



Cover Sheet for Invitation for:
Request for Qualifications #2020-02
**NEA Our Town Grant Community Engagement
Consultant**

If you are submitting a Response to a Request for
Qualifications, please:

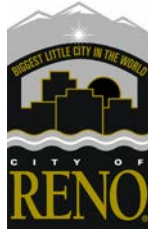
1. Appropriately Label your documents in a sealed envelope;
2. Complete and return the following documents, at minimum:
 1. Request for Qualifications Acknowledgement (page 3);
 2. Submitter Status (Page 6);
 3. Exceptions, if needed (Page 11);
 4. Disclosure of Principals (Page 12);
 5. Certification of Instructions and Term and Conditions (Page 113); and
 6. Submitter's Scope of Work (Page 14).
3. Deliver the sealed documents to the Office of the City Clerk; and
4. Be certain that your submittal is date and time stamped by the office of the City Clerk.

Courier Delivery Address:

1 East First Street, City Clerk's Office, 2nd Floor Reno, NV 89501

Request for Qualifications for NEA Our Town Grant Community Engagement Consultant

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



Date: 7/22/19
RFQ No. 2020-02

INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS

Sealed submissions will be received until 3:00 pm, August 9, 2019, via our [online portal](#) or at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501. Said submissions shall be publicly opened and submitter's names announced at 3:05 pm August 9, 2019.

Marcie Wood, Purchasing Technician

The City of Reno is currently accepting sealed submissions for qualified **NEA Our Town Grant Community Engagement Consultant**. This Request is exempt from standard N.R.S. 332 guidelines per Chapter 332.115(1)(b). The selection of qualified NEA Our Town Grant Community Engagement Consultant is within the discretion of the governing body.

Technical questions and other assistance regarding this request may be directed to Marcie Wood at woodm@reno.gov and copied to hilla@reno.gov and bernerm@reno.gov.

Per the attached Terms, Conditions, and Requirements.

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

In compliance with this Invitation for Request for Qualifications and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if selected, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 17 pages of this Invitation to Request for Qualifications.

Signature _____
Print Name _____
Print Title _____

SUBMIT 1 ORIGINAL AND THREE COPIES OF SUBMISSION

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REQUEST FOR QUALIFICATIONS PROCESS AND RULES

1. REQUEST FOR QUALIFICATIONS Schedule

Schedule of Events	Date
RFQ Released	July 22, 2019
Last Day to Submit Questions	July 29, 2019 3:00 pm
All Addendums to be Posted to reno.gov by	August 5, 2019 5:00 pm
Sealed RFQ Due to City of Reno	August 9, 2019 3:00 pm
Proposed Selection Date by City Council	August 28, 2019

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

Description of Scheduled Events

REQUEST FOR QUALIFICATIONS Released – The City will release the REQUEST FOR QUALIFICATIONS document via the best method available. The best method of distribution of the REQUEST FOR QUALIFICATIONS will be in descending order as follows: E-mail, Facsimile, placement on City website, USPS Mail, and publication in the Reno Gazette Journal.

Deadline For Questions – The deadline for any questions concerning the REQUEST FOR QUALIFICATIONS is July 29, 2019, at 3:00 pm local time (Reno). Any questions submitted after the deadline will not be responded to.

All Addendums to be posted by – All addendums to the REQUEST FOR QUALIFICATIONS shall be posted to the City’s website at www.reno.gov and our [online portal](#) no later than 5:00 p.m. local time (Reno) on August 5, 2019. All proposals submitted for this REQUEST FOR QUALIFICATIONS must have all addendums attached and acknowledged. Any proposal that does not include the addendums is subject to rejection.

Sealed proposal due to City – The due date for the sealed REQUEST FOR QUALIFICATIONS response is August 9, 2019, at 3:00 p.m. local time (Reno). All proposals received after the date and time set for receipt will be REJECTED. The City will not consider or be responsible for errant delivery or late performance by courier service.

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2. Questions/Clarifications:

Questions regarding the Invitation to Request for Qualifications shall be directed to Marcie Wood at woodm@reno.gov and copied to hilla@reno.gov and brenerm@reno.gov.

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

3. Addendums:

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

4. Exceptions:

A submitter who believes Request for Qualifications specifications are unnecessarily restrictive or limit competition may submit such, on the Exceptions page of this Request for Qualifications documents. All Exceptions will be considered in the Request for Qualifications evaluation.

5. Request For Qualifications Receipt And Opening Time:

It is mandatory the Request for Qualifications are signed by a duly authorized representative of the firm, time stamped and received at City Clerk's Office or our [online portal](#) no later than 3:00 pm, August 9, 2019.

Sealed Request for Qualifications shall be opened at City Purchasing Division Offices at 3:05 pm, August 9, 2019.

6. Preparation of Request for Qualifications:

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

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

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

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

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

Submitter shall proofread his Request for Qualifications carefully for errors.

7. Submission of Request for Qualifications:

Submitter shall sign and return the ENTIRE REQUEST FOR QUALIFICATIONS.

Paper Request for Qualifications and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. Request for Qualifications must be identified as **RFQ# 2020-02, NEA Our Town Grant Community Engagement Consultant**. Submitters are cautioned that the City postal pickup is one time per day at approximately 7:15 am. Request for Qualifications that are not in the Postal Box for pickup on the due date shall be considered late.

The City shall not be responsible for the premature opening of a Request for Qualifications, which is not properly addressed or identified.

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

The City shall provide a copy of the Request for Qualifications results to those Submitters requesting such, provided that a stamped, self-addressed envelope is included with the Submitter's response.

8. Late Request for Qualifications:

A Request for Qualifications received after the receiving time specified shall be rejected and marked "LATE REQUEST FOR QUALIFICATIONS – DO NOT OPEN."

Submitters note that the receiving time is different from the opening time.

9. Withdrawal of Request for Qualifications:

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

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

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10. Tax Exemption:

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

11. Billing:

All original billings should be addressed to:

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

12. Request for Qualifications Evaluation:

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

13. Cancellation:

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

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City.

In the event that successful Submitter shall default or is terminated for default, they shall not be considered a responsible Submitter for **RFQ# 2020-02, NEA Our Town Grant Community Engagement Consultant**, and shall be recommended to the Reno City Council, for debarment from doing business with the City for at least one (1) year after the termination of the term of the defaulted agreement.

14. Assignment:

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

15. Submitter's Status

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

____ Yes ____ No If yes, please specify government agency:

Date of certification:

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

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

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Submitter 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.

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.

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B. GENERAL TERMS AND CONDITIONS

1. Notice of Rights

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

2. Preparation of Request for Qualifications

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

3. Selection of NEA Our Town Grant Community Engagement Consultant

- a. The City may select more than one community engagement consultant on the basis of qualifications, and in addition to the fee proposal, the City may

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consider the following;

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

4. Funding-Out Clause

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

5. Insurance Requirements

- a. Successful Submitter(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier

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

- b. Successful Submitter(s) shall, upon request, deliver to City evidence of worker's compensation as required by the State of Nevada.

6. General Requirements.

- a. Submitters are required to read and understand all information contained within this entire Qualifications package. By responding to this REQUEST FOR QUALIFICATIONS, the Submitter agrees to read and understand these documents. All Submitter communications concerning this acquisition shall be directed to all of the following persons:

Marcie Wood, Purchasing Technician
woodm@reno.gov

Alexis Hill, Arts, Culture and Events Manager
hilla@reno.gov

Megan Berner, Public Art Coordinator
bernerm@reno.gov

- b. To avoid any uncertainty within the REQUEST FOR QUALIFICATIONS process, all communication with the City must be in writing (e-mail, fax or written correspondence).
- c. Unless authorized in writing by the Project Lead or Purchasing Technician, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Submitter seeking to obtain information, clarification, or interpretations from any other City official or City employee other than Alexis Hill, Megan Berner or Marcie Wood is advised that such action is done at the Submitter's own risk. The City will not be bound by any such information, clarification, or interpretation. Further, any attempt by a Submitter to obtain information regarding this acquisition from anyone other than the Project Lead or Purchasing Technician may be grounds for rejection of the Submitter's submission.
- d. Submitters shall respond to all inquiries by the City for insurance documents and/or corrections to those documents to meet the needs of the City, in a prompt manner. Submitters shall be allowed five (5) business

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days to provide documents and/or corrections following such request by the City or the City will retain the right to reject the submission and proceed to the next finalist.

7. Minimum Qualifications

- a. Submitters interested in this REQUEST FOR QUALIFICATIONS must meet the following minimum qualifications listed in the previous pages of the Request for Qualifications.
- b. The candidate must have

C. EXCEPTIONS

Does the Submitter take exception to any of the terms or conditions of this Invitation to Request for Qualifications and attachment thereto, or specifications? Yes_____ No_____. If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

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DISCLOSURE OF PRINCIPALS

Please print or type:

Company Name

Telephone Number with area code

Street Address

Facsimile Number with area code

City, State and Zip Code

Federal Tax Identification Number

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

Name

Official Capacity

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

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D. CERTIFICATION

I/we hereby certify that the Instructions and Term Conditions

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

(Address)

(Phone)

(Fax)

Representative _____
(Print)

(Signature)

Vendor acknowledges 17 pages of this RFQ. Date _____

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E. SCOPE OF WORK

The City of Reno received a Our Town Grant from the National Endowment for the Arts of \$100,000 to support public outreach and public art creation to commemorate the City of Reno’s 4th Street District. The Lincoln Highway Project will bring together businesses and residents of east 4th Street in a community process to create a sense of social cohesion, safety, and identity. This two-year community engagement process will explore cultural district development, the history of the area, storytelling, and the past and future of Reno. The result will be one or more public artworks that reflect the community identity.

4th Street has undergone many transformations and, most recently, the Regional Transportation Commission (RTC) of Washoe County just completed a multimodal improvement project connecting the City of Reno and the City of Sparks. The City of Reno will partner with the 4th Street Brewery District, Nevada Humanities, and the Community Assistance Center to realize the project.

This request for Qualifications is designed to assist the City of Reno to choose an interested community engagement consultant to assist with the project’s community engagement process.

Quick timeline - additional details below in deliverables, Section F. part g.

Outreach design	September 2019
At least four (4) public meetings	Mid-November 2019
A design and collection method for community input	December 2019

F. BASIS OF SELECTION

1. Evaluation of Qualifications

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

- a. The evaluation of Qualifications and the determination as to the quality of services offered shall be the responsibility of the City and will be based on information furnished by the Submitters in their responding proposal, as well as other information reasonably available.
- b. Submitters are requested and advised to be as complete as possible in their responses. The City reserves the right to:

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- i. Contact any Submitter to clarify any response;
 - ii. Contact any of a Submitter's references;
 - iii. Solicit information from any available source concerning any aspect of the proposal; and
 - iv. Seek and review any other information deemed pertinent to the evaluation process.
- c. Upon contract award, results of the evaluations will be available to all Submitters.

2. Evaluation Criteria

- a. Proposals will be consistently evaluated and scored on the criteria identified below. The evaluation criteria may not be listed in order of priority. The objective of this RFQ is to ensure the selection of services is adequate in all respects. Proposals will be evaluated on a weighted average of all evaluation criteria.
- b. Submitter's Company/Organization
 - i. Submitters will be evaluated on organizational stability, dependability, geographical location, length of time in business, corporation and professional demeanor.
- c. Submitter's Staff Competency
 - i. Staff resumes submitted that demonstrate knowledge, skills and abilities that reflect the capability to fulfill requirements of this project will be utilized. Education and experience of each staff member appropriate to this project should be detailed.
- d. Submitter's Past Performance of Comparable Work
 - i. Past performance of comparable work completed for public entities; and
 - ii. Length of time and experience the Submitter and proposed staff have performed such work; and
 - iii. Quality of performance on previous projects; and
 - iv. Qualifications of the project team and past performance verification with a minimum of three references for similar projects recently completed; and

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- v. Demonstrated knowledge of public art community engagement best practices; and
 - vi. Demonstrated communication skills to facilitate community and City meetings; and
 - vii. Demonstrated ability to deliver effective public presentations; and
 - viii. Demonstrated ability to work with artists teams to do creative public outreach projects; and
 - ix. Demonstrated ability of coordinating diverse community stakeholder (businesses, residents, elected officials, appointed commissions and typically non represented groups such as the homeless) inputs.
- e. References
- i. The quality and similarity of the references in addition to the information provided from references will be considered in the evaluation.
- f. Submitter's Fees
- i. The submitter's fee will be evaluated to determine its compliance with the instructions to Submitters set forth in this RFQ. If any variance in prices between the summary schedule and the other schedules is found, the detailed broker's fee submitted shall prevail. The City will request correction of that Submitter's summary schedule to address any discrepancies.
- g. Deliverables
- i. The Community Engagement Consultant will be required to provide the following services during the project contract:
 - a. Outreach design in coordination with the City of Reno and Nevada Humanities by September 2019.
 - b. At least four (4) public meetings to gather community input by mid-November 2019.
 - c. A design and collection method for community input that can be utilized for both the public art call for artists, artist information and reports to be given to the RACC and City Council by December 2019.
 - d. Once the artwork is chosen by the City Council the Community Engagement Consultant will be reengaged

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G. SELECTION PROCESS

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

The City may in its sole discretion choose more than one qualified consultant to provide community engagement services on an as needed basis.

The City reserves the right to rotate the use of selected consultant to provide community engagement services.

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