

REQUEST FOR QUALIFICATIONS (RFQ)
For
Community Services Master Plan

March 2016

INTRODUCTION

Located on the North Shore of beautiful Lake Tahoe, the Incline Village General Improvement District (IVGID or District) provides utility and recreation services for the communities of Incline Village and Crystal Bay, Nevada. IVGID has an annual operating budget of approximately \$40 million and a staff of over 240 full time equivalent positions. The District will retain the services of a qualified Consultant to analyze current recreation and community services offerings, infrastructure, and operations; conduct public meetings and surveys of the community to assess expectations and identify opportunities; and make recommendations for future investments in infrastructure and services. IVGID anticipates selecting a Consultant Team and making final contract award by the District Board of Trustees in June 2016.

This RFQ describes the project as currently conceived and includes an outline of the Consultant's expected Scope of Services. It is the District's goal to have this process completed by the fall of 2017. The RFQ submittal requirements and selection process is described below.

PROJECT DESCRIPTION

The District wishes to develop a long-range community services master plan to identify and plan for the future of community driven recreation activities and facilities in Incline Village and Crystal Bay. To date, the District has undertaken significant effort to assess many of the existing recreation facilities and operations and has developed planning documents, by venue, that identify the capital maintenance needs as well as the operational enhancement and future infrastructure investment opportunities. However, no major effort has been undertaken to assess the community priorities for future infrastructure investment in the existing venues or evaluate what services/facilities not presently provided by the District are desired by the community. Also, no assessment of the available funding options or the community's willingness to pay for future enhancements or service expansions has taken place.

The Consultant will review each individual recreational venue facility/master plan and conduct operational and facility assessments at the venues where there is not a current facility/master plan. The Consultant will consider how these venues link together in terms of the District's portfolio of recreational offerings in order to help inform investment priorities at the existing venues. The Consultant will conduct public meetings and community surveys to assess expectations, help set priorities, evaluate the opportunities for additional/expanded recreational offerings and facilities, and assess the community's willingness to fund the identified investments.

The District will use this document as a road map for revitalizing the existing community amenities and expanding the venues to provide the new features the community desires.

SCOPE OF SERVICES

It is anticipated that the consultant's scope of work for this study would include the following type of work:

1. Review of previously prepared Facility and Master Plans and validate the findings/recommendations. Review of community, local, and regional planning documents as they relate to District operations and facilities.
2. Inventory and evaluate existing operations and facilities for which there is not a current Facility/Master Plan. Analysis of the operations and business/operating plans relative to industry best practices through observations and discussions with District Staff. Analysis of the facilities relative to necessary capital maintenance, current capital improvement budgeting/planning, and opportunities for venue enhancement.
3. Conduct a series of public workshops with Incline Village/Crystal Bay residents to determine the District's long-term recreation needs and interests.
4. Conduct a community survey(s) to assess the District's long-term recreation needs and interests, prioritization of investment, and willingness to fund future investment.
5. Develop recommendations for operational enhancements, capital investment in existing venues, and expansion of recreation offerings. These recommendations shall include identification and evaluation of any necessary land acquisition, environmental/permitting issues that may impact the implementation of the recommendations, development of conceptual costs, and a prioritization list across all venues.
6. Present findings and alternatives to residents and the District Board of Trustees for input.
7. Finalize the recommendations into a written report and a final presentation to the District Board of Trustees for formal adoption.

FACILITIES

Championship Golf Course – This is an 18-hole Par 72 golf course designed by Robert Trent Jones Sr. The current clubhouse, which also serves as a community center known as the "Chateau", includes approximately 22,840 square feet on two levels with outdoor decks and terraces. Facility/master planning was conducted in 2001 and in 2012 however extensive evaluation of the community center aspect of the Chateau was not conducted and should be undertaken.

Mountain Golf Course – This 18-hole Par 58 executive course designed by Robert Trent Jones Jr. is a challenging narrow course with old growth trees. The Mountain course clubhouse contains approximately 3,000 square feet plus outdoor deck area. Facility/master planning was conducted in 2001 and in 2012 and a design study for replacement of the clubhouse and maintenance building was conducted in 2014.

Diamond Peak Ski Area – This 65 acre ski area with 1,840 feet of vertical has six chairlifts and 30 trails. Base facilities include a 20,214 square feet on three levels Base Lodge, a 10,947 square feet on two levels Skier Services Building, and a 1,500 square

feet mid-mountain Snowflake Lodge. An extensive master plan update for the ski area was completed in 2015.

Recreation Center – This community recreation facility includes a 25 yard by eight lane swimming pool with a one-meter diving board, a gymnasium, cardio vascular and strength training fitness room, aerobics/dance studio, childcare room, co-ed sauna, locker rooms, pro shop/snack bar, and offices for the Recreation Department. Master planning for this facility was last conducted in 2000 and an evaluation of the facility and its operations is warranted. Conceptual design studies showing an expansion of the Recreation Center to include expansion of the existing fitness rooms and construction of a new therapy pool and hot tub has been completed in the past. Similarly, a conceptual design study for construction of a new District administration building adjacent to the Recreation Center has also been completed.

Aspen Grove – This facility includes a 920 square feet meeting facility with a small kitchen and restrooms as well as a private fenced picnic area with a group BBQ area. No facility planning for this venue has been completed and an evaluation of the facility and its operations is warranted.

Fields & Parks – The District operates 116 acres of parks including six multi-use playing fields, a skateboard park, 18-hole disc golf course, and an exercise course. Master planning for the District's parks and fields was last conducted in 2000 and an evaluation of the facilities and operations is warranted. Parks facility enhancements discussed in the District include expanding the skateboard park, development of a formal dog park, development of a formal bocce ball facility, development of a field house, development of a formal winter snowplay area, development of a formal cross country facility, and enhanced shared use pathways on main thoroughfares and between venues for added non-motorized connectivity.

Tennis – The tennis complex includes eleven asphalt courts (two lined for pickle ball), practice wall, pro-shop, office, viewing deck and restrooms. Facility planning for this venue is currently underway and expected to be completed in June 2016.

Beaches – The District operates four beach areas: Incline Beach, Burnt Cedar Beach and Pool, Ski Beach and Boat Ramp, and Hermit Beach. Facilities at the Beaches include playgrounds, volleyball courts, bocce ball courts, group and individual picnic areas, food & beverage concessions, and non-motorized watercraft storage and concessions. An extensive facility planning effort for the Beaches was completed in February 2016.

SUBMITTAL REQUIREMENTS

Consultant Teams interested in this project should include, at a minimum, the following in their Statement of Qualifications:

1. Consultant Team's name, address, principal-in-charge, project manager, total employees, and years in professional service at that location.
2. A description of the Consultant Team's qualifications and resources for providing the referenced services.

3. A project team organizational chart and resumes of key project team members that will be managing and assigned to the project.
4. Specific project experience on projects similar to the Community Services Master Plan.
5. Experience with recreation operations and facilities (i.e. public parks and recreation, community centers, ski resorts, tennis, and golf courses) assessment, master planning, and programming.
6. Demonstrated ability to work with public agencies and diverse community groups.
7. Demonstrated ability to develop and conduct public surveys and analyze the results.
8. Demonstrated ability to analyze and develop operational and project finances and to develop construction cost estimates.
9. Demonstrated understanding of the regulatory framework of the Tahoe Regional Planning Agency.
10. Demonstrated ability to manage a project assignment of the type, size, and complexity as described.
11. Description of public workshop and public input experience.
12. Project descriptions with references of at least five (5) recent projects of similar scope and scale, indicating success at meeting project objectives, schedules, and budgets.
13. Proposals shall not exceed ten (10) pages in length using a minimum 11-point font size type. Resumes and project descriptions should be included as attachments and will not be counted within the 10-page proposal limit.

PROJECT RELATED DOCUMENTS

The following project related documents are available for electronic distribution and will be available for review at the District offices between the hours of 8:30 am and 4:30 pm:

- IVGID Beaches Recreational Enhancement Opportunities Plan; February 2016
- Diamond Peak Master Plan; August 2015
- Evaluation and Recommendations for Replacement of the Mountain Golf Course Clubhouse & Maintenance Building; April 2014
- Facilities Assessment and Future Needs Recommendations for the Incline Village Golf Courses; December 2012
- Incline Village/Crystal Bay, Nevada Community Assessment; June 2012*

- Washoe County Tahoe Area Plan; September 2010*
- Championship Golf Course Master Plan; 2001
- Mountain Golf Course Master Plan; 2001
- Incline Village Recreational Facilities Master Plan; June 2000
- TRPA Incline Village Commercial Community Plan; April 1996*
- TRPA Incline Village Tourist Community Plan; April 1996*
- IVGID standard Short Form Agreement for Professional Services

*Non-IVGID Document

SELECTION PROCESS

IVGID intends to short-list the Consultant Teams based on review and evaluation of the Statement of Qualifications and anticipates notifying short listed Design Teams on or before April 29th, 2016.

Final selection of the successful Design Team may entail one or more of the following activities:

1. Submittal of a detailed project approach.
2. Participation in a mock citizens' workshop.
3. Interview and presentation to the selection committee.
4. Submittal of a preliminary assessment of limiting factors (i.e., code/regulatory issues, design/facility/space limitations, operational/budgetary constraints).

PROPOSED COMPENSATION

The successful Consultant Team shall be prepared to provide within five working days following notification of selection a detailed scope of work and the cost to be charged to the District by task and a total proposed project cost. Cost proposals will not be accepted until after the firm deemed most qualified has been selected. The cost proposal shall identify direct labor costs and expenses including travel and other direct expenses. The cost proposal for the selected firm will form the basis of negotiations for the contract.

SCHEDULE

RFQ Phase

- Submittal of RFQ April 22, 2016
- Shortlist Notification April 29, 2016

- Interviews Week of May 16, 2016
- Selection/Notification May 20, 2016
- Successful Design Team Cost Proposal Due May 27, 2016
- IVGID Board Award June, 2016

Project Phase

- Begin Master Plan June/July 2016
- Conduct Field Observations and Research Summer/Fall/Winter 2016
- Conduct Public Workshops and Surveys Summer/Fall/Winter 2016
- Initial Community/Board Presentations Spring 2017
- Conduct Supplementary Field Work (if required) Summer 2017
- Conduct Follow Up Public Workshops and Surveys (if required) Summer 2017
- Final Master Plan Presentation Fall 2017

RESERVATION OF RIGHTS

The District reserves the right to accept or reject any or all Statements of Qualifications, to alter the selection process in any way, to postpone the selection process, to waive any defects, informalities or irregularities in Statements of Qualifications, and to re-advertise for this work. The District also reserves the right to accept or reject any individual sub-consultants that a team proposes to use.

This Request and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between IVGID and any Consultant. If the District selects a Consultant Team to provide the services described above, it is expected that the District’s standard short form agreement for professional services will form the basis of the contract between the parties.

Each Consultant Team submitting a Statement of Qualifications in response to this Request acknowledges and agrees that the preparation of all materials for submittal to IVGID and all presentations are at the Consultant’s sole cost and expense. All documentation and/or materials submitted with a Statement of Qualifications shall remain the property of IVGID.

SUBMITTAL

Interested parties shall submit one electronic copy and six (6) hard copies of their Statement of Qualifications by no later than 3:00 p.m., April 22nd, 2016. The Statement of Qualifications shall be presented in a sealed envelope labeled “Community Services Master Plan” and addressed as follows:

Incline Village General Improvement District
 Attn: Bradley A. Johnson, P. E.
 Director of Asset Management
 1220 Sweetwater Road
 Incline Village, Nevada 89451
 775-832-1267

All inquiries for additional information and clarification for the RFQ, and for scheduling of site visits, should be directed to the IVGID Engineering Department, 775-832-1267.

IVGID reserves the right to reject any or all proposals, to award a portion of the professional services work, and/or to waive any irregularities or formalities in evaluating and awarding the work, in accordance with the Nevada Revised Statutes.