

MEMORANDUM**TO:** Board of Trustees**THROUGH:** Mike Bandelin, Acting District General Manager and Diamond Peak Ski Resort General Manager**FROM:** Mike Bandelin, Acting District General Manager and Diamond Peak Ski Resort General Manager**SUBJECT:** Review, Discuss and Possibly Approve the Request for Qualifications document for a Needs Assessment including Diamond Peak's Snowflake Lodge facility (for possible action). (Requesting Staff Member: (Acting General Manager and General Manager of Diamond Peak Ski Resort Mike Bandelin)**RELATED DISTRICT****POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES**, Policy 21.1.0 - Purchasing Policy for Goods and Services**DATE:** January 29, 2025**I. RECOMMENDATION**

That the Board of Trustees make a Motion to Approve the Request for Qualifications document to perform a Needs Assessment for the Districts Snowflake Lodge Facility Replacement Project .

II. BACKGROUND

The District owns and operates 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 including ski lifts and snowmaking to accommodate the Ski Incline Ski Area.

The Main Lodge has seen two significant remodels to the facility. In 1986, a project constructed the upstairs bar area as well as the expansion to the kitchen area and 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, a newly constructed roofline over the bar area, upgraded fire suppression system and new exterior siding and more. In 2023 a small project included replacing the 1986 walk-in cooler and freezer units which also included a new location within the kitchen area to expand the food prep

area.

The Snowflake lodge as it operates today is basically the same as constructed in 1966, with the exception of a project that was completed in 1994 which included expanding the outdoor seating deck area.

This agenda item was presented at the Districts Capital Investment Committee on August 20, 2024 (Item F.2) for discussion of the document 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 with approval from the Board of Trustees is obtaining a qualified consulting firm is to assist in the process of assessing;

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

III. BID RESULTS

Not applicable at this time.

IV. FINANCIAL IMPACT AND BUDGET

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 at this time.

VI. COMMENTS

Not applicable.

VII. BUSINESS IMPACT/BENEFIT

Not applicable at this time.

VIII. ATTACHMENTS

1. Needs Assessment RFQ_Snowflake Lodge Replacement

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

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: January 30, 2025

**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**

January 30, 2025

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 or 775.832.1372

The professional consultant shall be qualified to submit on public work in accordance with Nevada Revised Statutes (NRS) Section 625 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. February 27, 2025. Planet Bids will automatically refuse any SOQs submitted after this time.

at the community 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 any cost deviations.
- c. List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.

5. Client References
 Consultant must provide a minimum of four (4) client references. The consultant's submission of a complete list of references constitutes the consultant's express consent for IVGID to contact the listed references regarding the qualifications of the consultant.

6. Current Workload
 Provide a list and a summary paragraph describing the firm's current workload, including a list of project names, associated contract values and rough percentage of completion.

7. Miscellaneous Submittal Requirements
 - a. Nevada Business License – Appendix A
 - b. Prior Breach of Contract – Appendix B

8. A Fee Proposal for the proposed work shall be submitted in a separate email marked confidential. Fee Structure to include a comprehensive fee schedule including a detailed statement of hourly rates for all positions and classifications of individuals involved and reimbursable expenses. The Fee proposal can be broken into: 1) Initial Assessment, 2) Design Development, 3) Construction Documents and 4) Permitting. The Fee Proposal will not be weighted nor a part of the evaluation.

ARTICLE 3 RFQ SCHEDULE

The following dates are tentative and are subject to revision by the Owner:

RFQ for Professional Services Advertised	January 30, 2025
RFQ - Last Day for Questions	February 13, 2025, 5:00 pm
RFQ - Last Day for Addenda	February 20, 2025
SOQ Due	February 27, 2025, 2:00 pm
Consulting Firm Selection	March 6, 2025
Consulting Firm Contract Negotiations	March 11, 2025
IVGID Board of Trustees Approval	March 12, 2025

ARTICLE 4 SELECTION, EVALUATION AND CRITERIA

Evaluation of the Consulting Firms will be based on the information provided in Article 2.

Proposals will be evaluated on the following criteria:

1. Key Personnel Qualifications	30 Points
2. Project Experience (Similar Projects)	40 Points
3. Past Performance	30 Points
Selection Point Total	100 Points

Nevada Business License
Prior Breach of Contract

Pass/Fail
Pass/Fail

The Consulting Firm's Cost Proposal shall be submitted in a separate email to Bree Waters at 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 – Business License Information

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

(NOT INCLUDED)