




C I T Y O F
RENO
Memorandum

DATE: June 4, 2026

TO: Mayor and Council

THROUGH: Jackie Bryant, City Manager 

FROM: Nathan Ullyot, Parks and Recreation Director
Danny Gleich, Recreation Manager

DEPT: Parks and Recreation

SUBJECT: Rosewood RFP Process and Schedule

The Parks and Recreation Department oversees the lease agreement for the concessionaire at the Rosewood Lakes Nature Study Area. Following the termination of the lease agreement with the Truckee Meadows Parks Foundation (TMPF), the Department executed a one-year lease agreement with the Great Basin Institute (GBI) to ensure continued oversight of the facility, maintain buildings and trails, and provide operational stability while the City initiated the Request for Proposal (RFP) process.

In preparation for issuing the RFP, the Department reviewed the prior TMPF agreement and made several key updates, including revisions to the financial structure, facility oversight responsibilities, and overall length of the agreement.

The following is the timeline for the RFP process:

- April 21, 2026 - Draft of the RFP presented to the Parks and Recreation Advisory Board for review and recommendation.
- May 18, 2026 – RFP released to the public.
- June 18, 2026 – RFP proposals due to the City of Reno by 3:00pm.
- July 21, 2026 – Department presents preliminary selection to the Parks and Recreation Advisory Board for review and approval.
- August 12 or 26, 2026 – Recommendation presented to the Reno City Council for approval.

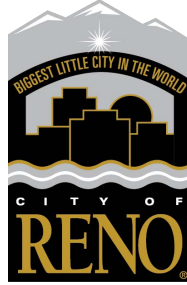
- September 2026 – Implementation of the new lease agreement, anticipated by end of the month.



Cover Sheet for Request for Proposal
RFP #2026-09
Rosewood Lakes Nature Study Concessionaire

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

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



Date: 05/18/2026

Request for Proposal No.
2026-09
THIS IS NOT AN ORDER

INVITATION AND ADVERTISED REQUEST FOR PROPOSAL

Requests for Proposals (“RFP”) submissions will be received until 3:00 pm via our [online portal](#) on 06/18/2026.



Marcie Wood, Management Analyst - Procurement

The City of Reno is currently accepting electronic proposals for **Rosewood Lakes Nature Study Concessionaire**. It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Proposer(s) to provide services/ equipment to the City of Reno. If the Proposer proposes to provide services/equipment other than specified so as to make it conform to performance standards, a complete and detailed description must be included as part of the RFP submission showing each proposed modification. All deviations from the specified scope of services must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any information submitted shall be deemed necessary to the successful completion of the project within “NO SUBSTITUTIONS” category.

This proposal is exempted from the request for proposal process pursuant to NRS §332.115(1)(b), nonetheless this solicitation is made pursuant to the procedures outlined under NRS §332. Any appeal and or protest shall be in conformance with §332.068 and the protest requirements stated in this RFP.

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

Per the attached Terms, Conditions, and Requirements

Firm Name _____
Address _____
City _____
State _____ Zip _____
Telephone _____
Fax _____
E-Mail _____

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of all 29 pages of this Request for Proposal.

Signature _____
Print Name _____
Print Title _____

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REQUEST FOR PROPOSAL PROCESS AND RULES

1. Request for Proposal Schedule

Schedule of Events	Date
RFP Released	05/18/2026
Last Day to Submit Questions	05/28/2026 3:00 pm
All Addendums to be Posted to reno.gov by	06/02/2026 5:00 pm
Proposals Due to City of Reno	06/18/2026 3:00 pm
Parks & Recreation Advisory Board Review	07/21/2026
Proposed Award Date by City Council	08/12/2026
Implementation	End of September 2026

The City of Reno reserves the right to modify this schedule at the City’s discretion. Notification of changes in the Request for Proposal, due date, and deadline for questions will be posted on the City website at reno.gov and our [online portal](#) 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

Deadline For Questions – The deadline for any questions concerning the Request for Proposal is 05/28/2026 at 3:00 p.m. local time. Any questions submitted after the deadline will not be responded to.

All Addendums to be Posted by – All addendums to the Request for Proposal shall be posted to the City’s website at reno.gov and our [online portal](#) no later than 5:00 p.m. local time on 06/02/2026. All proposals submitted in response to this Request for Proposal **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

Deadline to Submit Proposal to City – The deadline to submit a proposal in response to the Request for Proposal is 06/18/2026 at 3:00 p.m. local time. All proposals received after this deadline shall be disqualified from consideration and thus deemed rejected.

2. Questions/ Clarifications

Questions regarding the Request for Proposal shall be submitted via the [online portal](#) under the Questions Tab. Questions should be submitted in accordance with the Request for Proposal Schedule. If any question or response necessitates revision to this

solicitation as originally published, such revisions will be made by formal addendum only. If the RFP solicitation includes a contact person for technical information, any oral or written representation made by this or any other person shall not be relied upon unless subsequently ratified by a written addendum to this Request for Proposal issued by the City. To determine whether any representations made require an addendum to be issued, please contact Marcie Wood, Management Analyst - Procurement, at (775) 326-6658.

It is the City's intent to allow submitters sufficient time to submit questions and seek clarification on the RFP.

All responses to inquiries will be electronic and will be provided to all prospective submitters who have downloaded the RFP from our [online portal](#) based on the Proposal Schedule to ensure that the answers can be sent and received by the prospective submitters for their consideration prior to the date submissions are due.

3. Addendums

All addendums to this Request for Proposal shall be issued by the City of Reno in writing. Material changes affecting the material, services, or the Proposer's cost estimate shall have no standing with the City of Reno if not sanctioned by a written addendum.

4. Exceptions

A Proposer who believes the specifications in the Request for Proposal are unnecessarily restrictive or limit competition may indicate such and provide a detailed explanation on the Exceptions page of the RFP documents. All Exceptions will be considered in the RFP evaluation.

The City of Reno will promptly respond in writing to each written objection and, where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information and any proposed changes to the requirements.

5. Deadline to Submit Proposals

All proposals submitted in response to the RFP must be received via our [online portal](#) no later than 3:00 pm, 06/18/2026.

Late proposals shall be disqualified from consideration.

6. Preparation of Proposals

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

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

The person signing the RFP must initial any and all corrections, deletions, or other changes in ink.

In the space provided, a duly authorized representative of the Proposer's firm shall sign the RFP document.

Proposer shall proofread its proposal carefully for errors prior to submission.

Prices quoted shall be F.O.B. destination within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum." However, a Proposer deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be construed to mean that no exceptions are being taken by the Proposer, and all terms, conditions, and specifications described and/or specified in this RFP solicitation are being met. Alternative RFP proposals shall be considered, provided said alternative(s) are fully described and explained in detail, and (if appropriate) accompanied by brochures, literature specifications, or a combination thereof. The City's decision with respect to proposed equivalents shall be final.

7. Submission of Proposals

Proposer shall sign and return the ENTIRE RFP DOCUMENT.

All proposals must be submitted and received via our [online portal](#) no later than 3:00 pm, 06/18/2026.

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

Any additions or deductions to the proposed prices must be shown under the exception section of the RFP in order to be considered. Extraneous numbers, prices, comments, etc. appearing elsewhere on the RFP form shall have no effect on the prices proposed in the designated locations.

The City of Reno shall provide a copy of the RFP results to those Proposers requesting such.

8. Late Submission of Proposals

Any proposal received after the submission deadline shall be rejected.

9. Withdrawal of Proposals

Any proposal submitted in response to the RFP may be withdrawn by written notice,

provided such notice is received prior to the date and time set for opening the RFP submissions.

10. Specifications

Please see the Scope and Requirements Sheet attached hereto as Attachment A.

11. Specification Restrictions

The technical information contained herein shall in no manner be construed as restrictions on the manufacturer, process, or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate the quality or configuration of the requested product or service.

Proposals that deviate from the specifications described in Attachment A herein shall be given consideration in the RFP evaluation process PROVIDED said alternatives are fully described in detail using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral part of the Proposer's response.

The City of Reno shall have sole discretion to determine the acceptability of all offerings.

12. Exceptions to Specifications

Utilizing the space provided on the RFP Schedule, Proposers shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the RFP Schedule shall be construed to mean that no exceptions are being taken by the Proposer, and all terms, conditions, and specifications contained this RFP are being met.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, in its sole discretion, based on the value of said alternatives or exceptions to the City of Reno.

13. References

In the space provided in this RFP, Proposers shall provide verifiable references for Rosewood Lakes Nature Study Property, RFP 2026-09 as specified in this Request for Proposal.

For the references listed, please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided

Failure to provide references may result in a rejection of the Proposer's RFP submission.

14. Tax Exemption

The City of Reno is a tax exempt public entity and is not generally subject to federal excise, state, or local taxes. The City is specifically limited in its payment of sales tax per NRS §372.325. No additional taxes may be added or “passed through” as a result of any agreement.

15. Pricing

Any proposed pricing that deviates from the prices and/or hourly wages set forth in the specifications attached to this RFP as Attachment A (Scope and Requirements) shall be clearly stated in the Exception Section of the RFP. Pricing shall be inclusive of ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/services purchased.

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

16. Discount and Payment Terms

Prompt payment discounts and payment terms shall not be considered in recommending the RFP award if less than twenty (20) days.

The City of Reno normal payment terms are “Net 30 days.” If the Proposer wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Request for Proposal.

The beginning of the discount and/or payable period will be computed from the date of satisfactory completion of services and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

17. Billing

The successful Proposer shall invoice the City of Reno and the invoice should be itemized, reflect the purchase order number, and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno
P.O. Box 1900
Reno, NV 89505
Attention: Accounts Payable

A copy of the invoice should also be sent to the ordering department.

18. Evaluation of Submitted Proposals

Proposals submitted in response to the RFP shall be evaluated based on considerations

including price, responses to questions posed within the RFP document related to process, references and conformance to specifications, terms and conditions of the Request for Proposal as stated herein. Additional details relating to the selection of a vendor may be contained in Attachment A.

19. Termination For Cause

The City of Reno reserves the right to terminate any resultant Agreement for cause upon thirty (30) days' written notice, if the successful Proposer fails to perform the work in an acceptable or satisfactory manner or otherwise defaults on the Agreement for whatever reason.

In the event the resultant Agreement is terminated for cause, the City of Reno reserves the right to charge Proposer for any difference between the original RFP price and the cost to procure said product/service from an alternate source. Additionally, the terminated Proposer shall not be considered a responsible Proposer for Rosewood Lakes Nature Study Property, RFP 2026-09 and it shall be recommended to the Reno City Council that said Proposer be suspended from doing business with the City of Reno for at least one (1) year after the termination of the subject Agreement.

20. Termination Without Cause

The resultant contract may also be terminated without cause upon thirty (30) days' written notice by the City of Reno.

21. Assignment

No Assignment of any agreement resulting from an award of this RFP shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

REFERENCES

In the space provided below, Proposer shall provide the name, address, telephone number and contact person of customers for whom it has performed services that are substantially similar to those described in this Request for Proposal. **References cannot be a current or former City of Reno employee or a division of the City of Reno.**

Name, Address, Phone #, Contact Person

1.

2.

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.

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 of Reno encourages minority business participation; however, no preference shall be given.

Notice to disabled persons: The City of Reno will make reasonable accommodations for disabled persons who wish to submit a proposal in response to the RFP or attend a RFP opening by contacting Marcie Wood prior to the RFP opening date.

Debarment and/or Suspension: As required by Executive Order 12549-- Debarment & Suspension, and implemented at 51 FR 6370, the Proposer certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

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.

Pursuant to NRS §332.065, this RFP requires that a written certification be included certifying that the proposing company is not currently engaged in and agrees for the duration of any contract entered into with the City of Reno to not engage in, a boycott of Israel. Accordingly, the proposing company hereby certifies they are not currently engaged in and agrees not to engage in for the duration of this contract entered into with the City of Reno, a boycott of Israel.

_____ Yes _____ No

Printed Name & Position

Signature

GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- The City of Reno reserves the right to reject any or all proposals or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and RFP documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of RFP opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by sections where such action would serve the City's best interest. RFPs identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".

2. Preparation of Proposals

- Proposals must be submitted in accordance with any document attached to this RFP and made an integral part hereof.
- Proposers are expected to examine these documents carefully. Failure to do so will be at the Proposer's risk.
- Proposals should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the RFP documents attached hereto should be brought to the attention of the Management Analyst - Procurement as soon as possible so that corrective addenda may be furnished to all Proposers.
- Alterations/deletions must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. All corrections must be initialed in ink by each person signing the RFP.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

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 proposal. Failure to return or sign the "Exception Page" will be construed to mean that no exceptions are being taken by the Proposer, and all terms, conditions, and specifications are being met. **Any pricing information being offered that deviates from the specifications MUST either be submitted on the RFP document cost sheet (if one is provided) or specifically detailed on the "Exception Page."** Pricing information offered in any other area of the RFP package **WILL NOT** be considered.

Proposers shall note that any alterations made to the language contained in the RFP shall be cause for rejection. If exceptions are taken or alternatives offered, complete descriptions must be included on the “Exception Page” or attached as a separate document clearly marked “Exceptions.”

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Proposers are instructed to use the City’s RFP forms, if provided, and complete the requested information fully (i.e., pricing, RFP schedules, specification descriptions, exceptions, disclosure of principals, etc.). Failure to do so may be cause for rejecting a proposal. If additional space is needed, attach additional sheets referencing the appropriate section(s).

3. Award of Contract

- A. The City of Reno will award the contract to the Proposer that offers the most advantageous proposal. In addition to price, the City may consider the following criteria in determining the best and most advantageous proposal:
 - a. The ability, capacity, and skill of the Proposer to perform the contract or provide the service required;
 - b. Whether the Proposer can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - c. The character, integrity, reputation judgment, experience and efficiency of the Proposer;
 - d. The quality of performance on previous contract(s);
 - e. The Proposer’s history of compliance with applicable laws;
 - f. The financial responsibility of the Proposer to perform the contract or provide the service;
 - g. The limitations of any license the Proposer may be required to possess;
 - h. The quality, availability, and adaptability of the product or service;
 - i. The ability of the Proposer to provide future maintenance and service;
 - j. The number and scope of conditions attached to the RFP;
 - k. The life-cycle, maintenance and performance of the equipment or product being offered; and/or
 - l. Any other basis permitted by law.
- B. A purchase order, mailed or otherwise furnished by the Procurement Division to the successful Proposer, is a binding contract without further action by either party.
- C. The Procurement Division will notify all unsuccessful Proposers of the RFP results and will return with such notice any surety held for bonding.
- D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- E. Technical specifications contained herein shall be considered “optimum.” Alternative RFP proposals that deviate from the specifications set forth in Attachment A shall be

considered, provided said alternative(s) are fully described and explained in detail on separate sheets, and (if appropriate) accompanied by brochures, literature specifications or a combination thereof. The City's decision with respect to proposed equivalents shall be final, and the City reserves the right and privilege to accept or reject any or all proposals offered, based solely on the judgment of City of Reno staff as to the value of the proposals to the City of Reno.

- F. The technical information contained herein shall in no manner be construed as restrictions on the manufacturer, process, or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate the quality or configuration of the requested product or service.
- G. Any resultant agreement may be extended at the discretion of the City if it is determined to be in the best interest of the City.
- H. For purposes of meeting the City's performance standards, Proposer shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures within the relevant industry to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due on any agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

- A. In case of default by the contractor (successful Proposer), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials, supplies, or services not conforming to the specifications, they may be accepted, and payment therefore shall be made at a proper adjustment in price.
- C. Default by the Proposer in any manner including failure or refusal to furnish any product or service at the price and/or the time specified in the RFP may be considered cause to commence proceedings against any surety held with the RFP or to assess a penalty equal to five (5) percent of the total RFP price.

6. Protest by Unsuccessful Proposer

- A. Proposer may protest a pending RFP award prior to award by the Reno City Council as set forth in NRS §332.068.
- B. Proposer must submit a written notice of protest in accordance with the requirements

set forth herein to the Management Analyst - Procurement within five (5) business days from the date of the letter notifying Proposer of the City's intent to award the RFP.

- C. The appellant must post a bond with the written notice of protest with a good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Procurement Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.
- D. The notice of protest must **first** be directed jointly to the Finance Director and City Manager (or their designee), who shall make a determination on the protest as soon as reasonably practicable.
- E. If Proposer's protest is denied by the Finance Director and City Manager (or their designee), Proposer may then request, in writing, that the protest be appealed to the Reno City Council. Any appeal to the Reno City Council must be submitted to the Management Analyst – Procurement within five (5) business days after the date of the letter from the Finance Director/City Manager denying the protest.
- F. The above appeal process must be followed sequentially. No appeal or protest of a pending RFP award will be heard or considered by the Reno City Council unless it has first been considered and denied by the Finance Director and City Manager.
- G. Claims Against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

G. Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other

security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any RFP information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.
4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

7. Bonds Required

The successful Proposer may be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this RFP. All bonds shall be subject to the approval of the Reno City Attorney.

8. Insurance Requirements

Successful Proposer(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 Proposer

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 unless at least thirty (30) days prior written notice of cancellation has been received by the City for any reason other than non-payment of premium, and for non-payment of premium, at least ten (10) days prior written notice of cancellation.

Successful Proposer(s) shall, upon request, deliver to City of Reno evidence of worker's compensation insurance as required by the State of Nevada.

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DISCLOSURE OF PRINCIPALS

Please print or type

Company Name	Telephone Number with area code
Street Address	Fax 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
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code

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

_____ Address

_____ Phone

_____ Fax

Representative _____
Print Name

_____ Signature

Vendor acknowledges receipt of all 29 pages of this RFP. Date _____

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ATTACHMENT A

SCOPE AND REQUIREMENTS

RFP #2026-09 ROSEWOOD LAKES NATURE STUDY CONCESSIONAIRE

PROJECT OVERVIEW

The City of Reno seeks qualified concessionaires to provide comprehensive property management and maintenance services for the Rosewood Lakes Nature Study property. This project encompasses the development, enhancement, and ongoing maintenance of recreational facilities and natural preserve areas to serve the community's outdoor recreation needs while protecting and preserving the natural environment.

SCOPE OF WORK

Site Development and Infrastructure

The contractor shall provide all necessary labor, materials, equipment, and expertise to develop and maintain the Rosewood Nature Study Area infrastructure. This includes:

1. Installation and maintenance of recreational trails including pedestrian pathways, multi-use trails, and nature walks
2. Installation of site amenities including benches, picnic tables, waste receptacles, and informational kiosks
3. Implementation of erosion control measures and stormwater management systems
4. Installation and maintenance of appropriate fencing and barriers to protect sensitive areas, including but not limited to, fencing surrounding the property line, parking lot fencing and decorative fencing on-site.

Natural Resource Management

The concessionaire shall implement comprehensive natural resource management practices to maintain the ecological integrity of the preserve while providing recreational opportunities.

Required services include:

1. Native vegetation management and restoration
2. Invasive species identification and removal
3. Wildlife habitat protection and enhancement
4. Wetland and riparian area preservation
5. Implementation of fire prevention and management strategies
6. Soil conservation and stabilization measures

Recreational Facilities Management

The contractor shall develop and maintain various recreational amenities to enhance public use and enjoyment of the preserve. These responsibilities encompass:

1. Design and installation of interpretive signage and educational displays
2. Development of designated recreation areas for passive activities
3. Creation and maintenance of nature observation areas and wildlife viewing platforms
4. Establishment of outdoor classroom spaces for environmental education programs
5. Installation and maintenance of wayfinding signage throughout the property
6. Development of accessible recreational opportunities for individuals with disabilities

TERMS OF LEASE AGREEMENT

This lease agreement will be for ten (10) years with the option of two (2) additional ten (10) year extensions.

MAINTENANCE REQUIREMENTS

Routine Maintenance Activities

The contractor shall perform regular maintenance activities to ensure the preserve remains safe, accessible, and aesthetically pleasing for public use:

1. Weekly inspection of all facilities and infrastructure
2. Trash collection and removal from all areas of the preserve
3. Trail surface maintenance including grading, filling, and debris removal
4. Vegetation management along trails and in developed areas
5. Cleaning and servicing of restroom facilities
6. Repair and replacement of damaged amenities and signage
7. Snow removal from parking areas and primary access routes during winter months

Landscape and Grounds Maintenance

The contractor shall maintain the landscape and grounds of the Rosewood Lakes Nature Study property according to the following specifications:

1. Mowing and trimming of designated turf areas
2. Pruning and maintenance of trees and shrubs in developed areas
3. Irrigation system operation, monitoring, and repair in coordination with City of Reno parks staff.
4. Mulching and bed maintenance in landscaped areas
5. Seasonal planting and landscape enhancement projects
6. Pest and disease management using integrated pest management practices

ENVIRONMENTAL COMPLIANCE AND SUSTAINABILITY

The contractor shall ensure all work performed complies with applicable environmental regulations and sustainability practices:

1. Adherence to local, state, and federal environmental protection requirements
2. Implementation of water conservation measures throughout the preserve
3. Use of environmentally friendly products and practices for all maintenance activities
4. Protection of threatened and endangered species and their habitats
5. Compliance with wetland protection regulations
6. Implementation of sustainable landscape management practices

PUBLIC SAFETY AND SECURITY

The contractor shall implement measures to ensure public safety and security throughout the preserve:

1. Regular inspection and reporting of maintenance needs of all safety equipment and facilities
2. Regular reporting of maintenance of appropriate lighting in parking areas and along main pathways
3. Emergency access route maintenance and clearly marked emergency contact information
4. Coordination with City of Reno emergency services for incident response planning
5. Implementation of vandalism prevention and response protocols
6. Regular security patrols and monitoring of nature study property

REPORTING AND DOCUMENTATION

The contractor shall maintain comprehensive documentation and provide regular reports to the City of Reno:

1. Quarterly activity reports detailing all maintenance and management activities performed
2. Documentation of all inspections, repairs, and improvements
3. Incident reports for any accidents, vandalism, or emergency situations
4. Annual condition assessment of all facilities and infrastructure
5. Budget tracking and expenditure reports
6. Visitor use data collection and reporting
7. Environmental monitoring data and compliance documentation

PAYMENTS TO THE CITY FOR RIGHTS TO OPERATE/MANAGE:

Proposals shall be based on minimum fees and/or amounts to be paid to the City.

Concessionaire guarantees minimum payment to the City in an amount of One Thousand (\$1,000) per month, payable in advance of each month, with the first monthly payment due

and payable within ten (10) days of the effective date of this Agreement. Monthly fee may be waived with the facility improvements equal to, or exceeding, the value of the monthly payment. Concessionaire will also be responsible for payment of all on-site utilities during the time of the lease agreement.

Concessionaire shall also pay the City ten percent (10%) of the total gross receipts over Fifteen Thousand Dollars (\$15,000) per month generated from all Concessionaire activities relating to this Agreement. The ten percent (10%) fee shall be paid on a monthly basis, on or before the fifteenth (15th) day of the month following the month in which the receipts were generated. Concessionaire shall also pay the City 2% percent of gross revenue to be deposited into a capital improvements account. This shall be paid on a monthly basis, on or before the fifteenth (15th) day of the month following the month in which the receipts were generated.

Concessionaire agrees to maintain cash register receipt tapes and an adequate set of bookkeeping records and to adopt and maintain a method of recording financial information satisfactorily to and as approved by the Department. Records will be made immediately available to the Department for examination upon request.

PERMITS and TAXES

Concessionaire agrees to obtain, and pay at its own expense, any and all permits and licenses, which may be required by law or ordinance in the conduct of the Center and to timely pay any and all taxes, which may be assessed against it for whatever purposes in the operation of said Center.

MAINTENANCE

Concessionaire shall be responsible for the maintenance and upkeep of the areas used within the Nature Study Area and shall maintain the Nature Study Area and all applicable improvements, equipment and other personal property (including property owned by the City) in good repair. City will be responsible for maintenance and upkeep of roofs, fire systems and HVAC.

Concessionaire also shall be responsible for all garbage clean up on the dates the Nature Study Area is open to the public. The responsibility for clean-up includes the facilities and any debris or garbage left in the Nature Study Area. All garbage and debris shall be placed in trash containers provided by the City. If garbage and debris are overflowing in any trash containers, Concessionaire shall contact garbage provider for an additional collection at their cost. All maintenance in and around the facility must be performed by the Concessionaire to satisfaction of the Department. The City reserves the right to enter the Nature Study Area at any reasonable time to inspect the operation, premises, and equipment.

No alterations and/or changes may be made to City premises without written Department approval. Any approved alterations will be at the expense of Concessionaire. Any damage occurring during possession of the Nature Study Area by Concessionaire shall be Concessionaire's responsibility for repair upon Department direction. Any permanent improvements made to the facilities will become property of the City and cannot be removed at the end of the lease term.

SPECIAL REQUIREMENTS

Community Engagement and Programming

The contractor shall support community engagement and educational programming at the preserve:

1. Coordination with City of Reno staff for special events and programs
2. Support for volunteer workdays and community service projects
3. Assistance with environmental education programs for schools and community groups
4. Development of partnerships with local conservation organizations
5. Implementation of public outreach initiatives to promote preserve use and stewardship

Seasonal Considerations

The contractor shall adjust maintenance and management activities based on seasonal conditions and requirements:

1. Spring preparation including trail condition assessment
2. Summer peak use management and increased maintenance frequency
3. Fall preparation for winter conditions and facility winterization
4. Winter snow management and limited access maintenance
5. Seasonal wildlife considerations and habitat protection measures

PERFORMANCE STANDARDS

All work shall be performed to professional standards consistent with industry best practices for recreation preserve management. The contractor shall maintain the property to provide safe, attractive, and environmentally sustainable recreational opportunities for City of Reno residents and visitors while protecting and preserving the natural resources of the Rosewood Lakes Nature Study property.

Evaluation Criteria:

1. Technical Approach and Methodology (25 Points)

Evaluation will assess the proposer's comprehensive plan for managing and maintaining the Rosewood Nature Study Area Property. Scoring will consider the detailed methodology for site development and infrastructure installation, including specific approaches for trail construction, facility area development, and installation of site amenities. The evaluation will examine the proposer's strategies for natural resource management, including native vegetation restoration techniques, invasive species removal protocols, and wildlife habitat protection measures. Points will be awarded based on the thoroughness of the maintenance schedule, including frequency of inspections, specific equipment and techniques for trail maintenance, and detailed procedures for facility upkeep. The proposer's approach to environmental compliance and sustainability

practices will be evaluated, including water conservation measures, integrated pest management strategies, and protection protocols for threatened and endangered species.

2. Experience and Past Performance (20 Points)

Scoring will be based on demonstrated experience managing similar recreation preserve properties or natural area facilities within the past five years. Evaluation will consider the number and scope of comparable projects, particularly those involving both recreational facility management and natural resource conservation. Points will be awarded for proven success in managing properties with similar acreage, visitor usage levels, and environmental sensitivity. The evaluation will assess past performance in maintaining trails, managing native vegetation, controlling invasive species, and implementing erosion control measures. References will be evaluated for quality of work, adherence to schedules, responsiveness to issues, and overall client satisfaction. Experience working with municipal agencies and familiarity with City of Reno standards and requirements will receive additional consideration.

3. Staffing and Organizational Capacity (10 Points)

Evaluation will assess the qualifications and experience of key personnel assigned to the Rosewood Nature Study Area Property project. Points will be awarded based on relevant certifications, including those in landscape management, arboriculture, wildlife biology, or environmental science. The evaluation will consider the organizational structure and staffing levels proposed for daily operations, seasonal peaks, and emergency response. The availability and proximity of personnel to respond to routine and emergency situations at the Nature Study Area will be scored. Equipment inventory and capabilities will be evaluated, including specialized machinery for trail maintenance, vegetation management equipment, and snow removal capabilities. The proposer's capacity to handle multiple aspects of the project simultaneously while maintaining quality standards will be assessed.

4. Environmental Stewardship and Sustainability Plan (25 Points)

Scoring will focus on the proposer's specific plans for protecting and enhancing the ecological integrity of the preserve while providing recreational opportunities. The evaluation will assess proposed methods for monitoring and protecting sensitive habitats, wetlands, and riparian areas. Points will be awarded for innovative approaches to water conservation, including irrigation efficiency and stormwater management techniques. The proposer's plan for using environmentally friendly products, reducing chemical inputs, and implementing sustainable landscape practices will be evaluated. The assessment will consider strategies for balancing public access with natural resource protection, including visitor management during sensitive wildlife periods and methods for minimizing human impact on the preserve ecosystem.

Community engagement strategies for environmental education and volunteer stewardship programs will be evaluated for their potential to enhance preserve conservation goals.

5. Community Support and Long-Term Planning (20 Points)

Scoring will be based on the commitment to the Rosewood Nature Study Area and ability to support the site for the long term. The evaluation will consist of reviewing the ability to financially maintain the property and reduce City of Reno financial obligations including long term asset replacement and care. The assessment of the operational plan should consider providing access to other mission aligned group and public and how the mutual benefit of the site can be achieved.

Questions:

1. Describe your specific methodology for constructing and maintaining multi-use trails within environmentally sensitive areas, including your approach to minimizing soil erosion, managing water runoff, and protecting adjacent native vegetation during both initial construction and ongoing maintenance at the Rosewood Nature Study Area Property.
2. Provide detailed examples of up to three similar recreation preserve or natural area management projects you have completed within the past five years, including the total acreage managed, annual visitor counts, types of recreational facilities maintained, and specific natural resource conservation measures implemented at each site.
3. What specific equipment and machinery do you currently own or have immediate access to for trail grading, vegetation management, snow removal, and erosion control work at the Rosewood Nature Study Area Property, and how will you ensure equipment availability during peak maintenance periods and emergency situations?
4. Provide a comprehensive staffing plan showing the number of personnel, their specific roles, certifications, and years of experience who will be assigned to the Rosewood Nature Study Area Property, including how you will adjust staffing levels during seasonal peaks and for special events.
5. Describe your water conservation strategy for the preserve, including specific irrigation system technologies you will implement, methods for monitoring water usage, drought-resistant landscaping techniques, and how you will maintain aesthetic standards while reducing water consumption in the Reno, NV climate.
6. What is your detailed approach to protecting and enhancing wildlife habitat within the preserve while maintaining public access, including specific measures for identifying and protecting sensitive nesting areas, managing human-wildlife interactions, and coordinating recreational use during critical wildlife periods?

7. Provide a comprehensive breakdown of your proposed costs for each major service category including site development, routine maintenance, landscape management, and natural resource protection, with specific line items for labor, materials, equipment, and any subcontracted services for the Rosewood Nature Study Area Property
8. Describe your experience and specific protocols for maintaining ADA-compliant recreational facilities and trails, including how you will ensure continued accessibility during all seasons, your approach to snow removal from accessible routes, and methods for maintaining accessible surfaces on nature trails.
9. What specific native plant species do you recommend for restoration efforts at the preserve based on your knowledge of Reno, NV ecosystems, and describe your propagation or sourcing methods, installation techniques, and establishment care protocols for ensuring high survival rates in the local climate?
10. Provide your detailed monthly and seasonal maintenance schedule for the preserve, specifying frequency and timing of all routine activities including trail inspections, facility cleaning, vegetation management, and infrastructure maintenance, with adjustments for seasonal variations and weather conditions in Reno, NV.
11. Describe your vandalism prevention and response strategy for the preserve, including specific security measures you will implement, your protocols for documenting and repairing vandalism damage, and your experience coordinating with law enforcement agencies on public property protection.
12. What specific environmental monitoring procedures will you implement to track the ecological health of the preserve, including methods for measuring water quality in wetland areas, documenting wildlife populations, assessing vegetation health, and ensuring compliance with all applicable environmental regulations?
13. Detail your approach to developing and maintaining interpretive signage and educational displays at the Nature Study Area, including your experience with environmental education content development, sign design and fabrication capabilities, and methods for maintaining outdoor educational materials in varying weather conditions.
14. Provide specific examples of successful community engagement programs you have implemented at similar facilities, including volunteer coordination experience, environmental education program development, and partnerships established with local conservation organizations or schools.
15. Describe your stormwater management approach for the preserve, including specific techniques for controlling erosion on trails and in parking areas, methods for protecting water quality in adjacent wetlands, and your experience implementing green infrastructure solutions in recreational settings.
16. Provide your data collection and reporting methodology for the preserve, including specific systems for tracking visitor use patterns, maintenance activities completed,

budget expenditures, environmental conditions, and how you will compile and present this information in monthly and annual reports to City of Reno staff.