

**MEMORANDUM****TO:** Capital Investment Committee**THROUGH:** Raymond Tulloch, Board of Trustees**FROM:** Mike Bandelin, Diamond Peak Ski Resort General Manager**SUBJECT:** Review, discuss and provide feedback related to the proposed draft Request for Qualifications - to perform a Needs Assessment related to the Districts Snowflake Lodge at the Ski Venue. (Requesting Staff Member: Diamond Peak General Manager Mike Bandelin)**RELATED STRATEGIC  
PLAN BUDGET  
INITIATIVE(S):****LONG RANGE PRINCIPLE #1 - SERVICE**

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

**RELATED DISTRICT  
POLICIES, PRACTICES,  
RESOLUTIONS OR  
ORDINANCES**

**Long Term Initiative #6** - Execute the short and long term strategy as they relate to various District venues, facility master plans and studies as the roadmap for the future.

**DATE:** August 20, 2024**I. RECOMMENDATION**

That the Districts Capital Investment Committee provide feedback related to the presented Request for Qualifications to perform a Needs Assessment for the Snowflake Lodge Replacement; and Direct Staff to bring this Item forward as a Recommendation to a future Board of Trustees meeting for approval.

**II. BACKGROUND**

The District owns two day lodge facilities located at the ski venue. The Main Lodge located in the base area and Snowflake lodge located at the top of the Lakeview chair lift. Both Lodges were constructed in 1966 along with the other infrastructure to accommodate the Ski Incline Ske Area.

The Main Lodge has seen two significant remodels to the facility. In 1986, a project constructed the upstairs bar area and the expansion to the kitchen as well as the customer food court area. In 2008, a substantial project was completed to the facility, including adding restrooms to the bar area, expanded bar area seating, expanded food dry storage area, new main level restrooms, two new food outlets new loft bar deck, newly constructed roofline over the bar area, upgraded fire suppression system, new exterior siding and more.

The Snowflake lodge is today basically the same as constructed in 1966, with the

exception of a project that was completed in 1994 expanding the outdoor seating deck.

This agenda item comes before the Capital Investment Committee for consideration as the District staff has learned from the community and the Board of Trustees that a plan should be put into place to address next steps for the needs and future of the Snowflake Lodge facility.

Staff's intention of obtaining a qualified consulting firm is to assist in the process of assessing;

1. Space use and Programming
2. Capital Expenditures
3. Financial Modeling
4. Community and Stakeholder Collaboration

### **III. BID RESULTS**

Not applicable at this time.

### **IV. FINANCIAL IMPACT AND BUDGET**

The Districts ski venue appropriated funding for the Snowflake Lodge Needs Assessment scope of work within the FY 2023-24 budget in the amount of \$250,000. To date the District has incurred costs of \$5,000 for a site survey of the facility and estimates an expense of \$65,000 to complete a Needs Assessment study of the facility.

### **V. ALTERNATIVES**

Not applicable

### **VI. COMMENTS**

No comments at this time.

### **VII. BUSINESS IMPACT/BENEFIT**

Not applicable at this point of the process.

### **VIII. ATTACHMENTS**

1. Ski Venue - Snowflake Lodge - Request for Qualifications - Perform Needs Assessment

### **IX. DECISION POINTS NEEDED FROM THE CAPITAL INVESTMENT COMMITTEE**

Not applicable



## **REQUEST FOR QUALIFICATIONS**

### **NEEDS ASSESSMENT for the SNOWFLAKE LODGE REPLACEMENT**

**1210 Ski Way  
Incline Village, Nevada**

**IVGID Project No. 3653BD1502**

**FORMAL SELECTION PROCESS**

**Issue Date: September 12, 2024**

**PUBLIC WORKS DEPARTMENT  
1220 SWEETWATER ROAD · INCLINE VILLAGE NV 89451  
PH: (775) 832-1203 · FAX: (775) 832-1260 · WWW.IVGID.ORG**

**REQUEST FOR QUALIFICATIONS  
NEEDS ASSESSMENT  
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

September 12, 2024

**Project Identification**

Project Name: Snowflake Lodge Replacement  
Project Address: 1210 Ski Way, Incline Village, NV 89451  
IVGID Project No.: 3653BD1502

**Owner**

Incline Village General Improvement District  
1220 Sweetwater Rd.  
Incline Village, NV 89451

IVGID Project Manager: Bree Waters at [baw@ivgid.org](mailto:baw@ivgid.org) or 775.832.1372

The Design-Build Team shall be qualified to bid on public work in accordance with Nevada Revised Statutes (NRS) Section 338.1379 prior to submitting a response to this Request for Qualifications (RFQ).

All questions with regard to this RFQ shall be directed through the Owner's Planet Bids website; any questions regarding the use of Planet Bids shall be directed to the IVGID RFQ Contact listed above.

**Delivery Deadline**

Statements of Qualification (SOQ) packages from all interested parties will be submitted in PDF electronic format through the Owner's Planet Bids website:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=30437>, and will be subject to the terms, conditions and scope of services herein stipulated and/or attached hereto.

Deadline for receipt of SOQs is 2:00 p.m. Nov. 7, 2024. Planet Bids will automatically refuse any SOQs submitted after this time.

Confidentiality: All documents and other information submitted in response to this RFQ, including, without limitation, a Proposal, are confidential and will not be disclosed until notice of intent to award the contract is issued.

Incline Village General Improvement District (IVGID or District) is requesting competitive proposals for the Needs Assessment for the Snowflake Lodge Replacement (Project). This work will result in a document that will contain the information that will be the foundation for the architectural design, and will contain financial modeling as well as the anticipated financial impact of the proposed project.

The District will evaluate the Proposals submitted in response to this RFQ to identify the successful Consulting Firm to whom the Professional Services Contract for the Project will be awarded, based on a determination of which Proposal provides the best quality of deliverables to the District for the Project. A more detailed description of the selection process is set forth in Article 4, below.

A visit to the site can be arranged by contacting the IVGID Project Manager, Bree Waters.

## **ARTICLE 1                      PROJECT DESCRIPTION AND BUDGET**

---

Project Name:	Snowflake Lodge Replacement
Gross Building Area:	8,500 ± SF
Total Project Budget:	\$10,000,000 ±

### General Project Description:

The Project proposes to demolish an existing approximately x,xxx square foot (SF) building, originally constructed in the 1960's, and replace it with a new lodge. The District aims to create a bridging document that will serve as the foundation for the design of the new lodge.

The Needs Assessment will include the following key components:

1. **Space Use Programming:** Confirm the specific size and range of services to be offered at the new lodge. The current building is outdated and undersized. A capacity analysis of existing winter operations has identified a significant resort-wide seating deficit, particularly at the Snowflake location.
2. **Capital Expenditures Analysis:** Determine the capital costs required to construct the new Snowflake Lodge facility and any related projects.
3. **Financial Modeling:** Explore the revenue potential and operational expenses of the new Snowflake Lodge, and assess its impact on the financial performance of the resort as a

whole.

4. **Stakeholder Collaboration:** Engage with key stakeholders at critical junctures to ensure alignment and address concerns.

## **ARTICLE 2                      SOQ SUBMITTAL REQUIREMENTS**

---

The SOQ shall be indexed, shall be separated into the following specific categories, and the information within each category shall be ordered to match those listed in this RFQ.

A cover letter shall be included that addresses pertinent general information as deemed appropriate by the Consulting Firm. The cover letter shall also include the appropriate contact person at the Consulting Firm, along with their phone number and e-mail address.

### 1. Consulting Firm General Information

- a. Firm Information: Provide firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, Nevada business license number, name and contact information for principal personnel, areas of responsibility, and total number of personnel.
- b. Firm Organizational Chart: Indicate lines of responsibility and/or communication.

### 2. Key Personnel Qualifications

- a. Provide a resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of experience, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses including the number and state, other qualifications, and experience.
- b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.

### 3. Project Experience

- a. Include experience from a minimum of three (3) of the firm's pertinent projects of similar work. Include project name, project description, client references for each project (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
- b. Include any applicable experience in the State of Nevada.
- c. Include a statement as to whether the proposed key personnel were involved in any of the listed projects.

### 4. Past Performance

For each project listed under project experience (above), provide the following information:

- a. List the name, location, and a general description of each project.
- b. List your firm's record of cost performance (list contract amount versus final statement). Explain



3. Past Performance	30 Points
<b>Selection Point Total</b>	<b>100 Points</b>

Nevada Business License	Pass/Fail
Prior Breach of Contract	Pass/Fail

The Consulting Firm’s Cost Proposal shall be submitted in a separate email to Bree Waters at [baw@ivgid.org](mailto:baw@ivgid.org), marked confidential with the Firm’s name and title of the Project.

---

**ARTICLE 5 WITHDRAWAL OF PROPOSAL**

---

The Contractor’s authorized representative may, prior to the date and time set as the deadline for receipt of the SOQs, modify or withdraw a response via Planet Bids. A modification or withdrawal received by IVGID Engineering Division’s Planet Bids website prior 2:00 p.m. (PST) on November 7, 2024, shall be considered timely.

---

**ARTICLE 6 TECHNICALLY UNACCEPTABLE/NON-RESPONSIVE**

---

Technically unacceptable/non-responsive SOQs will be rejected by IVGID. Unacceptable/non-responsive SOQs are defined as SOQs that do not comply with the RFP terms, conditions, and requirements.

---

**ARTICLE 7 ANTI-LOBBYING CLAUSE**

---

During the period beginning on the date of issuance of this RFP by IVGID and ending on the date of substantial completion and Project acceptance by IVGID, no person or entity submitting a SOQ in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such person or firm, shall communicate with the IVGID Board of Trustees, advisors, staff, or employees regarding this RFP or the scope of services described herein, except for: (1) communications with IVGID’s Submittal Contact identified in the Owner section above under Designated Contacts and Communication (Ronnie Rector), of this RFP; and (2) communications that are in response to inquiries initiated by IVGID with regard to the written review and modification process, or for purposes of clarifying some element of a Proposal or response; and (3) communications with the Evaluation Committee during the interview process.

---

**ARTICLE 8 DISQUALIFICATION OF SOQS**

---

Contractors may be disqualified and SOQs may be rejected for any of, but not limited to, the following causes:

1. Lack of signature by an authorized representative on the SOQ
2. Failure to properly complete the SOQ



3. Evidence of collusion among Contractors
4. Violation of Article 12 Anti-Lobbying Clause

IVGID reserves the right to waive any minor informality or irregularity, or to request clarification of such minor informalities or irregularities from any or all Prospective Contractors.

---

**ARTICLE 9                    CONFLICT OF INTEREST**

---

No employee, officer, or agent of IVGID shall participate in the selection, or in the award or administration, of the Agreement if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any firm proposing on or selected for the award:

1. The employee, or an officer or agent of the employee
2. Any member of the employee’s immediate family
3. The employee’s business partner
4. An organization which employs, or is about to employ, any of the above

IVGID’s officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors, Prospective Contractors, and subcontractors to Contractors whereby the intent could reasonably be inferred as influencing the employee in the performance of his or her duties or was intended as a reward for any official act on his or her part.

Prior to entering into the Pre-Construction Services Agreement, the Contractor is required to inform IVGID of any real or apparent organizational conflict of interest. Such organizational conflict of interest exists when the nature of the work to be performed under an Agreement may, without some restriction on future activities, result in an unfair competitive advantage to the Contractor, or may impact the Contractor’s objectivity in performing the Work.

---

**ARTICLE 10                    COLLUSION CLAUSE**

---

Any evidence of agreement or collusion among Contractors will render the Proposal of such Contractors void.

Advance disclosures of any information to any particular Contractor, which gives that particular Contractor any advantage over any other Prospective Contractor, in advance of the opening, made or permitted by a member of IVGID or representative thereof, will operate to void all SOQs of that particular bid, solicitation, or request.

---

**ARTICLE 11                    RFQ APPENDIX**

---

Only short-listed firms will be asked for a Fee Proposal and to review the Pre-Construction and

Construction Agreements, as well as the General and Supplementary Conditions of the contract for comments. They are included herein for reference.

Appendixes to this RFP are:

Appendix A – Baseline Project Schedule

Appendix B – Certificate of Eligibility

Appendix C– Sample Owner Professional Services Agreement

**APPENDIX A**

**BUSINESS LICENSING INFORMATION**

**BUSINESS LICENSING INFORMATION** All vendors doing business within IVGID are required to obtain and maintain a current business license from Washoe County prior to commencement of work (Sparks Municipal Code Section 5.08.020A). Vendor(s) awarded a contract resulting from this bid shall be required to obtain a current business license if they do not already hold one.

Washoe County Business License Number:
Date Issued:
Date of Expiration:
Name of Licensee:
City, State, Zip Code of Licensee:
Telephone Number of Licensee:
Taxpayer Identification Number:

**APPENDIX B**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
(This form to be signed and returned at the time of bid)**

The prospective bidder, \_\_\_\_\_ certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Any exceptions provided will not necessarily result in denial of award, but will be considered in determining bidder responsibility and whether or not IVGID will enter into contract with the party. For any exception noted, indicate on an attached sheet to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

---

Typed Name & Title of Authorized Representative

---

Signature of Authorized Representative

Date

I am unable to certify to the above statement. My explanation is attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX C**

**PROFESSIONAL SERVICES AGREEMENT EXAMPLE**