

NON-MANDATORY PRE-PROPOSAL MEETING AGENDA

NOTICE OF OPPORTUNITY #10-P-07-27-AA
Repurposing of the Old Stead Elementary School

Microsoft Teams Meeting

Join: <https://teams.microsoft.com/meet/284508387239510?p=E40DZnoVYz33Hn1hlf>

Meeting ID: 284 508 387 239 510

Passcode: it7zh6UE

September 3, 2026 at 10:30 a.m.

SPEAKER: PURCHASING

INTRODUCTION

WCSD Personnel

Purchasing Department

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

Other Departments

- Mark Mathers, Chief Financial Officer
- Tami Zimmerman, Chief Facilities Management Officer
- Kevin Pick, Deputy Chief General Counsel
- Kamrun Ahmadi, Director of Program Planning Group

Meeting Guidelines & Solicitation Documents

- This meeting is **NON-MANDATORY** and attendance is not required in order to submit a proposal.
 - In order to ensure you receive future correspondence regarding this opportunity, please provide the following information in the CHAT for informational purposes:
 - Name
 - Organization
 - Email Address
 - Phone Number
 - Notice of Opportunity document, meeting materials, addenda, and updates will be available through the WCSD Solicitations website which can also be accessed through the Reuse Evaluation website via the links below
 - [Old Stead Elementary School Reuse Evaluation Website](#)
 - <https://solicitations.washoeschools.net/Purchasing/Default?ProjectID=5048>
 - Once on the Solicitations website please ensure that you download all attached documents including required documents (Exhibit A & B). Registration is not required to access all pertinent information.
 - **The information discussed in this meeting and agenda should not be interpreted as a replacement to the Notice of Opportunity document or any of the referenced documents that give detailed information on this process.**
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SPEAKER: CAPITAL PROJECTS

Purpose of the Notice of Opportunity

- WCSD is soliciting proposals for the **external sale, lease, reuse, or partnership use** of the entire Old Stead Elementary School site.
- The property is located at:
 - 10580 Stead Boulevard, Reno, Nevada
- Proposals may be submitted by:

- Government agencies
- Non-profit organizations
- Community groups
- For-profit entities
- Partnerships and joint development teams

Important Notes

- Proposals must address the entire site; partial-site proposals will not be considered.
- Submission of a proposal does **not** guarantee selection or award.
- The process and applicable statutes are highlighted in the Notice of Opportunity document.
- 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.

Background and District Objectives

Facility Modernization Plan (FMP)

- The repurposing effort stems from WCSD's Facility Modernization Plan approved in December 2023.
- Old Stead Elementary was closed after construction of the new Stead Elementary School.
- The District no longer requires the property for enrollment capacity purposes.

Board Policy and Framework

Proposers are encouraged to review the following documents that can be found on the [Old Stead Elementary School Reuse Evaluation Website](#).

- [Board Policy 7086 – School Closure](#)
- [Reuse & Disposition Framework for Closed Schools](#)
- [Baseline Site Information Dossier](#)

The District seeks reuse options that consider:

- Community benefit
- Educational mission alignment
- Neighborhood compatibility
- Financial stewardship
- Long-term viability

Property Overview

Site Characteristics

- Approximately **41,600 square feet** of building area
- Originally constructed in **1958**
- Zoned **Public Facilities**
- Current facilities are described as being in fair to average condition

Shared Campus Considerations

- A critical factor for all proposals:
 - The site currently shares a campus configuration with William O'Brien Middle School, which remains operational.
 - Proposals must account for:
 - Access and circulation
 - Shared infrastructure
 - Potential subdivision requirements
 - Continued middle school operations

SPEAKER: PURCHASING

PROPOSAL GUIDELINES

Proposal Content Requirements

Proposals should clearly address:

1. Statement of Interest & Executive Summary

- Project vision
- Proposed reuse
- Project timeline
- Community benefit

2. Organizational Background

- Lead entity information
- Team structure
- Partner organizations
- Key personnel

3. Proposed Transaction Terms

- 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

- Relevant experience
- Past projects
- Litigation disclosures
- Bankruptcy disclosures

5. Project / Reuse Description

Include:

- Site strategy
 - Basis of Approach
 - Use
 - Design
 - Physical Feasibility
- Operational Strategy/Business Plan
 - Business Case
 - Marketing
 - Residential

6. Access & Community Benefits Plan

Address:

- Educational Mission
- Community Benefits
- Access
- Community Concerns
 - Neighborhood compatibility
 - Traffic, parking, noise, and maintenance impacts

7. Financial Stability - to be provided in one (1) separate, sealed envelope marked *CONFIDENTIAL*

- Documents should 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

8. Capital Strategy

- Preliminary Budget
- Financial Plan

9. Implementation Timeline

- Schedule with proposed phasing and milestones for entire process from financing through construction and up to occupancy.

10. Required Forms

- Exhibit A – Signature Page
- Exhibit B – Public Disclosure Form

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Evaluation Criterion #1
 - Mission Alignment and Student Benefit
- Evaluation Criterion #2
 - Financial Value and Fiscal Stewardship
- Evaluation Criterion #3
 - Project Feasibility and Implementation Readiness
- Evaluation Criterion #4
 - Organizational Capacity and Track Record
- Evaluation Criterion #5
 - Community Compatibility and Benefits

Submission Requirements

• Electronic Submission

Submit to: solicitations@washoeschools.net by October 14, 2026, 2:00 p.m. (Local Time)

Required files:

- Proposal
- Required Forms (Exhibits A & B)
- Financials (separate file labeled CONFIDENTIAL)

• Hard Copy Submission

Deliver to:

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

Include:

- One (1) Master
- Ten (10) Copies
- One electronic copy
- One Flash Drive
- Separate sealed envelope for Financials

SOLICITATION PROCESS

Questions & Communications

- Question Deadline #1: September 10, 2026 at 4:30 p.m.
- Question Deadline #2: September 24, 2026 at 4:30 p.m.

Submit questions through:

- solicitations@washoeschools.net or WCSD Solicitations Website
(<https://solicitations.washoeschools.net/Purchasing/Default?ProjectID=5048>)

Communication Restriction

During the active solicitation process:

- Do not contact WCSD staff, Board members, evaluation panel members, or other District personnel regarding this project.
- All communications must go through the Purchasing Department in the manner listed above.
- Failure to comply may result in disqualification.

Addenda

- Anticipated Addenda Schedule:
 - Addendum #1: September 15, 2026
 - Addendum #2: September 30, 2026
- Addenda will be posted on:
 - WCSD Solicitations Website
 - DemandStar
- Proposers are responsible for monitoring and acknowledging all issued addenda.

Proposal Process Key Milestones

Milestone	Date
Notice Posted	August 19, 2026
Non-Mandatory Pre-Proposal Meeting	September 3, 2026
Questions Deadline #1	September 10, 2026
Addendum #1 Issued	September 15, 2026
Questions Deadline #2	September 24, 2026
Addendum #2 Issued	September 30, 2026
Proposal Due Date	October 14, 2026, 2:00 p.m.
Proposal Evaluations	November 16, 2026
Interviews/Presentations of Finalists	Week of November 30, 2026
Recommendation to Board	January 13, 2027
Board of Trustees Meeting	January 26, 2027

Questions and Discussion

- Open forum for clarification questions.
- Responses requiring formal interpretation will be provided through an addendum.
- Verbal responses provided during this meeting are informational only and are not binding unless incorporated into a written addendum.