

TRUCKEE RIVER PLAN

REQUEST FOR QUALIFICATIONS



**REQUEST FOR QUALIFICATIONS #2024-01
TRUCKEE RIVER
PLAN CONSULTANT**

**IF YOU ARE SUBMITTING A RESPONSE TO A
REQUEST FOR QUALIFICATIONS, PLEASE
UTILIZE OUR [ONLINE PORTAL](#).**

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EXECUTIVE SUMMARY

The City of Reno, known as the Biggest Little City in the World, is a growing city in Washoe County, just east of the Lake Tahoe and the Sierra Mountains. The Truckee River runs from Lake Tahoe to Pyramid Lake, traveling the width of the City of Reno, through the heart of downtown. The Truckee River is largely bordered by a greenway for the Truckee-Pyramid Trail (TPT), providing transportation and recreation opportunities to pedestrians and micro-modes. Adjacent to the river, there are also public parks and plazas, and privately owned residential and commercial property.



ABOUT PROPOSAL

As the area continues to grow, the City of Reno and Washoe County want to see the Truckee River become a world class experience that draws residents and tourists to enjoy recreation, dining, and more.

On March 8, 2023, Council approved \$3 million of State and Local Fiscal Recovery Funds received through the American Rescue Plan Act to invest in the Truckee River Experience. The City and County are seeking a cohesive plan for the Truckee River and adjacent land as well as an implementation and financing plan to guide current and future investment.



LAND USE



MICRO MOBILITY



PARKS AND OPEN SPACE



SAFETY

ABOUT WASHOE/RENO

The City of Reno is a vibrant and growing urban center in Washoe County, located in the western part of the United States. With a population of approximately 275,000, Reno serves as the economic and cultural hub of the larger Reno Sparks Metropolitan Statistical Area (MSA), which encompasses over 530,000 residents.



While historically known as "The Biggest Little City in the World," the City of Reno is a rising star and has been noted as one of the fastest growing economies in the nation. With its growing population, diverse industries, talented workforce, high educational attainment, and abundance of outdoor amenities, Reno is poised to continue its

trajectory as a thriving and innovative city in the heart of the American West.

Geographically, Reno is nestled in the picturesque Sierra Nevada Mountains, offering stunning natural beauty and outdoor recreational opportunities. The city's proximity to Lake Tahoe, one of the world's most renowned alpine lakes, provides residents and visitors with a wide array of outdoor activities such as hiking, skiing, boating, and fishing. The area's natural surroundings and abundant open spaces make it an attractive destination for those seeking a healthy work-life balance.



ABOUT TRUCKEE RIVER

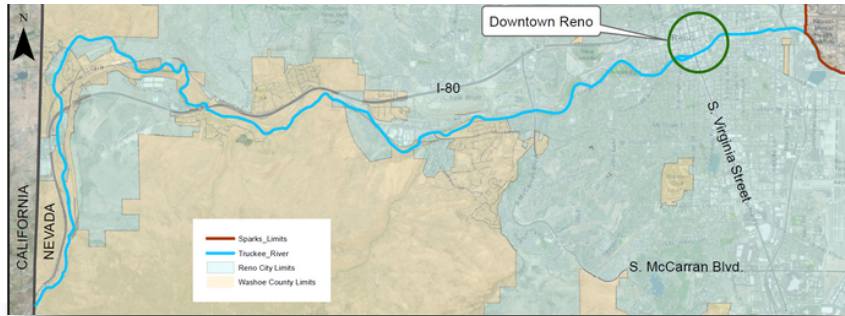


The Truckee River is a river in the western United States that flows through California and Nevada. Originating from Lake Tahoe, the Truckee River flows 121 miles northeastward through the Sierra Nevada Mountains and eventually reaches the high desert region near Reno, Nevada. It continues its course through Reno and Sparks before eventually emptying at Pyramid Lake in Nevada.

Named after a Paiute chief who in 1844 guided an emigrant party from the headwaters of the Humboldt River to California via the Truckee River, the river has significant historical and cultural importance. It played a vital role in the development and settlement of the region, particularly during the California Gold Rush era in the mid-1800s. The river served as a transportation route for early settlers and provided water for mining, agriculture, and other industries.

Today, the Truckee River is essential for providing water to communities in both California and Nevada for drinking, irrigation, and industrial purposes. Additionally, it serves as a popular destination for outdoor recreational activities, such as fishing, kayaking, and rafting, attracting locals and tourists alike.





ABOUT SCOPE

The purpose of the plan is to conduct an analysis of the Truckee River corridor and adjacent land within unincorporated Washoe County and City of Reno from the California State Line to the border of Sparks, NV. This study will address land use and design, micromobility and connectivity, parks and open space, and safety. In addition to working with the City of Reno staff, the consultant will work with the public and stakeholders to identify a unified vision and provide recommendations and a phased implementation plan.



LAND USE & DESIGN

- Establishes land use and design policies
- Identifies future land use and circulation patterns
- Develops a historic resources strategy
- Establishes an arts and culture strategy
- Encourages economic development
- Establishes design standards



MICROMOBILITY & CONNECTIVITY

- Establishes mobility goals and policies
- Promotes connectivity and accessibility
- Identifies pedestrian and bicycle improvements
- Identifies transit improvements



PARKS & OPEN SPACE

- Establishes parks and open space policies
- Identifies park improvements
- Identifies greenway trail improvements
- Improves trail accessibility and wayfinding consistency
- Identifies river access and recreation improvements



SAFETY & SUSTAINABILITY

- Establishes safety policies
- Develops a natural resources/sustainability strategy
- Identifies lighting improvements
- Addresses river obstacles and safe river access
- Improves cleanliness in and along the river corridor
- Improves patrol strategies

ABOUT

SCOPE + SCHEDULE

The CONSULTANT is responsible for conducting tasks 1 through 5 as listed below to conduct the Truckee River Plan. To conduct this work, the City of Reno will provide the consultant copies of prior City of Reno, Washoe County, and partner studies. The plan will utilize an experienced firm that has successfully facilitated robust stakeholder engagement processes over a limited time period.

Applications will be ranked by a panel with representation from the City, County, and partners with expertise in land use, micromobility and parks and open space. After ranking, staff may conduct interviews with the top applicants and bring a final recommendation to the Reno Council for contract approval.

Schedule of Events	Date
RFQ Released	July 12, 2023
Last Day to Submit Questions	July 21, 2023
All Addendums to be Posted to Reno.gov by	July 26, 2023
Sealed Proposals Due to City of Reno	August 25, 2023
Proposed Award Date by City Council	September 27, 2023
Implementation	October 2, 2023
Draft Report Due (Subject to Change)	December 20, 2023
Completion (Subject to Change)	January 3, 2024
Presentation to Council (Subject to Change)	January 24, 2024

TASK 1

PROJECT MANAGEMENT

1.1 Perform day-to-day work to administer interrelated activities, manage personnel and resources, prepare and submit monthly invoices, monitor schedules and budgets, and prepare and distribute project progress reports as required.

1.2 Organize and conduct an initial kick-off meeting to clarify and refine study schedule, discuss overall study objectives, establish project management team's roles and responsibilities, and identify potential information sources.

1.3 Organize and conduct weekly status meetings (or as needed) with the key staff on the project team to explain the study progress, details and seek consensus on the tasks and milestones.

1.4 Provide frequent communication with City project manager, team leads, and subconsultants (if applicable) to ensure that all project activities move forward in a coordinated manner.

1.5 Within two weeks of the notice to proceed (NTP), the consultant team will provide a detailed work plan for the project which includes timelines for major milestones. The work plan will be delivered to the City project manager for review and comment.

1.6 Provide materials to City staff to present to relevant committees.

Deliverables:

- Schedule,
- Presentation and meeting materials where applicable, and
- Monthly invoices tied to major milestones or timeframes, including percentage of work plan that has been completed as described in Task 1.5.

TASK 2

INFORMATION GATHERING & ANALYSIS

2.1 CONSULTANT will review and synthesize the analysis and recommendations of other recent studies and projects in the corridor as described herein. Studies and projects include, but are not limited to those listed and linked on the Helpful Resources page.

2.2 CONSULTANT will undergo a data collection effort to identify design characteristics and amenities and wayfinding elements for the Truckee River Corridor. As part of this task, the team will:

- a. Inventory existing elements including parks and open spaces, the Truckee River Path, and amenities (i.e., path infrastructure, wayfinding, art, historic and iconic features), land use on adjacent parcels, landscaping, parking, river access, and lighting.
- b. Work with City staff to identify relevant State law, City ordinances, and building codes that either support or discourage specific design elements, corridor improvements, and conservation along the Truckee River corridor.
- c. Work with City and County staff to identify both existing and planned mobility including transportation connections/significant access points along the Truckee River, bicycle facilities, ADA accessibility, and multi-use paths.
- d. Identify existing and planned land uses; develop an inventory of vacant or underutilized land in the corridor, with strategies for city owned, county owned and privately owned parcels.
- e. Explore how parks, plazas, and open space, such as City Plaza, West Street Plaza, Wingfield Park and Idlewild Park should be utilized or transformed to support the overall vision.
- f. Work with City staff to identify major trip attractors and amenities as well as recurring special events for consideration as part of overall vision and design of the Truckee River Corridor.

Deliverables:

- Data, maps, and summary information about existing conditions
- Presentation materials to summarize findings

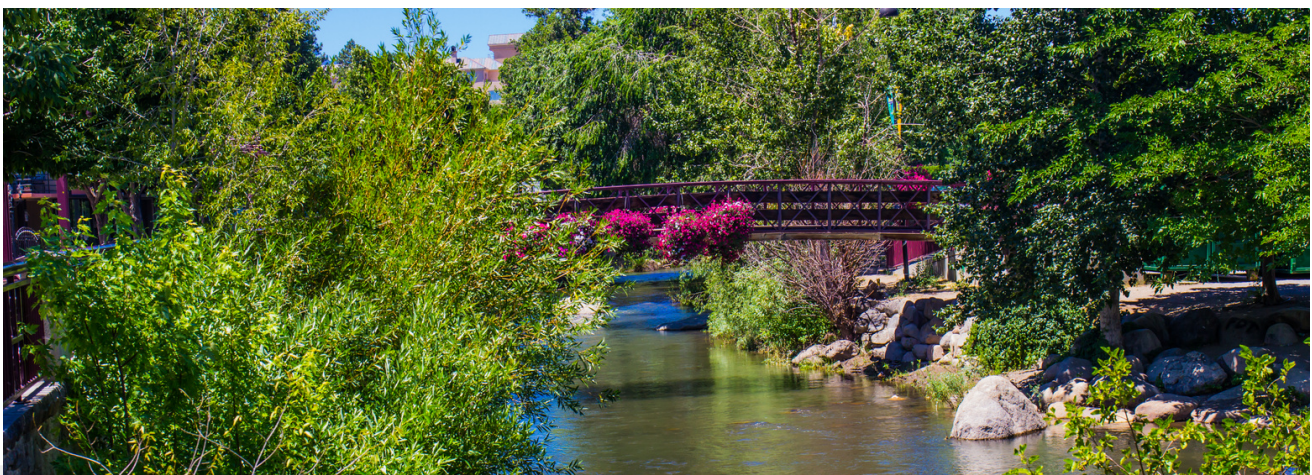
TASK 3

VISIONING & ALTERNATIVES DEVELOPMENT

3.1 CONSULTANT will facilitate development of a community-based vision for the future of The Truckee River Corridor.

3.2 CONSULTANT will develop planning-level concepts and design alternatives for the Truckee River Corridor. To perform this task the CONSULTANT will:

- a. Identify options for effectively managing and maintaining the Truckee River Corridor, including parks, open spaces, the path, and amenities.
- b. Identify strategies for future land use, including economic development opportunities, mix of businesses and attractions, and corridor improvements.
- c. Assess public safety concerns and develop strategies to build on recent improvement in these areas.
- d. Create sketches (format TBD) of various segments of the Truckee River Corridor for comparison to be used in visioning exercise, which address the elements identified above.
- e. Provide examples of existing urban river corridors in similar-sized cities featuring successful redevelopment efforts.
- f. Develop a preferred alternative for a vision of the Truckee River Corridor through public and stakeholder input.



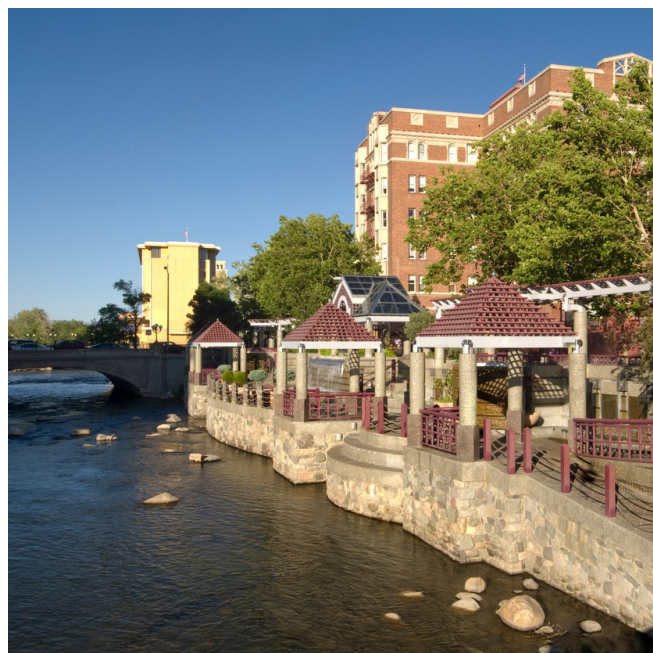
TASK 4

STAKEHOLDER ENGAGEMENT & PUBLIC INVOLVEMENT

4.1 The CONSULTANT will attend and facilitate interviews and/or meetings with stakeholders as identified by the City. At a minimum, it is contemplated that the following in-person activities will occur:

- a. Initial site visit and meeting with key Reno and Washoe County staff to gather background information and set context for the study. This task will also include refining the scope of work and project schedule;
- b. Individual or small group stakeholder interviews in Reno. Two to three days (depending on number of stakeholders identified). In-person interviews are to include Reno City Council and Washoe County Commissioner members who choose to participate;
- c. A stakeholder interviews report summarizing and characterizing the information gathered along with preliminary recommendations;
- d. Group meeting(s) in Reno to present draft recommendations for the vision;
- e. Support City Staff in the presentation of the final report to Reno City Council at a public meeting.

4.2 CONSULTANT will facilitate project Technical Advisory Committee (TAC) meetings, including representatives from the City of Reno, Washoe County, and other agencies as appropriate, to be held during the study period. The purpose of the TAC is to review technical study issues and provide technical guidance for development of alternatives by the stakeholder group. A total of three (3) meetings is anticipated to be conducted for the duration of the project.



TASK 4- CONT.

4.3 CONSULTANT will undertake public involvement activities with the goal of maintaining a dialogue as to the future of the river corridor. This will be accomplished through active engagement of stakeholder groups and activities as follows:

- a. In coordination with staff, the CONSULTANT shall develop presentation materials to convey progress throughout the development of the study.
- b. The CONSULTANT shall compile the results of public engagement into a Public involvement memorandum.
- c. The CONSULTANT will work with Reno and Washoe County staff to develop an informational video and online public survey.
- d. The CONSULTANT shall reserve social media accounts and develop a website to serve as an information resource regarding development of the study. Management of the pages will include proactively posting appropriate project information, graphics, and photographs, connecting with appropriate agencies and stakeholders, and monitoring online conversations to correct misinformation. The CONSULTANT will develop a monthly schedule of messages in coordination with City communications to be posted several times each week.
- e. The CONSULTANT will ensure that materials created are also provided in Spanish and are ADA accessible.
- f. CONSULTANT will develop a comprehensive Stakeholder database for review and approval by City. The consultant will provide the City with the final database at the end of the study.
- g. CONSULTANT will conduct stakeholder meetings with recreation groups, neighborhood groups, environmental groups, businesses, or other interested organizations with a stake in project implementation along the corridor. The purpose of the meetings are to facilitate a visioning exercise and identify a preferred alternative based on input.
- h. The CONSULTANT will coordinate with City staff on all logistics for the stakeholder meetings including invites, securing meeting locations, agendas, meeting materials, and equipment and meeting and action items.

Deliverables:

- Agenda, meeting materials and minutes of meetings
- Public involvement memorandum
- Stakeholder engagement memorandum

TASK 5

IMPLEMENTATION & FINANCING PLAN

5.1 Under this task CONSULTANT will identify funding sources and prepare an implementation plan for short- and long-term improvements. CONSULTANT, along with input from stakeholders, will use a range of metrics to evaluate potential improvements, prior to including them in an overall implementation plan for the corridor. The evaluation information will be displayed in a typical criteria matrix format. This type of display will enable decision makers to see, at a glance, how each project or strategy compares overall. This evaluation matrix will be used to develop a tentative list of strategies by proposed implementation order. Stakeholder input is critical at this stage prior to finalizing a list of projects by proposed implementation order. Additionally, the CONSULTANT's team will identify potential funding sources in a parallel effort and will enhance stakeholder's capacity to secure resources in the future.

5.2 CONSULTANT will prepare a conceptual design level plan for improvements and strategies. This will include concept layouts and cost estimates.

5.3 CONSULTANT will prepare a draft implementation and financing plan and distribute it for review to the City of Reno and other partner agencies and revise based on any comments received before finalizing. The desire is to have a draft report due by December 20, 2023 with the final deliverable due by January 3, 2024 and a City of Reno City Council presentation to be given on January 24, 2024. Alternative schedules may be proposed.

5.4 CONSULTANT will present findings of the Truckee River Master Plan to City Council within 180 days after the NTP. Alternative schedules may be proposed.

Deliverables:

- Electronic copy of the draft report to the City of Reno and participating agencies
- Electronic copy of the revised report to the City of Reno and stakeholders
- Ten hard copies of the final report and an electronic copy.

HELPFUL RESOURCES



MAPS

- [City of Reno Flood and Drainage Map](#)
- [City of Reno Community Development Map](#)
- [Roadway Maintenance Jurisdiction Map](#)
- [Survey Benchmarks Map](#)
- [Source Water and Watershed Protection Web Map](#)
- [Truckee River Story Map](#)
- [Truckee River Recreation Map and Amenities Map](#)

PLANS

CITY OF RENO

- [Reno Strategic Plan 2020-2025](#)
- [City of Reno Master Plan \(ReImagine Reno\)](#)
- [Virginia Street Placemaking Study](#)
- [Downtown Action Plan](#)
- [Parks Recreation and Open Space Plan \(in Draft\)](#)

PARTNERS

- [Washoe Parks Master Plan](#)
- [Carcione Canepa Rec Access Plan](#)
- [Bicycle Facility Alternatives Analysis for Center, Sierra, and Virginia Streets](#)
- [One Truckee River Framework Vegetation Management and Restoration Plan](#)
- [One Truckee River Management Plan](#)
- [Flood Management Authority Master Plan](#)
- [RTC Complete Streets Master Plan](#)
- [RTC Bicycle & Pedestrian Master Plan](#)
- [Tahoe Pyramid Bike Trail](#)





Cover Sheet for Invitation for:
Request for Qualifications #2024-01
Truckee River Plan Consultant

If you are submitting a Response to a Request for Qualifications, please utilize our [online portal](#).

Request for Qualifications for Truckee River Plan Consultant

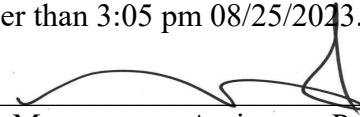
CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 326-6658
(775) 334-2409 fax
woodm@reno.gov



Date: 7/12/2023
RFQ No. 2024-01

INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS

Sealed submissions will be received until 3:00 pm, 08/25/2023 via our [online portal](#). Said submissions shall be opened no earlier than 3:05 pm 08/25/2023.



Marcie Wood, Management Assistant - Purchasing

The City of Reno is currently accepting sealed submissions for a qualified consultant. This Request is exempt from standard NRS §332 guidelines per Chapter 332.115(1)(b). The selection of a qualified consultant is within the discretion of the governing body.

Questions regarding the Request for Qualifications shall be submitted via the [online portal](#) under the Questions Tab.

Per the attached Terms, Conditions, and Requirements.

Firm Name _____
Address _____
City _____
State _____ Zip Code _____
Telephone _____
Fax _____
E-mail _____

In compliance with this Invitation for Request for Qualifications and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if selected, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 27 pages of this Invitation to Request for Qualifications.
Signature _____
Print Name _____
Print Title _____

Request for Qualifications for Truckee River Plan Consultant

A. REQUEST FOR QUALIFICATIONS PROCESS AND RULES

1. REQUEST FOR QUALIFICATIONS Schedule

Schedule of Events	Date
RFQ Released	07/12/2023
Last Day to Submit Questions	07/21/2023 3:00 pm
All Addendums to be Posted to reno.gov by	07/26/2023 5:00 pm
Sealed RFQ Due to City of Reno	08/25/2023 3:00 pm
Proposed Selection Date by City Council	09/27/2023

The City of Reno reserves the right to modify this schedule at The City’s discretion. Notification of changes in the REQUEST FOR QUALIFICATIONS, due date, and deadline for questions will be posted on The City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

REQUEST FOR QUALIFICATIONS Released – The City will release the REQUEST FOR QUALIFICATIONS document via the best method available. The best method of distribution of the REQUEST FOR QUALIFICATIONS will be in descending order as follows: E-mail, Facsimile, placement on City website, USPS Mail, and our [online portal](#).

Deadline For Questions – The deadline for any questions concerning the REQUEST FOR QUALIFICATIONS is 7/21/2023 at 3:00 pm local time (PST). Any questions submitted after the deadline will not be responded to.

All Addendums to be Posted by – All addendums to the REQUEST FOR QUALIFICATIONS shall be posted to the City’s website at www.reno.gov and our [online portal](#) no later than 5:00 p.m. local time on 7/26/2023. All proposals submitted for this REQUEST FOR QUALIFICATIONS must have all addendums attached and acknowledged. Any proposal that does not include the addendums is subject to rejection.

Sealed Proposal Due to City – The due date for the sealed REQUEST FOR QUALIFICATIONS response is 8/25/2023, at 3:00 p.m. local time. All proposals received after the date and time set for receipt will be REJECTED.

2. Questions/Clarifications:

Questions regarding the Invitation to Request for Qualifications shall be via the

Request for Qualifications for Truckee River Plan Consultant

online portal under the Questions Tab. Questions should be submitted in accordance with the schedule of events in the Scope of Work. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the City. To determine whether any representations made require an addendum be issued, please contact Marcie Wood, Management Assistant - Purchasing, 775-326-6658.

3. Addendums:

All addendums to this Invitation to Request for Qualifications shall be issued by the City in writing. Material changes affecting the material or the submitter's fee shall have no standing with the City if not sanctioned by written addendum.

4. Request For Qualifications Receipt Time:

It is mandatory the Request for Qualifications are signed by a duly authorized representative of the firm, and received [online portal](#) no later than 3:00 pm, 08/25/2023.

5. Preparation of Request for Qualifications:

Submitter shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Request for Qualifications. Failure to do so will be at Submitter's risk.

Any addenda issued shall forthwith become an integral part of the Request for Qualifications. Submitter shall be required to acknowledge receipt of the same by signing and returning the addenda with the original Request for Qualifications document.

Submitter shall furnish the required information typed or written in ink.

The person signing the Request for Qualifications must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the firm shall sign the Request for Qualifications document.

Submitter shall proofread their Request for Qualifications carefully for errors.

6. Submission of Request for Qualifications:

Submitter shall sign and return the ENTIRE REQUEST FOR QUALIFICATIONS.

RFQ submissions must be received via our [online portal](#) no later than 3:00

Request for Qualifications for Truckee River Plan

Consultant pm, 08/25/2023.

The City will only accept submissions via our [online portal](#).

The City shall provide a copy of the Request for Qualifications results to those Proposers requesting such.

7. Late Request for Qualifications:

A Request for Qualifications received after the receiving time specified shall be rejected.

8. Withdrawal of Request for Qualifications:

A Request for Qualifications may be withdrawn by written, provided such a notice is received prior to the date and time set for the Request for Qualifications opening.

A request for withdrawal of Request for Qualifications received after the scheduled Request for Qualifications opening will not be considered.

9. Tax Exemption:

The City is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS §372.325, which exempts all local governments within the State of Nevada. The City is also exempt from Federal Excise Tax.

10. Billing:

All original billings should be addressed to:
City of Reno
Attention: Accounts Payable
P.O. Box 1900
Reno, NV 89505

11. Request for Qualifications Evaluation:

Request for Qualifications shall be evaluated with considerations being fee proposal, responses to questions posed within the RFQ document related to process, references and on the basis of conformance to specifications, terms and conditions of the RFQ as stated herein.

12. Cancellation:

The City reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is

Request for Qualifications for Truckee River Plan Consultant

unsatisfactory to the City.

In the event that successful Submitter shall default or is terminated for default, they shall not be considered a responsible Submitter for **RFQ 2024-01**, and shall be recommended to the Reno City Council, for debarment from doing business with the City for at least one (1) year after the termination of the term of the defaulted agreement.

13. Submitter’s Status

Minority Status: Has this firm been certified as a minority, women owned or disadvantaged business enterprise by any governmental agency?

Yes No If yes, please specify government agency:

Date of certification: _____

The above is for information only. The City encourages minority business participation; however no preferences shall be given.

Notice to disabled persons: The City will make reasonable accommodations for disabled persons who wish to submit Request for Qualifications or attend a Request for Qualifications opening by contacting Marcie Wood prior to the Request for Qualifications opening date.

City of Reno Business License Number and Expiration date _____

Reno Municipal Code, Section 4.04.020 requires that any business operating within the City of Reno is required to possess a valid City of Reno business license. Be advised that upon award of a contract/agreement to perform services for the City of Reno, a current business license must be in your possession before commencing business.

NONDISCRIMINATION. In connection with the performance of work under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, creed, religion, color, veteran status, sex, sexual orientation (means having or being perceived as having an orientation for heterosexuality, homosexuality, or bi-sexuality), gender identity or gender expression (means a gender-related identity, appearance, expression, or behavior of a person regardless of the person's assigned sex at birth), physical condition, disability, national origin, or any other protected class status applicable under federal, state or local law, rule or regulation. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles.

Request for Qualifications for Truckee River Plan Consultant

B. GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- a. The City reserves the right to reject any or all Request for Qualifications or any part thereof and to waive any minor informalities or irregularities.
- b. The City reserves the right to require such surety as may be deemed necessary for the protection of the City, or to ensure the satisfactory performance in accordance with the specifications and Request for Qualifications documents.
- c. The City reserves the right to withhold award for a period of ninety (90) days from the date of Request for Qualifications opening.
- d. The City reserves the right to accept more than one consultant.

2. Preparation of Request for Qualifications

- a. Request for Qualifications must be submitted in accordance with any document attached hereto and made an integral part hereof.
- b. In the case of a difference between written words and figures, the amount stated in written words shall govern.
- c. All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted Request for Qualifications. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met.
- d. For assistance with this Request for Qualifications, contact Marcie Wood, Management Assistant - Purchasing at 775-326-6658.
- e. Proposers shall note that alterations in the Request for Qualifications language shall be cause for rejection.
- f. Proposers are instructed to complete the requested information fully, i.e., specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

Request for Qualifications for Truckee River Plan Consultant

3. Selection of Truckee River Plan Consultant

- a. The City may select more than one consultant on the basis of qualifications, and in addition to the fee proposal, the City may consider the following;
 - i. The ability, capacity and skill of the Submitter to perform the contract or provide the service required;
 - ii. Whether the Submitter can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - iii. The character, integrity, reputation judgment, experience and efficiency of the Submitter;
 - iv. The quality of performance on previous contract;
 - v. The previous compliance of laws by the Submitter;
 - vi. The financial responsibility of the Submitter to perform the contract or provide the service;
 - vii. The limitations of any license the Submitter may be required to possess;
 - viii. The quality, availability, and adaptability of the product or service;
 - ix. The number and scope conditions attached to the Request for Qualifications;
 - x. Or any other basis as allowed by law.
- b. The City will notify all unsuccessful Proposers of the results, and will return with such notice any surety held for bonding.
- c. Performance standards shall be construed that Submitter shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the services subject to the City's final approval.

4. Funding-Out Clause

- a. In the event the City fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Qualifications, necessitating cancellation of the Agreement, the successful Submitter(s) shall agree to hold the City free from any charge or penalty.

Request for Qualifications for Truckee River Plan Consultant

5. Insurance Requirements

- a. Successful Submitter(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Submitter upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.
- b. Successful Submitter(s) shall, upon request, deliver to City evidence of worker's compensation as required by the State of Nevada.

6. General Requirements.

- a. Proposers are required to read and understand all information contained within this entire Qualifications package. By responding to this REQUEST FOR QUALIFICATIONS, the Submitter agrees to read and understand these documents. All Submitter communications concerning this acquisition shall be submitted via the online portal under the Questions Tab.
- b. To avoid any uncertainty within the REQUEST FOR QUALIFICATIONS process, all communication with the City must be in writing (e-mail, fax or written correspondence).
- c. Unless authorized in writing by the Project Lead or Management Assistant - Purchasing, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Submitter seeking to obtain information, clarification, or interpretations from any other City official or City employee other than Amy Pennington or Marcie Wood is advised that such action is done at the Submitter's own risk. The City will not be bound by any such information, clarification, or interpretation. Further, any attempt by a Submitter to obtain information regarding this acquisition from anyone other than the Project Lead or Management Assistant - Purchasing may be grounds for rejection of the Submitter's submission.
- d. Proposers shall respond to all inquiries by the City for insurance documents and/or corrections to those documents to meet the needs of the City, in a prompt manner. Proposers shall be allowed five (5) business days to provide documents and/or corrections following such request by the City or the City will retain the right to reject the submission and proceed to the next finalist.

Request for Qualifications for Truckee River Plan Consultant

7. Minimum Qualifications

- a. Proposers interested in this REQUEST FOR QUALIFICATIONS must meet the following minimum qualifications listed in the previous pages of the Request for Qualifications.
- b. The candidate firm must be a licensed consultant and in good standing, and be licensed or become licensed in the State of Nevada.

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C. DISCLOSURE OF PRINCIPALS

Please print or type:

_____ Company Name	_____ Telephone Number with area code
_____ Street Address	_____ Facsimile Number with area code
_____ City, State and Zip Code	_____ Federal Tax Identification Number

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

_____ Name	_____ Official Capacity
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_____ Street Address	_____ City, State and Zip Code
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_____ Name	_____ Official Capacity
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_____ Street Address	_____ City, State and Zip Code
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_____ Name	_____ Official Capacity
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_____ Street Address	_____ City, State and Zip Code
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_____ Name	_____ Official Capacity
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_____ Street Address	_____ City, State and Zip Code
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D. Certification

I/we hereby certify that the Instructions and Term and Conditions have been read and agree to:
(Print)

(Address)

(Phone)

(Fax)

Representative _____
(Print)

(Signature)

Vendor acknowledges 27 pages of this bid. Date _____

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E. BASIS OF SELECTION

1. Evaluation of Qualifications

The evaluation committee will be comprised of representatives from the City.

- a. The evaluation of Qualifications and the determination as to the quality of services offered shall be the responsibility of the City and will be based on information furnished by the Proposers in their responding proposal, as well as other information reasonably available.
- b. Proposers are requested and advised to be as complete as possible in their responses. The City reserves the right to:
 - i. Contact any Submitter to clarify any response;
 - ii. Contact any of a Submitter's references;
 - iii. Solicit information from any available source concerning any aspect of the proposal; and
 - iv. Seek and review any other information deemed pertinent to the evaluation process.
- c. Upon contract award, results of the evaluations will be available to all Proposers.

2. Evaluation Criteria

- a. Proposals will be consistently evaluated and scored on the criteria identified below. The evaluation criteria may not be listed in order of priority. The objective of this RFQ is to ensure the selection of services is adequate in all respects. Proposals will be evaluated on a weighted average of all evaluation criteria.
- b. Submitter's Company/Organization
 - i. Proposers will be evaluated on organizational stability, dependability, geographical location, length of time in business, corporation and professional demeanor.
- c. Submitter's Staff Competency
 - i. Staff resumes submitted that demonstrate knowledge, skills and abilities that reflect the capability to fulfill requirements of this project will be utilized. Education and experience of each staff member appropriate to this project should be detailed.

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- d. Submitter's Past Performance of Comparable Work
 - i. Past performance of comparable work completed for public entities or private business;
 - ii. Length of time and experience the Submitter and proposed staff have performed such work; and
 - iii. Quality of performance on previous projects.
 - iv. Submitter's prior experience with the design, development and/or implementation of communications interoperability projects is highly desirable.
- e. Submitter's Project Plan
 - i. Proposers will be evaluated on the completeness of the proposed project plan based upon a proven methodology. This must include, but not be limited to, Gantt charts that show all project activities, milestones, identification of task conflicts and/or interdependencies and overall time frame from start to finish for both contractor and City activities that result in acceptable project deliverables.
- f. References
 - i. The quality and similarity of the references in addition to the information provided from references will be considered in the evaluation.
- g. Submitter's Fees
 - i. The submitter's fee will be evaluated to determine its compliance with the instructions to Proposers set forth in this RFQ. If any variance in prices between the summary schedule and the other schedules is found, the detailed broker's fee submitted shall prevail. The City will request correction of that Submitter's summary schedule to address any discrepancies.

3. Submitter Presentations

- a. The City may require Proposers to make a presentation of their proposal to the evaluation team or other City staff, as applicable. The City, at its option, may limit participation in Submitter presentations up to the three (3) highest ranking Proposers.

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F. Selection Process

A Notification of Intent to Select shall be sent to all Proposers when the selection process is complete.

END