Outline the Respondent's financial capacity to undertake the proposed site reuse, supported by relevant documentation. These include but are not limited to:
 - Audited financial statements for each of the last three years, including the balance sheet and income statement
 - Loan commitment letters or pre-approval letters from a lender
 - Description of proposed financing, if applicable
- If these requested documents are not provided with the proposal, then WCSD reserves the right to reject the proposal and deem the Proposer as "non-responsive."
- Should a privately held company deem certain financial information to be CONFIDENTIAL, it must identify what information is to be considered confidential as deemed so by law.
- Do NOT include any financial stability documentation in the proposal portfolios or binders.

8. CAPITAL STRATEGY

Provide a preliminary project budget and financial plan, including the following:

- Total estimated investment including a sources and uses statement of funds, including proposed and secured financing sources. For each source of funds, indicate if it is secured or pending. Where pending, give detail on how you plan to secure it and a timeline to do so. Include this in your project schedule.
- If the Responded expects to apply for local/state/federal public assistance (tax abatement, TIF, tax credits, etc.), outline this in the response and describe the efforts made to date to secure this source of funding.
- Financial projections, if applicable.
- Explanation of assumptions used in developing the financial plan.

9. ANTICIPATED IMPLEMENTATION TIMELINE

Submit a schedule, which includes phasing, if applicable, indicating:

- Dates for major milestones, such as start of project design,
- Completion of rezoning/entitlements/tax incentives, if applicable,
- Securing financing sources,
- Execution of the purchase and sales/lease agreement,
- Closing,
- Construction bids,
- Start of construction, and
- Date of occupancy.

- In addition, the Respondent shall indicate the desired term of the option or lease period, if applicable.
- If Closing is contingent upon securing funding sources, please indicate the timeline for requesting and securing funding.
- Outline Respondent's success in securing these funding sources on past projects.

10. OTHER MANDATORY INFORMATION

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)**

SECTION 7 – SUBMISSION REQUIREMENTS

ALL REQUIRED FORMS are available for download on WCSD's Solicitation website at: <https://solicitations.washoeschools.net/Purchasing/Default?ProjectID=5003>

In response to this Notice of Opportunity, Proposers shall submit clearly labeled and indexed proposals with the following guidelines:

- Proposals, required documents and any signed/acknowledged addenda/amendment(s) shall be submitted either electronically or in hardcopy format as follows:
- Electronic Submission
 - EMAIL PROPOSALS TO: solicitations@washoeschools.net
 - One (1) file with complete original proposal
 - Separate file labeled as REQUIRED FORMS that includes Exhibit A & Exhibit B
 - Separate file labeled as FINANCIALS – CONFIDENTIAL
- Hard Copy Submission
 - Provide in a sealed box or envelope labeled as follows:
 - Company Name: _____
 - Solicitation Title: Notice of Opportunity for the Repurposing of the Old Stead Elementary School
 - Notice Of Opportunity #: 10-P-07-27-AA
 - Notice Of Opportunity Facilitators: Andrea Sullivan/Aprile Anderson
 - Due Date & Time: October 14, 2026 at 2:00 pm (local time)
 - One (1) original proposal labeled as "MASTER". Proposers are to include physical copies of the **REQUIRED FORMS** with their proposals.
 - Ten (10) identical bound proposals, each one labeled as "COPY".
 - One (1) identical electronic copy of the proposal, including all **REQUIRED FORMS** completed and signed (if applicable).

- One (1) flash drive 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.
- Sealed envelope labeled “Financials – Confidential” with requested financial documents as detailed in Section 7.
- MAIL OR DELIVER PROPOSALS TO:
 Washoe County School District
 The Brown Center – Purchasing Department
 14101 Old Virginia Road, Room 0
 Reno, Nevada 89521-8912

SECTION 8 – EVALUATION CRITERIA

The following evaluation criteria will be used by the Executive Steering Panel when scoring proposals:

- **EVALUATION CRITERION #1: MISSION ALIGNMENT AND STUDENT BENEFIT**
 Degree to which the proposed use aligns with the District’s educational mission, strategic objectives, and the public purposes identified in Board Policy 7086.
- **EVALUATION CRITERION #2: FINANCIAL VALUE AND FISCAL STEWARDSHIP**
 Overall financial benefit to the District, including proposed purchase price or lease revenue (if applicable), capital investment, long-term financial sustainability, lifecycle cost considerations, and opportunity cost relative to open-market disposition.
- **EVALUATION CRITERION #3: PROJECT FEASIBILITY AND IMPLEMENTATION READINESS**
 Demonstrated ability to finance, entitle, construct, and operate the proposed project within a reasonable timeframe, including clarity of development plan, funding sources, and schedule;
- **EVALUATION CRITERION #4: ORGANIZATIONAL CAPACITY AND TRACK RECORD**
 Proposal team demonstrates the operational capacity needed to carry out the proposal. Examples may include track record, past success/related projects (including that of any identified partners) particularly with other school districts.
- **EVALUATION CRITERION #5: COMMUNITY COMPATIBILITY AND BENEFITS**
 Use of the facility/site aligns with the facility priorities/values identified by the community, neighborhood compatibility, mitigation of potential adverse impacts, and measurable public benefit to youth, families, or the broader community.

The Executive Steering Panel will review the proposals and determine the best proposal in accordance with the scoring of the Evaluation Criteria. The final recommendation for this Notice of Opportunity will be subject to review and approval by WCSD’s Board of Trustees. The Executive Steering Panel will also consider an open sale of the Site.

SECTION 9 – PROJECT SCHEDULE

The following is the **TENTATIVE** schedule for this Notice of Opportunity process and selection milestones. WCSD reserves the right to change the schedule at any time.

Notice of Opportunity Posted/Distributed	August 19, 2026
Non-Mandatory Pre-Proposal Meeting	September 3, 2026 at 10:00 am (local time)
Question Deadline #1	September 10, 2026 at 4:30 pm (local time)
Addendum #1 Posted/Distributed	September 15, 2026
Questions Deadline #2	September 24, 2026 at 4:30 pm (local time)
Addendum #2 Posted/Distributed	September 30, 2026
Proposals DUE	October 14, 2026 at 2:00 pm (local time)
Proposal Evaluations	November 16, 2026
Formal Interviews & Presentations of Finalists	Week of November 30, 2026
Recommendation to Board of Trustees	January 13, 2027
Board of Trustees Meeting	January 26, 2027

NON-MANDATORY PRE-PROPOSAL MEETING

There will be a NON-MANDATORY Pre-Proposal Meeting held via Microsoft TEAMS on **September 3, 2026, at 10:00 am (local time)**.

Microsoft Teams Meeting

Join: <https://teams.microsoft.com/meet/284508387239510?p=E40DZnoVYz33Hn1hIf>

Meeting ID: 284 508 387 239 510

Passcode: it7zh6UE

The Non-Mandatory Pre-Proposal Meeting identified on Page 1 of this document is available for all interested parties who are considering submitting a proposal.

FORMAL INTERVIEWS & 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 and to illustrate their abilities to meet the requirements of this Notice Of Opportunity.

If requested by WCSD, Proposers are to make their personnel available 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 proposal for consideration as evaluated and scored without presentations and/or formal interviews if deemed to be in the best interest of WCSD.

TERMS AND CONDITIONS

SECTION 10 – TERMS AND CONDITIONS

NOTE: The proposals submitted through this process will not result in the award of a contract or property transaction. Instead, the information provided will be used to help inform a recommendation to the Board of Trustees regarding potential statutory pathways for the future use or disposition of the property, consistent with applicable Nevada law and District policy.

SUBMISSION OF PROPOSAL

All costs incurred in the preparation and submission of proposals to this NOTICE OF OPPORTUNITY shall be the responsibility of the Proposer.

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 will only be accepted via email at solicitations@washoeschools.net.

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 identified on Page 1 of this Notice of Opportunity document.

- **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.

Proposal information should be prepared to provide a straightforward, concise delineation of capacities to satisfy the requirements of the NOTICE OF OPPORTUNITY and submitted with all **REQUIRED FORMS** identified in this NOTICE OF OPPORTUNITY document.

- Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to NOTICE OF OPPORTUNITY instructions, responsiveness to NOTICE OF OPPORTUNITY requirements, completeness, and clarity of content.

Any irregularities and/or lack of clarity in this Notice Of Opportunity 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 DEADLINES identified on Page 1 of this NOTICE OF OPPORTUNITY document for corrections and/or clarification

Addenda/amendment(s) issued may become an integral part of this Notice Of Opportunity and are posted and available at:

- [Old Stead Elementary School Reuse Website](#)
- 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). It is strongly suggested that Proposers acknowledge receipt of addenda/amendment(s) by signing and returning any addenda/amendment(s) with their 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.

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 may be disqualified and rejected if EXHIBIT A is not signed and included in the sealed proposal submission.**
- WCSO 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 may 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.

WCSO 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 NOTICE OF OPPORTUNITY.
- Evidence submitted by Proposer leads WCSO to reasonably believe that Proposer will be unable to carry out or complete the service(s) described.
- WCSO's investigation determines that Proposer is not qualified to meet the requirements and criteria requested within the service described in all associated documents.

Exceptions to the Terms and Conditions in this document must be noted accordingly in **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.
- WCSO reserves the right to accept or reject any exceptions if deemed to be in the best interest

of WCSD.

If there are any questions/inquiries about this requirement or other solicitation requirements, Proposers are to submit their questions in writing directly on WCSD's Solicitations website at <https://solicitations.washoeschools.net/Purchasing> or via e-mail to solicitations@washoeschools.net or by the QUESTION DEADLINES (refer to Page 1), so that they can be answered prior to the proposal submission DUE DATE & TIME (refer to Page 1).

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 NOTICE OF OPPORTUNITY.

All proposals and accompanying documentation that are accepted by WCSD's Purchasing Department become the property of WCSD and will not be returned.

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.

NOTE: The Facilitators for this Notice of Opportunity are identified on page 1 of this document. Proposers may NOT contact anyone else regarding this Notice of Opportunity. Proposers contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified.

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 Notice of Opportunity.

A request for withdrawal of a proposal received after the DUE DATE & TIME may not be considered.

PROPRIETARY & CONFIDENTIAL INFORMATION

Proposals submitted under this Notice of Opportunity, together with all related scoring sheets, comparative analyses, internal memoranda, draft recommendations, and Executive Steering Panel materials, are part of the District's decision-making process. In accordance with Nevada law, the District will treat such materials as confidential during the evaluation process in order to preserve candid internal discussion.

Proposals may contain trade secrets, confidential commercial information, proprietary financial data, or other competitively sensitive material. In accordance with Nevada law, the District will maintain such information as confidential where release would cause competitive harm or impair the District's ability to obtain similar information in the future. Proposers must identify any claimed confidential material at the time of submission. The District retains sole authority to determine whether any portion of a submission is exempt from disclosure or subject to redaction under Nevada law.

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.

GOVERNING LAW, COMPLIANCE WITH LAW, AND ATTORNEY FEES

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. Any dispute with WCSD arising out of or relating to this Notice of Opportunity or the application of the Reuse & Disposition Framework for Closed Schools shall be brought exclusively in the state or federal courts located in the State of Nevada, and the proposers hereby consent to the jurisdiction and venue of such courts.

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.

NOTICE OF OPPORTUNITY/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 Notice of Opportunity.

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 Notice of Opportunity.

Proposer covenants to its knowledge and ability that no person having any such interest shall be employed in performance of said service.

Notice of Opportunity Notice of Opportunity

NON-ENDORSEMENT

Submission of a proposal, participation in this solicitation process, any communication or discussion with WCSD concerning a proposal, or any action taken by WCSD in connection with a proposal shall not constitute or be construed as an endorsement, recommendation, sponsorship, approval, or representation by WCSD of the Proposer, its organization, its products or services, or any proposed project, program, use, or other activity. Unless and until WCSD provides express written authorization, the Proposer shall not represent, state, suggest, or otherwise imply that WCSD has endorsed, recommended, sponsored, approved, or otherwise supports the Proposer or any aspect of its proposal. The Proposer shall not use WCSD's name, seal, logo, trademarks, or other identifying information in any advertising, promotional materials, public statements, press releases, websites, social media, or other communications in a manner that suggests or could reasonably be understood to suggest WCSD endorsement or support. Any selection, award, or other action by WCSD under this solicitation shall not constitute an endorsement of the Proposer or its proposal beyond the specific action expressly authorized by WCSD. The Proposer shall promptly correct any communication or representation that incorrectly suggests or implies WCSD endorsement or support.

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

EVALUATION AND RECOMMENDATION PROCESS

Following the close of the solicitation window, staff will screen submissions for completeness, responsiveness, feasibility, legal permissibility, and consistency with District policy and the Strategic Plan. The District may deem incomplete submissions non-responsive and may exclude from further consideration any proposal that fails to meet these threshold criteria.

Responsive proposals will be evaluated against the criteria set forth in this solicitation and the Reuse and Disposition Framework for Closed Schools. After scoring is completed, the option or proposal that most satisfies the evaluation criteria will inform the future use of the property and provide the basis for staff recommendations to the Board of Trustees. If one or more options or proposals tie for the highest score, the Executive Steering Panel will engage in additional analysis to determine the most appropriate recommendation.

The District reserves the right to waive minor informalities or irregularities, to request additional information from any proposer, to reject any or all proposals, and to make no selection, as determined to be in the best interest of the District.

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 WCSD's best interest.

RECOMMENDATION TO BOARD OF TRUSTEES

The Panel Chair will present the final recommendation to the Superintendent. Upon the Superintendent's acceptance, staff will present the site-specific recommendation to the Board of Trustees. No proposal shall be deemed accepted or binding unless and until formally approved by the Board of Trustees in a public meeting consistent with Nevada law and applicable Board policy. The District reserves the right to recommend an external sale or lease in lieu of any proposal received.

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 Notice of Opportunity 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.

SECTION 11 – REQUIRED FORMS AND REFERENCE DOCUMENTS

- EXHIBIT A – SIGNATURE PAGE **(REQUIRED FORM)**
- EXHIBIT B – VENDOR/CONTRACTOR PUBLIC DISCLOSURE FORM **(REQUIRED FORM)**
- [BOARD POLICY 7086 – SCHOOL CLOSURE](#)
- [REUSE & DISPOSITION FRAMEWORK FOR CLOSED SCHOOLS](#)
- [BASELINE SITE INFORMATION DOSSIER](#)