

# NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY

THURSDAY, 8 FEBRUARY 2018 @ 1:00pm

Carson City Community Center – SIERRA ROOM

851 East William Street (Highway 50 and South Roop Street) Carson City, Nevada 89701

## AGENDA

1:00 PM CALL TO ORDER – PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. FOR POSSIBLE ACTION: APPROVAL OF THE AGENDA

*This is the tentative schedule for the meeting. The Commission reserves the right to take items in a different order to accomplish business in the most efficient manner. The Commission may combine two or more items for consideration and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.*

3. PUBLIC COMMENT ON NON-AGENDIZED ITEMS

*Discussion may be limited to three minutes per person at the discretion of the Chairman. No action may be taken on a matter raised under this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

4. FOR POSSIBLE ACTION: CONSIDERATION AND POSSIBLE APPROVAL OF INTERLOCAL AGREEMENT WITH STOREY COUNTY AND VIRGINIA CITY TOURISM COMMISSION FOR THE PROVISION OF FINANCIAL, AUDITING AND ADMINISTRATIVE SERVICES.

5. FOR POSSIBLE ACTION: UPDATE ON THE HIRING PROCESS FOR THE CONTRACTED POSITION OF GENERAL MANAGER TO HANDLE DAY-TO-DAY DUTIES FOR THE COMMISSION.

6. FOR POSSIBLE ACTION: NEXT MEETING DATE(S) & AGENDA ITEMS

A. February 22, 2018 meeting @ 1:00pm

7. COMMISSIONER COMMENTS:

8. ADJOURNMENT OF COMMISSION BOARD MEETING

TITLES OF AGENDA ITEMS ARE INTENDED TO IDENTIFY SPECIFIC MATTERS. IF YOU DESIRE DETAILED INFORMATION CONCERNING ANY SUBJECT MATTER ITEMIZED WITHIN THIS AGENDA, YOU ARE ENCOURAGED TO CALL THE COMMISSION'S OFFICE AT 775-291-0208.

NOTICE TO PERSONS WITH DISABILITIES: MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE OR ACCOMMODATIONS AT THE MEETING ARE REQUESTED TO NOTIFY THE COMMISSION'S OFFICE AT 1711 CARSON CITY, NEVADA OR BY CALLING 775-291-0208 AT LEAST 24 HOURS IN ADVANCE.

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY RECOGNIZES THE NEEDS AND CIVIL RIGHTS OF ALL PERSONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILY STATUS OR ORIGIN.

NOTICE: THIS NOTICE IS POSTED PURSUANT TO NRS 241 AT THE FOLLOWING LOCATIONS: STOREY COUNTY COURTHOUSE, 26 SOUTH B STREET, VIRGINIA CITY, NEVADA; CARSON CITY EXECUTIVE OFFICES, 201 N. CARSON ST. CARSON CITY, NEVADA; CARSON CITY CULTURAL & TOURISM OFFICE, 716 NORTH CARSON STREET, CARSON CITY, NEVADA; CARSON CITY COMMUNITY CENTER, 851 EAST WILLIAM STREET, CARSON CITY, NEVADA; [WWW.VTCOMMISSION.COM](http://WWW.VTCOMMISSION.COM); [HTTPS://NOTICE.NV.GOV](https://NOTICE.NV.GOV)

### Certificate of Posting

I, Tiffany Dubois, Admin., Virginia City Tourism, do hereby certify that I posted, or caused to be posted, a copy of this agenda at the following locations in compliance with NRS 241.020(3): Storey County Courthouse, Carson City Executive Offices, Carson City Cultural & Tourism Office, and Carson City Community Center. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at [www.vtcommission.com](http://www.vtcommission.com), and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting or supporting materials, please contact Tiffany Dubois, Admin., Virginia City Tourism Commission at (775) 847-7500, [tdubois@storeycounty.org](mailto:tdubois@storeycounty.org).

## V & T INTERLOCAL AGREEMENT

This Agreement is entered into as of the date of the last signature affixed hereto and is by and between the County of Storey, (County) a political subdivision of the State of Nevada, the Virginia City Tourism Commission (VCTC) and the Nevada Commission for the Reconstruction of the V & T Railway (Commission), a body corporate and politic of the State of Nevada.

### BACKGROUND

The Commission was created by an Act passed in the 1993 Nevada Legislative Session. See Chapter 566, 1993 Stats. of Nev. pg. 2326. Initially the commission was known as the Tricounty Railway Commission and consisted of members from Carson City, Storey County and Lyon County. In the Legislative Session of 2001, the Commission was given its present name and expanded to include members from Douglas County and Washoe County. See Chapter 42, 2001 Stats. of Nev. pg. 400. In the Legislative session of 2017, the makeup of the Commission was again amended to reduce the number of commissioners and its jurisdiction was reduced to Carson City and Storey County. See Chapter 62, 2017 Stats. of Nev. pg. 239. The purpose of reducing the size of the Commission was to increase the effectiveness of the Commission, reduce the costs of the Commission and to limit the representatives on the Commission to those with a substantial interest in the successful operation of the historic V & T Railroad.

The Commission has the authority to enter into an agreement with the Treasurer of Storey County to create a fund for the Commission and to pay all claims against the fund that are properly approved by the Commission. 1993 Stats of Nev., chapter 566 , section 8(2). It also has the authority to take such actions necessary to accomplish the purposes of the act creating the Commission. Further, pursuant to NRS Chapter 277.180 any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform. By this Agreement the parties desire to establish a process for handling the finances and budgets of the Commission through the use of the services of the Storey County Treasurer with assistance from the Storey County Comptroller and with the use of personnel from the VCTC to provide administrative services. Accordingly, the parties hereto agree as follows:

1. **Budget Preparation.** Each year, the Storey County Comptroller shall prepare tentative and final budgets in accordance with the Local Government Budget and Finance Act (NRS 354.470 – 354.626, inclusive) on behalf of the Commission, subject to the approval of the Commission.
2. **Budget Augmentation.** The Storey County Comptroller shall also prepare any documentation necessary for budget augmentations which are approved by the Commission.

3. **Comptroller Processing of Bills.** Bills to pay the expenses of the Commission will be first submitted to the Commission. If the bills are approved for payment, they must be delivered to the Storey County Comptroller for processing and for the issuance of vouchers. Vouchers prepared by the Comptroller shall be delivered to the Storey County Treasurer for payment.
4. **Creation of Fund.** The Commission shall approve by resolution, the creation of a special revenue fund to be known as the V & T Railway Fund. It is agreed that this fund shall be under the control of the Storey County Treasurer.
5. **Location of Account.** The account containing the V & T Railway Fund shall be maintained at the Wells Fargo Bank. All balances in other accounts maintained by or on behalf of the Commission shall be consolidated into the V & T Railway Fund account.
6. **Deposits into the V & T Railway Fund.** There shall be deposited into the V & T Railway Fund the revenues from the operation of the Railway, funds appropriated by either Carson City or Storey County for the benefit of the operations of the Railway, the proceeds of the rail tax imposed by Storey County pursuant to Storey County Code Section 3.12.010(B), funds generated through the sale of license plates pursuant to NRS 482.37945, grants received, donations received and any remaining balance in the Nevada Commission for the Restoration of the V & T Railway Fund under the control of Carson City.
7. **Use of Revenues from License Plate Sales.** To the extent that funds are received from the sales of license plates pursuant to NRS 482.37945, they must only be used for the reconstruction, maintenance, improvement and promotion of the Virginia & Truckee Railroad. Commission will advise the Department of Motor Vehicles that revenues from the sale of license plates should now be directed to the Storey County Treasurer for deposit in the Fund authorized by 1993 Stats. of Nev. chapter 42 section 8(2).
8. **Reimbursement of Storey County.** Approved vouchers for the payment of Commission expenses will be forwarded to the Storey County Treasurer who will pay the vouchers from Storey County funds. County will be reimbursed for its expenditures from the V & T Railway Fund. The Storey County Treasurer will have signing authority over the V & T Railway Fund and need not await the approval of the reimbursement for the payment of vouchers authorizing the payment of bills which have been approved by the Commission.
9. **Records.** Storey County will maintain complete accounting records for the Commission, which records will be public records available for inspection by the Commission, Carson City, the independent auditor and the public. Commission will endeavor to obtain all existing accounting records and turn them over to the Storey County Comptroller.
10. **Reports.** County will prepare timely monthly, quarterly and annual accounting reports and perform or prepare analyses and special reports as requested by the Commission.
11. **Accounting.** In addition to the other duties provided above, the Storey County Comptroller shall reconcile the account containing the V & T Railway Fund, balance the

check book for the fund against the bank statements produced and provide for the proper account classifications for voucher payments.

~~11.~~12. **Administrative Services Provided by VCTC.** Personnel of the VCTC will provide administrative services on behalf of the VCTC. These services include preparation of agendas and agenda packages, posting of agendas, creating and retaining the minutes of the meetings of the Commission, and the depository for the records of the Commission.

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13. **Payment for Services of County.** County is entitled to have the costs incurred in handling the financial and budgeting matters for Commission paid to County. These costs include a portion of the salaries, wages and benefit costs incurred by County in providing the services. County will submit invoices for the cost of the services provided to Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices.

14. **Payment for Services of VCTC.** VCTC is entitled to have the costs incurred by the VCTC in handling administrative matters for the Commission, reimbursed to the VCTC. These costs include a portion of the salaries, wages and benefits costs incurred by the VCTC in providing the services. The VCTC will submit invoices for the cost of the services provided to the Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices. The County Treasurer upon payment of a voucher issued to reimburse the VCTC for its costs shall transfer the sum approved to the County general fund for allocation to the VCTC.

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15. **Status of Interlocal Contract with Carson City.** The Commission and Carson City entered into an Interlocal Contract on the 31<sup>st</sup> day of August, 2005, by which the Carson City Finance Department would provide financial services on behalf of the Commission. That Agreement is superseded by this Agreement as Storey County will now be providing the financial and budgeting services.

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~~12.~~16. **Status of Interlocal Cooperative Agreement between County and Commission.** On May 20, 2010 the County and Commission entered into an Interlocal Cooperative Agreement addressing the refund of the optional sales taxes collected for the reconstruction of the V & T railway. Pursuant to that agreement, the Commission was required to refund the revenues collected to the County each month unless the revenues were needed to fund train operations or track maintenance expenses. At present, the State Department of Taxation transfers the revenues collected from the optional sales tax to Storey County. *To the extent that these revenues are needed for train operations and track maintenance expenses, Storey County will be responsible for depositing this portion of the revenues into the V & T Railway Fund. To the extent that they are not needed for these purposes, they will be retained by Storey County.* To that extent the Interlocal Cooperative Agreement of May 20, 2010 is superseded by this Agreement.

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~~13.~~17. **Termination.** Either party may terminate this Agreement for any reason or even for no reason at all upon giving 60 days notice to the other party of the termination. Notice shall be in writing and mailed by certified mail, return receipt requested to:

Storey County Manager  
P. O. Box 176  
Virginia City, NV. 89440

Nevada Commission for the Restoration of the V & T Railway  
Post Office Box 1711  
Carson City, NV 89702-1711

Upon termination of this Agreement, the Storey County Treasurer will turn over control of the account containing the V & T Railway Fund to the Commission. The Storey County Comptroller will turn over all financial and budgeting records to the Commission.

~~14.~~18. **Limitation of Liability.** The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any breach by a party shall never exceed the amount of funds which have been identified for payment under the Agreement for each month.

~~15.~~19. **Governing Law.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada.

~~16.~~20. **Severability.** If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

~~17.~~21. **Status of Parties.** The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is and shall be a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or except as provided herein, otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities and obligations of the other agency or any other party.

~~18.~~22. **Assignment/Delegation.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

~~19.~~23. **Waiver of Breach.** Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

~~20.~~24. **No Interpretation Against Drafter.** Each party recognizes that this Agreement is a legally binding contract and acknowledges that such party has had the opportunity to consult with legal counsel of choice. In any construction of the terms of this Agreement,

the same shall not be construed against either party on the basis of that party being the drafter of such terms.

~~21-25.~~ **Force Majeure.** Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

~~22-26.~~ **Entire Agreement; Modifications.** This Agreement constitutes the entire agreement of the parties and is intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.

~~23-27.~~ **Third-Party Beneficiaries.** Unless otherwise specifically provided herein, nothing in this Agreement shall be construed to create any third party beneficiaries.

~~24-28.~~ **Counterparts and Facsimile Signatures.** This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party, it being understood that all parties need not sign the same counterpart. This Agreement may be executed by facsimile signatures.

**IN WITNESS WHEREOF**, the above-named parties have set their hands and executed this Agreement on the date(s) set forth below.

(Dates and Signatures appear on next page.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Board of County Commissioners of Storey County

By: \_\_\_\_\_  
Marshal McBride, Chairman

Attest:

\_\_\_\_\_  
Vanessa Stephens  
Storey County Clerk/Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Nevada Commission for the Reconstruction of the V & T Railway

By \_\_\_\_\_  
Deny Dotson, Chairman

Attest:

\_\_\_\_\_  
Commission Secretary

(Signatures of VCTC on next page)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Virginia City Tourism Commission

By: \_\_\_\_\_  
Ron Gallagher, Chairman

Attest:

\_\_\_\_\_  
Commission Secretary

**REQUEST FOR PROPOSALS**

FOR

GENERAL CONTRACTOR

FOR

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY

Posted February 5, 2018 through February 26, 2018

(Proposals due 4:00 p.m. on February 26, 2018)

Prepared By:

Nevada Commission for the Reconstruction of the V&T Railway  
P.O. Box 920  
Virginia City, NV 89440  
[admin@vtrailway.com](mailto:admin@vtrailway.com)  
[www.vtcommission.com](http://www.vtcommission.com)

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## **A. OVERVIEW**

The Nevada Commission for the Reconstruction of the V&T Railway is seeking to retain the services of a contractor to direct and coordinate all rail activities for the Commission; provide oversight of train depot operations, maintenance, marketing programs, special event coordination, manage personnel and/or outside contractors, and annual budget development and execution.

## **B. BACKGROUND INFORMATION**

In 1870, Nevada's first short-line railroad, the Virginia and Truckee Railroad (V&T), was completed between Carson City and Virginia City. Two years later, the track was extended to Reno to connect with the transcontinental Central Pacific Railroad. The V&T was the brain child of William Sharon, William Ralston, and D.O. Mills of the Bank of California in San Francisco. They feared that Adolf Sutro's plan to drain the Comstock mines of water through an ingenious tunnel would adversely affect the bank-held monopoly of mills along the Carson River. William Sharon petitioned the Nevada legislature and received funds to build the railroad. This calculated move stalled the tunnel's completion for many years. The line served to haul ore from Virginia City to the mills in Carson City, lumber from the Sierra Nevada, and passengers traveling between Virginia City, Carson City, Reno, and Minden (south of Carson City). The V&T operated from 1869 until 1950.

In 1972, Robert C. Gray, who was one of the passengers on the last train to Virginia City in 1938, sought to rebuild the V&T as a tourist line. After gaining approval from Storey Commission, reconstruction of the line began from F Street to the Eastern portal of Tunnel #4. The railroad's first operating season was 1976. Work continued on Tunnel #4 until it was reopened in the late 1980s. The Gray family continued to work on the line, and in 1991, reopened the part of the line between Virginia City and Gold Hill Station.

As early as 1993, interest in rebuilding the route beyond Gold Hill had been expressed by the State of Nevada. The state set up a commission to rebuild the line, known as the Nevada Commission for the Reconstruction of the V&T Railway.

Officials with the Commission held a "silver spike" ceremony January 3, 2006, in Carson City to commemorate the completion of two miles of track near Gold Hill. The construction, completed in September 2005, is part of an effort to restore the V&T's mainline from Virginia City to Carson City for operations. Then Senate Minority Leader Harry Reid, who was instrumental in securing \$10 million in federal funding for the project, and Nevada Lieutenant Governor Lorraine Hunt, who secured an additional \$1 million in state funding for the project, both spoke at the ceremony. On August 14, 2009 the ceremonial first run from Virginia City to Carson City Eastgate Station occurred for VIPs. On the 15th and 16th the line opened to the public.

Currently, the V&T Railway Commission has an independent contract with the Virginia Truckee Railroad to provide excursion services which include regularly scheduled steam and diesel trains, as well as special event trains like the Polar Express, all departing from the Eastgate depot in Carson City. This agreement also includes providing excursion services with passenger coaches in 19<sup>th</sup> century period appearance.

## **C. SCOPE OF WORK**

The successful bidder shall fulfill the following:

1. Develop, with approval of the Commission, the annual budget; provide sound financial management in accordance with the budget, and report accordingly to the Commission.
2. Develop policies and procedures to ensure internal controls.
3. Plan, coordinate, and facilitate monthly Commission Meetings in accordance with the Nevada Open Meeting Law.
4. Coordinate operational and maintenance requirements with the V&T Railroad including but not limited to: train service and scheduling; track and vehicle maintenance; and marketing programs.
5. Represents the Commission, or delegates such authority in relations with the community, advisory committees, local, state and federal agencies, and professional organizations.
6. Establish and administer effective marketing programs, potentially with other contracted agencies to include: advertising, public relations, and social media.
7. Develop and maintain a close working relationship with Commission members and local officials, management personnel and the V&T Railroad, as well as key leaders in the tourism industry at the state, regional, and national levels.
8. Develop and implement reports and programs as appropriate for agencies with which the Commission has contractual or implied relationships.
9. Apply for grants, maintaining accurate records and compliance with all reporting requirements in accordance with grant guidelines.
10. Manage all operational aspects of the Carson City Eastgate Depot. Functions may include staffing, concessions, maintenance, parking, and customer service.
11. Plan, direct, and coordinate activities and special events of the Rail Commission; develop procedures or plans to conduct activities; ensure that activities are conducted in accordance with federal, state, and local laws, ordinances, rules, and regulations.

**D. DURATION OF SERVICE**

The resulting contract(s) shall be for an initial contract term of three (3) years, anticipated to begin April 1, 2018, subject to Commission approval, with an option to renew for two (2) additional years, if agreed upon by both parties and in the best interests of the Commission.

**E. SUBMITTAL INSTRUCTIONS**

**1. Submittal of Proposals**

- a. A copy of this RFP may be requested from the Nevada Commission for the Reconstruction of the V&T Railway at the address shown in subsection (b) of this section, electronically at [admin@vtrailway.com](mailto:admin@vtrailway.com), or by telephone at 775.847.7500.
- b. **All proposals must be received by the Nevada Commission for the Reconstruction of the V&T Railway no later than 4:00 p.m., February 26, 2018. Submit proposal in a sealed envelope to one of the following:**

<b>Mail/Delivery To:</b>	<b>In-Person To:</b>
VCTC Attn.: V&T ADMIN P.O. Box 920 Virginia City, NV 89440	Virginia City Tourism Commission 86 South C Street Virginia City, NV 89440

- c. The submittal must contain **four copies** of the proposal.
- d. Proposal should be organized into distinctive sections that correspond with the individual categories described herein. Responses should be limited to 30 pages, excluding resumes.
- e. Each distinctive section should be titled with each individual category and all materials related to that category should be included therein.
- f. It is the respondent’s sole responsibility to submit information related to the request for proposal, as well as, all required documentation. The Commission is not obligated to solicit such information if it is not included. The failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- g. All questions in the questionnaire must be completed. All requested documents must be provided.

**2. Evaluation and Award Process**

- a. The Commission shall use its best judgment in conducting a comparative assessment of the proposals.

- b. The Commission shall select finalists which possess the ability to service the Commission's needs. On-site visits may be scheduled with the finalists. The Commission may ask the finalists to travel to the Carson City, Nevada or Virginia City, Nevada to present further details and or respond to questions.
- c. One respondent will be selected following the presentations referenced above, and notifications will be sent to all firms submitting proposals.
- d. The Commission reserves the right to cancel the Contract at the end of each annual period by giving at least 60 days prior written notice, or to cancel with cause at any time giving 60 days of notice.
- e. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the Contract. If any firm contemplating submitting a bid for the Contract is in doubt as to the true meaning of any part of the specifications or any other proposed Contract documents, firm may submit to the Commission a written request for an interpretation thereof. The firm submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each firm receiving a set of such documents. The Commission will not be responsible for any other explanation or interpretations of the proposed documents.
- f. The Commission reserves the right to reject any and all bids and to waive any informality in bids.

### **3. Experience and Reliability**

- a. Respondents should submit any information which documents successful and reliable experience in past performance similar to those of the requirements of this proposal.
- b. The above information may be shown on the enclosed questionnaire or in a similar manner.

### **4. Expertise of Firm's Personnel**

- a. The proposal should include detailed information related to the experiences and qualifications, including education and training, of the specific personnel who would service the Commission. Resumes should also be included using the attached resume form for each staff person.
- b. An organizational chart must be included.

## **F. LIST OF REQUIRED DOCUMENTS**

1. Nevada Business License
2. Proof of Insurance Coverage
3. Organizational chart for your firm
4. Resume Form: Complete a form for each person employed by or contracted with your firm which will assist with the completion of the scope of work for this contract.
5. Questionnaire Response: Provide a detailed narrative for each of the questions within the questionnaire. Responses must be formatted in Times New Roman, size 12 font. The responses to each question should be clearly labeled in accordance with the question which the narrative addresses.

## **G. COST PROPOSAL**

The cost proposal shall not be marked “confidential”. Only information that is deemed proprietary per NRS 333.020 (5) (a) may be marked as “confidential”.

Firms shall provide one (1) PDF Cost Proposal file that includes the following:

Section I – Title Page with the following information:

Section II – Cost Proposal

Firm’s cost proposal response shall be included in this section.

## **H. QUESTIONNAIRE**

Provide a detailed narrative for each question on the questionnaire below.

Note: Information contained in the bid process is public information after the Commission review process is completed.

### **1. General Information Regarding Your Firm**

- a. Name of Firm
- b. Address of Firm
- c. Phone Numbers of Firm
- d. Owner of Firm
- e. Contact Person of Firm
- f. Is the Firm a subsidiary of a larger agency or associated with another agency? If yes, provide additional information.
- g. Nevada Business ID (provide a copy of your Nevada Business License)

## **2. Insurance Information**

- a. Insurance Carrier
- b. Coverage Summary
- c. Coverage Limits (provide proof of insurance)

## **3. Organizational Information**

- a. Organizational Structure (i.e. Sole Proprietor, LLC, etc.)
- b. Organizational Chart (provide this within the required documents section)
- c. Provide a list of all employees/contractors employed by your firm which your firm proposes to assign to service this contract. Complete the attached resume form for each staff listed here and place in the required documents section.

## **4. Technical Knowledge**

- a. What knowledge does your firm possess of the railway and tourism attractions in the Virginia City and Carson City areas?
- b. What knowledge does your firm possess regarding governmental accounting and bookkeeping practices?
- c. What knowledge does your firm possess regarding business management and development?
- d. What knowledge does your firm possess regarding the principles and practices of marketing, branding, advertising, public relations, and/or social media?
- e. What knowledge does your firm possess regarding community outreach and/or communications functions with both public and governmental agencies?
- f. What knowledge does your firm possess regarding modern office procedures, methods, computer software, and hardware including website administration?

## **5. Technical Abilities**

- a. What abilities does your firm possess to be able to plan, organize, and direct the operations of the Commission to enable it to carry out its goals and objectives?
- b. What abilities does your firm possess to be able to prepare, write, and present in public forum, including staff reports as required, for all meetings of the Commission?
- c. What abilities does your firm possess to be able to make recommendations to the Commission on all matters properly appearing before the Commission, including policy?
- d. What abilities does your firm possess to be able to perform responsible administrative work in a high-profile position dealing with topics under intense public and media scrutiny and respond appropriately as situations change?
- e. What abilities does your firm possess to be able to plan, schedule, and organize all aspects of special events?

## PROPOSED STAFF RESUME

<input type="checkbox"/> Contractor	<input type="checkbox"/> Employee		
Name:			
Title:		# of Years in this position:	
Brief Summary of Experience:			
# of Years with Firm:			
<b>RELEVANT PROFESSIONAL EXPERIENCE</b>			
<p style="text-align: center;"><i>Required Information:</i></p> <p style="text-align: center;"><i>From: MM/DD/YYYY To: MM/DD/YYYY</i></p> <p style="text-align: center;"><i>Name:</i></p> <p style="text-align: center;"><i>Contact Name:</i></p> <p style="text-align: center;"><i>Address, Phone Number, Email:</i></p> <p style="text-align: center;"><i>Duties which would be relevant to their role in the contract:</i></p>			
<p style="text-align: center;"><i>Required Information:</i></p> <p style="text-align: center;"><i>From: MM/DD/YYYY To: MM/DD/YYYY</i></p> <p style="text-align: center;"><i>Name:</i></p> <p style="text-align: center;"><i>Contact Name:</i></p> <p style="text-align: center;"><i>Address, Phone Number, Email:</i></p> <p style="text-align: center;"><i>Duties which would be relevant to their role in the contract:</i></p>			
<p style="text-align: center;"><i>Required Information:</i></p> <p style="text-align: center;"><i>From: MM/DD/YYYY To: MM/DD/YYYY</i></p> <p style="text-align: center;"><i>Name:</i></p> <p style="text-align: center;"><i>Contact Name:</i></p> <p style="text-align: center;"><i>Address, Phone Number, Email:</i></p> <p style="text-align: center;"><i>Duties which would be relevant to their role in the contract:</i></p>			
<b>EDUCATION</b>			
<i>Institution name:</i>			
<i>City, State:</i>			
<i>Field of Study:</i>			
<i>Degree/Certificate</i>			
<i>Institution name:</i>			
<i>City, State:</i>			
<i>Field of Study:</i>			
<i>Degree/Certificate:</i>			