REQUEST FOR PROPOSALS
FOR CONSTRUCTION MANAGER AT RISK (CMAR)

ADVERTISEMENT DATE: **OCTOBER 20, 2026**
PROJECT NAME: **MODERNIZATION OF SPARKS HIGH SCHOOL**
CMAR #: **27-22-C-10-AA**

OWNER
Washoe County School District (WCSD)
425 East Ninth Street
Reno, Nevada 89512-3425

ARCHITECT
Collaborative Design Studio

RFP FACILITATOR
Aprile Anderson – Assistant Director of (Construction) Procurement & Contracts
Washoe County School District – Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521
Phone: (775) 850-8025 Fax: (775) 857-3175
Email: solicitations@washoeschools.net

NON-MANDATORY PRE-PROPOSAL MEETING OPEN TO ALL INTERESTED PROPOSERS (PER ARTICLE 4)

- Day, Date, Time: November 3, 2026, at 3:00 pm
- Meeting Location: Sparks High School (Meet in front of the Office)
  820 15th St.
  Sparks, NV 89431

QUESTIONS, CLARIFICATIONS, AND ANSWERS:
All questions or requests for clarification pertaining to this RFP shall be submitted via WCSD's Solicitations Website at https://solicitations.washoeschools.net or emailed to solicitations@washoeschools.net by 4:30 pm on November 17, 2026. An Addendum addressing each question and answer is anticipated to be distributed and posted accordingly on or around November 19, 2026.

SUBMISSION DEADLINE FOR PROPOSALS
Proposals submitted by email, facsimile, or verbally will NOT be accepted. Proposals and any signed/acknowledged Addenda are to be submitted in a sealed envelope or box. Proposers shall submit one (1) original proposal marked "MASTER", and six (6) identical proposals marked *"COPY"* and one (1), identical electronic copy in Microsoft Word, Microsoft Excel, or Adobe PDF, on a flashdrive/thumbdrive. Proposals are **DUE** to WCSD's Purchasing Department located at 14101 Old Virginia Road, Room 0, Reno, Nevada 89521 no later than:

- **DECEMBER 3, 2026, AT 2:00 PM (LOCAL TIME)**

NOTE: ***Refer to Nevada Revised Statutes (NRS) 338.1379 for reference on State and local government public works: Submission of application to qualify as a [Proposer]; investigation of applicant; determination; notice; period of qualification; use of criteria; confidentiality of certain financial information concerning applicant; denial or revocation of qualification in certain circumstances.***

EXHIBITS:
A. CMAR Personnel Pay Rate Reference Sheet
B. CMAR Fee Proposal Form
C. SAMPLE Pre-Construction Services Contract
D. SAMPLE Construction Services Contract
E. Owner-CMAR General Conditions of the Contract for Construction Manager at Risk
F. Preferential Bidder Status Affidavit
G. Public Disclosure Form for Vendor/Contractor **(REQUIRED FORM)**
H. CMAR Signature Page **(REQUIRED FORM)**
I. STEAM Focused Educational Engagement
J. Material Price Variance
K. Collaborative Design Studio Conceptual Design Plans

ARTICLE 1:
PROJECT DESCRIPTION & BUDGET

Project Name:	Modernization of Sparks High School
Building Area(s):	New Construction 47,000 SF / Remodel 26,000 SF
Estimated Construction Budget:	$70M
Liquidated Damages:	$ 5,000 per phase

PRE-CONSTRUCTIONS SERVICES:

Washoe County School District (WCSD) is seeking a qualified Construction Manager at Risk (CMAR) to provide pre-construction services during the design phase of the Sparks High School Modernization Project. The awarded CMAR's duties will include, but are not limited to, the review of the following packages: schematic design; design development, and construction document deliverables provided by Collaborative Design Studio. The CMAR shall provide constructability analysis, phasing and logistics options, construction schedule; and cost estimates for each drawing deliverable; provide value engineering; and other typical CMAR preconstruction services.

The CMAR shall also provide constructability analysis of the existing building as the CMAR deems necessary for the project, such as third-party constructability review, ground penetrating radar scanning, existing electrical feeder investigation, camera sewer/storm, and laser scanning above ceilings.

The awarded CMAR will also be required to manage subcontractor procurement in accordance with all applicable laws and policies in the development of one (1) or more Guaranteed Maximum Price (GMP) construction contract for consideration by WCSD.

PROJECT SCOPE:

Sparks High School is an existing two (2) story building, approximately 156,000 SF and was constructed in 1951. The modernization will include expansion space of approximately 34,000 SF attached to the existing school. Spaces include eight (8) classrooms, hub spaces, library, Family Resource Center, Community in Schools. All new construction shall be one (1) story only.

There is approximately 26,000 SF of existing space planned for remodel, including but not limited to the small gym, culinary classroom, P.E. locker rooms, limited classrooms and limited office areas. In the existing building a new fire sprinkler system will be installed, fire alarm, and security cameras will be replaced and added to the newly constructed areas.

The scope will also include 12,000 SF for a new grounds building, activity room with storage, athletic field house, press box, artificial turf football field, practice soccer field, baseball and softball fields and dug outs. The parking lot will be expanded and renovated; removal of two (2) portables and three (3) other additional accessory buildings. All site improvements will include associated and required power, lighting and landscaping for a complete project.

This is intended to be a phased project (most likely 2-3 phases) in an occupied school.

See EXHIBIT K conceptual design plans.

OTHER CMAR REQUIREMENTS:

STEAM Engagement

The CMAR will be responsible for participating in the implementation of STEAM educational engagement. The CMAR, in conjunction with the design team, WCSD Capital Projects, and teaching staff, will develop a program and content for each student engagement activity. These activities could be design or construction oriented. The CMAR is encouraged to include sub-contractor participation and may choose to bring enhancements or outside experts to add further content to each activity. Refer to EXHIBIT I for more detail.

Procore Construction Project Management Software (Procore)

WCSD has standardized Procore as its project management software. All pre-construction and construction activities shall be initiated and coordinated by the Architect and CMAR through the Procore platform provided by WCSD [refer to EXHIBIT E (Division One (1) Requirements: Section 01041 Project Management Software)].

ARTICLE 2:
PAYMENT TERMS & DEFINITIONS

Payment Terms and Definition provisions are as set forth in Section 8 of the Owner-CMAR General Conditions of the Contract for CMAR (refer to EXHIBIT E attached hereto). The CMAR Pay Rate Reference Sheet (for Pre-Construction & Construction Personnel) is a request for additional information with regards to various costs associated with pre-construction and construction services and will be used for Owner Informational Purposes Only (refer to EXHIBIT A attached hereto). Upon arrival for the formal interviews and presentations meeting, only those firms named as Short-Listed Applicants, are required to complete, and provide six (6) copies (all in one (1) sealed envelope) both the CMAR Pay Rate Reference Sheet (EXHIBIT A) and the CMAR Fee Proposal Form (EXHIBIT B).

IMPORTANT: ***Additional Pre-Construction Services Fees will not be considered for any additional time for planning or construction activities associated with this Project after the award of the CMAR.***

ARTICLE 3:
CMAR PRE-CONSTRUCTION & CONSTRUCTION SERVICES

The PRE-CONSTRUCTION services required will include design assistance, multiple budget verifications, multiple constructability reviews, and construction systems or methods alternatives for "cost reduction" or "value engineering/added" purposes, construction scheduling including phasing, and logistics planning. Pre-Construction services may include multiple Guaranteed Maximum Prices (GMPs) providing WCSD with bidding services and producing all GMPs in accordance with NRS 338 – PUBLIC WORKS for the proposed construction work. WCSD expects the CMAR, during the Pre-Construction phase, to perform the pre-construction work following the approval and award of the CMAR and the successful execution of the Owner-CMAR Pre-Construction Contract ("SAMPLE" contract attached hereto as EXHIBIT C).

During the CONSTRUCTION phase, WCSD expects the CMAR to perform the construction work according to the awarded GMP and following the successful execution of the Owner-CMAR Construction Contract ("SAMPLE" copy attached hereto as EXHIBIT D) and receipt of Notice to Proceed by WCSD.

Pre-Construction and Construction services shall be performed in accordance with NRS 338 (Contracts Involving Construction Managers at Risk) and the Owner-CMAR General Conditions of the Contract for Construction Manager at Risk (attached hereto as EXHIBIT E).

ARTICLE 4:
PRE-PROPOSAL MEETING

The Pre-Proposal Meeting identified on Page 1 of this RFP will be provided for attendees, who intend to submit proposals on the project and act as the CMAR. Attendance will be recorded at the meeting on the Pre-Proposal Attendance Sheet and then posted on WCSD's Solicitations website at https://solicitations.washoeschools.net.

ARTICLE 5:
AWARD OF CMAR

This CMAR solicitation will be awarded to one (1) contractor, as the CMAR. The official award of the selected CMAR and the Owner-CMAR Pre-Construction Contract will be made by the WCSD's Board of Trustees (Board) whose decision will be final. The Owner-CMAR Pre-Construction Contract will be fully executed and an official WCSD Purchase Order processed following the Board's approval and prior to the Design/Pre-Construction Initial Team Meeting. At the Design/Pre-Construction Initial Team Meeting, the schedule for Schematic Design, Design Development, Construction Documents, CMAR's GMP Proposal, Owner-CMAR Construction Contract, Construction, and Completion for this Project will be cooperatively determined by the Owner, Design Team, and the CMAR.

ARTICLE 6:
RFP TIMELINE & CMAR SELECTION MILESTONES

***NOTE:* These dates are *TENTATIVE/ESTIMATED* and are subject to revision by the Owner.**

RFP for CMAR Published & Questions & Answers Period Opens:	October 20, 2026
Non-Mandatory Pre-Proposal Meeting [& Project Site Walk]:	November 3, 2026, at 3:00 p.m. (local time)
Question & Answer Period Closes:	November 17, 2026
Anticipated Addendum for Questions & Answers:	November 19, 2026
Request for Proposals **DUE DATE & TIME**:	December 3, 2026, by 2:00 p.m. (local time)
Short-Listed Applicants (Finalists) Notification Issued:	January 7, 2027
Mandatory Interview & Presentations of Short-Listed Applicants:	January 19, 2027
Notice of Recommendation of Award of CMAR:	January 27, 2027
Award Date *(Approval by WCSD Board of Trustees)*:	February 9, 2027
Notice of Award Posted:	February 10, 2027

ARTICLE 7
CONSTRUCTION MILESTONES

***NOTE:* These dates are *TENTATIVE/ESTIMATED* and are subject to revision by the Owner. The following table will be established for each GMP and agreed by CMAR, Architect, and Owner prior to the issuances of each GMP.**

Design/Pre-Construction Initial Team Meeting:	February 2027
Permit Submittal:	May 2027
Design Complete:	May 2027
CMAR Construction Request for Bids Publish (GMP1):	July 2027
CMAR Construction Bid Opening and Bidscrub (GMP1):	August 2027
Submission of Final Construction GMP1 by CMAR to Owner:	August/September 2027
Award Date (Approval GMP1 by WCSD Board of Trustees):	September 2027
Construction Begins for GMP 1:	October 2027
Additional GMPs:	TBD
Construction Completion:	TBD

ARTICLE 8:
☐ CMAR RFP CHECKLIST ✓ FOR SUBMITTAL REQUIREMENTS

Proposal submissions shall be bound/bindered and indexed and shall be separated into the following twelve (12) specific categories and the information within each category shall be in order to match those listed in this RFP:

1. Cover Letter, Firm Information, Public Disclosure Form & CMAR Signature Page

☐ A cover letter shall be included that addresses pertinent general information as deemed appropriate by the Proposer. The cover letter shall also include:

- The appropriate contact person at the Proposer's firm with their full name, title, office phone number, cell phone number (if applicable) and email address.

- Firm's name, business address, year established, type of firm ownership (i.e., sole proprietorship, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel.

- Include an explanation of whether or not the Proposer has an office within Washoe County (or the contiguous counties to Washoe County in Nevada).

☐ Proposals shall include three (3) references (at minimum) with contact information including names, titles, phone numbers and emails. Proposers are to refrain from naming any current WCSD employee/staff as a reference.

☐ The **Public Disclosure Form for Vendor/Contractor** (EXHIBIT G) is a **REQUIRED FORM** and must be completed and included with proposal submission.

☐ The **CMAR Signature Page** (EXHIBIT H) is a **REQUIRED FORM** and must be completed and included with the proposal submission. If this form is not completed, signed accordingly, and returned with the proposal submission, the proposal, in its entirety, will be rejected.

2. Preferential Bidder Status Certificate of Eligibility & Affidavit

☐ Certificate of Eligibility for Preferential Bidder Status

☐ Preferential Bidder Status Affidavit (EXHIBIT F)

*Proposers must submit **both** the firm's Certificate of Eligibility for Preferential Bidder Status and the firm's Preferential Bidder Status Affidavit with its proposal submission in order to receive the designated points during the proposal evaluation phase to select Short-List Applicants **and** must provide **both forms again** during the formal interviews and presentations meeting in order to receive the designated points for this phase of the CMAR selection process.*

3. Firm Organizational Chart

☐ Indicate lines of responsibility and/or communication of firm's organization.

☐ Clearly identify Key Personnel who will be assigned to this Project (refer to Section #5 – Key Personnel to be Assigned to this Project for additional information).

4. Current Workload

☐ Provide a list and a summary describing the firm's current workload, including project names and the associated contract values.

5. Key Personnel to be Assigned to this Project

***NOTE:** Per NRS 338.1692(5): An applicant [CMAR] shall not substitute a different employee for an employee whose resume was submitted pursuant to paragraph (f) of subsection 3, unless: (a) The employee whose resume was submitted is no longer employed by the applicant or is unavailable for medical reasons; or (b) The public body enters into a contract with the applicant for preconstruction services pursuant to NRS 338.1693 more than 90 days after the date on which the final ranking of applicants was made pursuant to subsection 7 of NRS 338.1693.*

Should an applicant request a substitution to the Key Personnel presented in its proposal, which qualifies under NRS 338.1692(5), said request must be approved in writing by the Owner prior to implementation of the substitution.

☐ Provide a resume for each key person who will be assigned to this Project. Include their name and title, Project assignment, total years of construction experience, years of experience with the CMAR firm, education including degree(s), year and discipline(s), active registrations and licenses including the number and issuing State, other qualifications, and experience. Also, provide a summary of any experience they may have with CMAR-related pre-construction services.

☐ Describe each key person's specific role performed on each project listed in their resume, highlighting projects of comparable size and scope where the person's role would be similar to their role on this Project.

☐ At minimum, provide resumes (that include qualifications and experience) for the Project Manager(s), Assistant

Project Manager(s), Superintendent(s), Assistant Superintendent(s), Pre-Construction Estimator, Pre-Construction Constructability Coordinator, Pre-Construction Schedule Coordinator, and Construction Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases if different personnel will be utilized.

- ☐ Provide a Project-specific organizational chart identifying this Project's assigned key personnel.

- ☐ Provide a scope, resume, and firm information for key subcontractors that may be involved with this Project's pre-construction services.

6. Experience in Projects of Similar Size and Scope *(CMAR and/or Non-CMAR Experience)*

- ☐ Include experience on up to ten (10) projects of comparable size and scope in public and/or private sector. Include project name, project description, client references of those who have knowledge of the background, character, and technical competence of the firm (including contact name, address, and telephone), completion date, project initial budget, initial construction award, and final construction cost, type of services provided, project initial and final schedule, and other pertinent information.

- ☐ Specify the delivery method utilized for each of the listed projects. Relevant Project experience may include projects using any delivery method, including without limitation, CMAR, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

- ☐ Include any specific experience the firm has with additions, expansion, and/or renovations to existing active schools.

- ☐ Include an explanation of the experience the firm has in assisting in the design of projects and an explanation of the experience the firm has in projects within the State of Nevada and a statement as to whether the proposed key personnel listed in Section #5 – Key Personnel to be Assigned to this Project were involved in any of the listed above projects.

7. Project Implementation Plan

- ☐ Describe the firm's approach to performing pre-construction services for this Project.

- ☐ Describe how the firm would typically involve subcontractors in the pre-construction process and obtain subcontractor bids in a CMAR process for this Project.

- ☐ Describe the firm's approach to performing construction administration and construction management for this Project.

- ☐ Describe the firm's approach to controlling a project's budget and schedule for this Project.

- ☐ Describe the firm's approach to performing quality assurance and quality control during construction of this Project.

- ☐ Describe the firm's approach to achieving project close-out (commissioning, punch-list, and warranty work) for this Project.

- ☐ Provide an explanation of what work duties are being completed out of the office within Washoe County (or contiguous counties to Washoe County in Nevada) as they relate to this Project.

8. Past Performance *(for all projects with a Construction cost over $1,000,000 completed in the last 5 years)*

- ☐ List the name and general description of each project.

- ☐ List the firm's record of cost performance (list contract award amount versus final Construction cost). Explain any cost deviations and include any settlement costs/fees with any previous Owners due to schedule deviations.

- ☐ List the firm's record of schedule performance (list original schedule versus substantial and final completion date). Explain any schedule deviations.

☐ Provide a letter certifying that the firm has **not** been disqualified from any project (per NRS 338.1691.2).

9. Litigation & Dispute History *(list of all projects that have had litigation or disputes within the last 5 years)*

☐ Have liquidated damages been assessed against the firm?
- If yes: describe when, where, and why.

☐ Has there been a termination of a contract before completion?
- If yes: describe when, where, and why.

☐ Has the firm been declared to be in default on any contract (whether bonded or not bonded)?
- If yes: describe when, where, and why.

☐ Has any type of settlement been paid by the firm or to the firm in excess of $25,000?
- If yes: describe when, where, and why.

☐ Has there been a judgment rendered for breach of contract?
- If yes: describe when, where, and why, and final judgment rendered.
- If a judgment has been entered and a case has been appealed, provide the general facts of the case and the basis of the appeal.

10. Insurance and Bonding Capacity

☐ Submit evidence of the financial capability of the firm's bonding company.

☐ Confirm if the firm's bonding company is listed by the United States Treasury.

☐ Submit written certification or other appropriate evidence from the firm's bonding company confirming that the firm will have adequate bonding capacity should this Project, with the

estimated project budget listed in Article 1 of this RFP, be added to the firm's current and anticipated workload.

☐ Submit evidence that the firm meets all insurance requirements as outlined in Article 7 of the Owner-CMAR General Conditions of the Contract (attached hereto as EXHIBIT E).

11. Safety Program

☐ Provide a summary description of the firm's safety program including sample documentation and forms. Provide any third-party safety consultant program to be utilized on this Project and if none apply, note that in the proposal as part of Section 11 information.

☐ Describe the firm's approach to administering safety on this Project. Include a summary of any assigned personnel and the percentage (%) of their time that will be allocated to this Project.

☐ Provide the firm's safety record for the last five (5) years.

12. Drug & Alcohol Policy

☐ To be eligible to perform work on WCSD projects, all contractors, regardless of tier, shall have in place a Drug and Alcohol Policy (Policy) applicable to all workers who will be employed on those projects. This requirement is a reasonable precaution to ensure a safe and drug-free environment on school construction projects as they may involve workers being in relatively close contact with students.

☐ The Policy must meet the minimum requirements of WCSD's Board Policy 4214 – Alcohol and Controlled Substance Free Workplace.

☐ Proposers shall demonstrate compliance with this provision by submitting a certification under penalty of perjury that the Policy is in place, that it will be actively enforced, and that all workers who will be employed on WCSD projects will have undergone the pre-placement drug testing required by WCSD.

WCSD and/or the CMAR are empowered to review the CMAR's records of enforcement of its Policy at any time during the period following award of the contract up to and including completion of the Project in order to determine whether the policy is in fact being enforced. Proposers shall forthwith deliver to the WCSD any and all records requested to determine compliance with the Policy requirement. Failure to maintain or rigorously enforce the Policy or to timely respond to WCSD demands for production of records relating to the Policy may result in termination of the Project contract at no cost to WCSD.

ARTICLE 9:
PROPOSAL EVALUATION & SELECTION CRITERIA FOR SHORT-LIST APPLICANTS

In order to identify the Short-List Applicants, evaluations will be based on how the submitted Proposals align with the requested information from the RFP and scored by the RFP Evaluation Committee according to the Short-List Applicants Selection Criteria and Weights outlined below. Per NRS 338.1693(4) a short-list of between two (2) and five (5) CMAR firms will be selected based on proposal evaluations only. All Proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The final ranking of each firm will be based on a combined evaluation of all evaluation criteria by all RFP Evaluation Committee members. By submitting an RFP response, the Proposer acknowledges that WCSD has sole and absolute discretion in determining the selection criteria and in evaluating all proposals based on the selection criteria in each category.

ARTICLE 10:
CMAR PROPOSAL EVALUATION AND SELECTION CRITERIA AND WEIGHTS

CRITERIA	**WEIGHT** *(Point Value)*
Key Personnel to be Assigned to this Project (Qualifications)	15
Experience in Projects of Similar Size and Scope	20
Project-Specific Implementation Plan	25
Past Performance	15
Litigation & Dispute History	5
Completeness of Proposal	15
Preferential Bidder Status Affidavit **AND** Certificate of Eligibility for Preferential Bidders Status *(**both** required with submission for point consideration)*	5
TOTAL POINTS =	**100**
Nevada Licensed Contractor	PASS / FAIL *
Insurance & Bonding Capacity	PASS / FAIL *
Prior Breach of Contract	PASS / FAIL *
Drug & Alcohol Policy	PASS / FAIL *
Safety Program	PASS / FAIL *

**** NOTE:** If a Proposer is considered to **FAIL** on any of the above PASS/FAIL criteria, then the Proposer's submission will be rejected in its entirety.***

ARTICLE 11:
FORMAL INTERVIEW/PRESENTATION & FINAL CMAR SELECTION

The CMAR selection process will be conducted in accordance with all of the requirements stipulated in NRS 338 specific to Contract Involving Construction Managers at Risk. Each of the Short-List Applicants are required to prepare and submit a completed CMAR Fee Proposal Form (EXHIBIT B) in a sealed envelope at the Interview/Presentation meeting. The Proposer who is recommended for award will be based on the Final Selection Criteria and Weights outlined in Article 11. Per NRS 338.1693(7), the score to be given for the proposed amount of compensation, if any, will be calculated by dividing the lowest of all proposed amounts of compensation by the Proposer's submitted amount of compensation and then multiplied by the total possible points available to each Proposer.

CRITERIA	**WEIGHT** *(Point Value)*
Key Personnel to be Assigned to this Project (Qualifications)	10
Project Experience in Projects of Similar Size and Scope	15
Project Specific Implementation Plan	25
Past Performance	15
Preferential Bidder Status Affidavit **AND** Certificate of Eligibility for Preferential Bidders Status *(**both** required with submission for point consideration)*	5
Interview/Presentation	10
CMAR Fee Proposal	20
TOTAL POINTS =	**100**

NOTE: ***Per NRS 338.1693(7), the final scoring and weighting process as part of the Formal Interviews/Presentations & Final CMAR Selection is based only on information submitted during the Interview/Presentation process; therefore, any material/documentation submitted and reviewed as part of the initial proposal review cannot be considered during the Interview/Presentation process unless it is presented/provided again.***

NOTE: ***The Facilitating Buyer for this solicitation is named on Page 1 of this solicitation document. It is imperative to know that any interested party 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.***

* **END OF RFP** *