

REQUEST FOR QUALIFICATIONS (RFQ)
FOR MASTER PLAN
OF THE RENO TRANSPORTATION RAIL ACCESS CORRIDOR
(ReTRAC)

April 7, 2006



ISSUED BY THE
RENO REDEVELOPMENT AGENCY
OF THE CITY OF RENO

SUBMISSION DEADLINE IS 2:00 P.M. ON APRIL 21, 2006

**REQUEST FOR QUALIFICATIONS
FOR
MASTER PLAN FOR THE ReTRAC CORRIDOR**

I. INTRODUCTION

The Redevelopment Agency of the City of Reno ("Agency") is seeking qualified firms and individuals to assist the City in developing a Master Plan ("Plan") for the Reno Transportation Rail Access Corridor ("ReTRAC") area, in order to identify the types of developments and businesses best positioned to meet and surpass the needs of the surrounding neighborhood.

The City will utilize a two phase selection process. Firms successful in the first phase RFQ process will be invited to submit proposals and cost proposals. Interviews will be held to complete the ranking process.

II. RFQ SUBMISSION REQUIREMENTS

In order to be considered responsive to this RFQ, Respondents shall submit ten (10) copies of the following information in bound document form, one (1) unbound copy suitable for reproduction and a completed Word Document containing the response on diskette. **THE HARD COPY MUST BE THE SAME AS THE WORD DOCUMENT ON THE DISKETTE.** Submittals should not exceed twenty (20) pages in length, excluding attachments and appendices.

Format: Qualification submissions should be organized in an 8-1/2" X 11" format with tabbed sections corresponding to the following submission requirements.

1. Identify the entity that would contract with the Agency, including the name(s), address, telephone number and e-mail addresses and fax numbers of the person(s) to whom correspondence should be directed.
2. Name of the principal in charge.
3. Include résumés of key individuals proposed to be involved in this project.
4. Identify experience and qualifications of the firm or individuals in preparation of similar plans over the past five (5) years.
5. Experience and qualifications of the key project staff and subcontractors (if applicable), related to the proposed functions they would perform.
6. Sample of work on similar projects.

7. Briefly state why you are interested in developing a plan for the site. Discuss your overarching vision for the project area, including your approach to ensuring that the project is responsive to market conditions that may change over the course of the project.
8. Provide a brief description of how you will organize and manage the planning, development, management and budgeting of this Project as well as how, when and what format you will use to communicate with the City on the status of the Project.
9. Provide a chronology chart which indicates the significant milestones and deadlines for specific activities.
10. References. Supply names, addresses and telephone numbers of four (4) knowledgeable client representatives. The City will verify that Respondent has experience and a history of fulfilling requirements of projects in a timely and professional manner.

III. PROJECT DESCRIPTION

The Project must take into consideration the community's vision for the area and the context of the neighborhoods surrounding the project area. The Plan will provide a blueprint for future development of the ReTRAC corridor and must:

1. Assess the future land use needs of the ReTRAC corridor.
2. Evaluate project site suitability and constraints for up to four (4) conceptual development scenarios, including a combination of scenarios (to be determined with input from the Participants). Each scenario shall consider the following factors:
 - a. Zoning and land-use regulations, local design guidelines, and environmental review
 - b. Space limitations
 - c. Historic resources
 - d. Traffic impacts
 - e. Parking demand
 - f. Compatibility of proposed uses with adjacent existing and potential future uses
 - g. Identify funding opportunities for transit-oriented development projects
 - h. Identify pedestrian-oriented land uses
3. Recommend appropriate locations and mixes of commercial, retail, transit-oriented, parking, residential, private common area, and public open space uses.

4. Identify opportunities to include ancillary uses, such as open space, public art, and other public facilities.
5. Identify potential for adaptive re-use of the historic Freight House Building and other historic buildings within the ReTRAC corridor.
6. Meet with designated stakeholders, on a schedule to be determined by the City's Project Manager, to report on progress of the analysis and outline work completed.
7. Discuss any important feature of the work, identify problems encountered, and receive relevant information for consideration and direction by the stakeholders.
8. Attend public hearings throughout the contract period. The following bodies will be expected to review and provide comments to the draft analysis: Reno Planning Commission and the Reno City Council/Redevelopment Agency Board ("RDA"). The final analysis will be presented to a joint meeting of the City Council/RDA and Planning Commission.
9. Prepare twenty (20) copies of a Draft *Master Plan* for review by the public and staff and discussion with the Reno RDA Board and Planning Commission.
10. Prepare twenty (20) copies of the Final *Master Plan* for presentation at a joint meeting of the Reno RDA Board and Planning Commission. One (1) electronic version of the Final Analysis (Word 2003 compatible disk or CD).
11. Provide drawings, presentation boards and/or PowerPoint presentation materials for public hearings.

IV. DURATION OF SERVICES

It is anticipated that this project will require approximately four to six months from Notice to Proceed to Project Completion.

V. SUBMISSION DEADLINES

All Qualifications Statements (as specified in Section II of this RFQ) must be received by mail at, or hand delivered **no later than 2:00 P.M. on Friday, April 21, 2006** (postmarks not accepted).

Submit Responses to:

Reno City Hall
Office of the City Clerk
"ReTRAC Corridor Master Plan"
One East First St., 2nd Floor
Reno, NV 89501

VI. SELECTION PROCESS AND SCHEDULE

1. The City will evaluate and rank the Qualifications Statements within 7-10 days following the submittal date, approximately April 24-28, 2006.
2. Those Respondents who best meet the qualifications will be requested to submit a written Proposal by approximately June 2, 2006.
3. Interviews will be held with the Evaluation Committee on approximately June 8-9, 2006. Following the interviews, the City will forward a recommendation to the City Council/Redevelopment Agency Board on approximately July 5, 2006, for selection and approval of a contract.
4. Scores and ranking will be based on the content of the Proposal, interactions with the Evaluation Committee and the results of the Agency's due diligence and reference checks. The criteria for selection include:
 - Interest in and vision for the project area
 - Demonstration of relevant project experience
 - Strength of references from public agencies
 - Makeup of the project team
 - Cost Proposal. This budget document should describe the various cost factors of your Proposal including a projected allocation of staff time. Again, please indicate which tasks will be subcontracted or outsourced, if any.
5. The City of Reno reserves the right, where it may serve the City's best interest, to request clarification or additional information from individual respondents and to investigate the capability, reputation, integrity, skill, business experience, and quality of performance under similar operations of each respondent.
6. There is no expressed or implied obligation for the City to reimburse Respondents for any expenses incurred in preparing a proposal in response to this request.
7. The City reserves the right to reject any or all responses for any reason and then seek new proposals or take other action.

Proposed Timeline	
Action	Date
RFQ Issue Date	April 7, 2006
Statement of Qualifications Deadline	April 21, 2006 @ 2:00 PM
Review and Verification of Information by Staff	April 24 – April 28, 2006
Evaluation Committee Review	May 1, 2006
Notice to Selected Firms to Submit Proposals	May 3, 2006
Proposal Deadline	June 2, 2006 @ 2:00 PM
Interviews with Selected Proposers	June 8-9, 2006
Final Recommendation to Agency Board	July 5, 2006
Work Completion	January 17, 2007

VII. GENERAL INFORMATION

Respondent, if chosen, will be expected to complete a Professional Services Contract and attachments with the City and comply with their requirements (see below). Note the Conflict of Interest provisions of the Professional Services Contract.

- i. Applicants should be aware that under the Nevada Public Records Act, NRS 239.010, et. seq., all documents submitted in response to this RFQ, including financial information, are considered public records and will be made available to the public upon request following the RFQ deadline.
- ii. The following City staff is available to answer questions regarding this RFQ:
Boris Sztorch, Economic Development Manger (775) 334-2594.

EXHIBIT 1

ReTRAC Corridor Master Plan Background Information

The City of Reno rests at a comfortable 4,400 feet above sea level and gets over 300 sunny days each year. Reno is a world-class tourist destination with a rich arts scene and year-round outdoor activities. Reno has amenities for everyone within its 85.2 square miles and is located 45 minutes from Lake Tahoe and some of the country's best ski resorts and outdoor activities.

ReTRAC Corridor

In Fall 2005, the \$262 million Reno Transportation Rail Access Corridor ("ReTRAC") project was substantially completed. The project eliminated 11 existing at grade railroad crossings over a 2.3 mile stretch by digging a trench and lowering the tracks, while also making way for open space and public art.

By late summer 2006, the City of Reno expects to acquire approximately 120 acres, (75 individual tracts of land), currently owned by the Union Pacific Railroad, as part of the ReTRAC project. The project area extends from the intersection of West Second Street and West Fourth Street on the west to Sutro Street on the East. The irregular-shaped strip of land ranges in width from approximately 400 feet to approximately 56 feet along the original railroad corridor.

Three improved properties will be transferred to the City: the Southern Pacific Railroad Freight House, the Southern Pacific Railroad Passenger Depot (former Amtrak Station) and the American Express Freight building ("Men's Club"). In an agreement signed by the City Council, the ownership of these properties and improvements will be transferred from Union Pacific Railroad to the City of Reno with the following mutually agreed upon covenants: The City (1) shall be responsible for proper maintenance, (2) shall not alter the restored buildings without the approval of the State Historical Preservation Office ("SHPO"), and (3) shall not sell or transfer ownership of the buildings to another party without first establishing preservation covenants that are acceptable to SHPO.

Fourth Street Transit Station

The Regional Transportation Commission ("RTC") is relocating and expanding its fixed-route bus transit center in downtown Reno. The new 3.3 acre facility is bounded by Fourth Street on the north, Evans Avenue to the east, ReTRAC train trench on the south and Lake Street on the west. This new facility will replace the existing transit facility located one-half block west of the National Bowling Stadium.

The main goals of the Transit Station are as follows:

- Meet the need for increased vehicle and passenger capacity
- Maximize transit function efficiency
- Encourage transit ridership by attracting current auto users to ride public transportation
- Meet specific operational and aesthetic design criteria including: approximately 25 bus bays, passenger services and ticketing, restrooms, climate controlled waiting areas, 24-hour on-site security, landmark features, generous site lighting and landscaping
- Provide connections to all RTC transit services including Citifare (fixed-route), CitiLift (para-transit), PRIDE (intercity), Sierra Spirit (downtown circulator) and future bus rapid transit (BRT)
- Accommodate opportunities for onsite joint development (small business and transit-serving retail) and offsite transit-oriented development
- Provide the opportunity for connection to a future multi-modal transportation center south of ReTRAC, to be developed in a public-private partnership by the City of Reno and others
- Public art component – Donald Lipski, a nationally renowned public artist, is collaborating with the design team to create an exciting art element for the facility
- The Fourth Street Station has been designed to Leadership in Energy and Environmental Design (LEED) silver certification standards. LEED emphasizes state of the art strategies for sustainable site development, water savings, energy efficiency, materials selection and indoor environmental air quality.

Fourth Street Transit Oriented District

All of 4th Street has been designated by the Regional Planning Agency to be developed as transit oriented development (TOD). The City of Reno Community Development Department is in the process of developing plans that will support the TOD concepts in these areas. It is the goal that these areas to develop and function as TODs - with buildings that are oriented to the street, provide significant pedestrian/transit amenities, encourage higher densities, and a mix of land uses.

The TOD information was presented to the Neighborhood Advisory Boards (NABs), interested groups and individuals in the impacted areas. The East 4th Street TOD Plan will be presented to Planning Commission in April 2006. Presently, the West 4th Street TOD is scheduled before the Planning Commission in May 2006. Both plans will continue to City Council and the Regional Planning Commission.

Downtown Redevelopment

The Redevelopment Agency currently oversees two project areas encompassing 1,494 acres of the City. In 2005, the City amended the Redevelopment Plan for Project Area No. 1 (Downtown) which will expire in 2028. A majority of the project site is designated as part of the Entertainment Core and is identified as commercial in the City of Reno Master Plan.

As part of the City’s revitalization effort, the following housing developments are planned or under construction in Downtown Reno. It is estimated that these units will result in an increase of approximately 4,000 new residents in the urban core within the next 3-5 years.

	<u>Units</u>
Residences at the Riverwalk	125
The Montage & retail	384
Palladio & retail	87
North River Place	130
Belvedere	377
Waterfront	130
Chambolle	57
Riverfront Village	137
Colonial Garden Court	<u>46</u>
Total:	1,473

Downtown Retail Study

In 2005, the Agency teamed with the University of Nevada, Reno, Department of Economics to conduct a comprehensive examination of downtown retail market trends, provide direction regarding future development downtown and provide the Agency with future policy guidance regarding potential retail in-fill development projects (copies of the *Downtown Retail Study* are available upon request).

Highlights of the *Downtown Retail Study* included:

A strong demand for specialty and service retail to meet the needs of the coming downtown residential community.

- More than 3,000 new condominium units are under construction and/or planned within mixed-use projects adjacent to the Truckee River and the Arts and Culture District in the Downtown area.
- Up to 6,000 new residents with median incomes ranging between \$100,000 and \$110,000 are expected to call downtown Reno home in the next five years.
- Increased residential population and increased median income levels indicate a growing opportunity to expand the City’s downtown retail marketplace for specialty and service retail. Downtown grocery stores, health clubs, restaurants, clothing, and service retailers will be needed to serve this new neighborhood.

A significant employment base and university population with substantial buying power that is largely underserved.

- Identified a growing trend in the residential and workforce population both in and immediately adjacent to the downtown redevelopment project area.
- The report focused on the virtually untapped markets that include the University of Nevada, Reno, Washoe Medical Center and St. Mary’s Regional Medical Center.

- These three “regional centers” have an estimated one-year retail impact of approximately \$1.6 billion.
- The estimated one-year retail spending impact of the students at the University of Nevada, Reno is estimated at approximately \$21.4 million in the 2004-05 academic school year.
- Post completion of Washoe Medical Center’s recent expansion, the one-year retail spending impact of visitors, patients and employees at Washoe Medical Center, using retail multipliers developed by the Iowa Hospital Association, is estimated at approximately \$875.5 million.
- The one-year retail spending impact of visitors, patients and employees at St. Mary’s Regional Medical Center, using multipliers developed by the Iowa Hospital Association, is estimated at approximately \$696 million.
- Downtown Reno employs almost 11 percent of Washoe County’s total work force. This high concentration of Washoe County’s total workforce presents existing and future retailers an additional opportunity to capture additional revenues from downtown employees.
- The University of Nevada, Reno anticipates that the student population will increase substantially within the next 20 years, from 15,000 to 25,000.

The market for large-scale destination retail in downtown Reno has been established.

- Five million annual visitors are drawn to the Reno-Lake Tahoe area, to enjoy “America’s Adventure Place”.
- Reno offers first class concert, entertainment, and convention facilities, golf and ski resorts, and is home to a burgeoning arts and culture district.
- Between 1999 and 2005, approximately 35 million visitors made their way to hotel and casino hotel rooms in the Reno-Sparks area.
- Tourism represents an important part of the City’s overall level of economic activity, and retailers including Cabela’s and Bass Pro-Shops have recognized this market base and chosen to build new destination retail stores in Reno.
- Downtown Reno is positioned in the heart of the region, and retains high visibility and accessibility from the regions two major freeways.
- Retail in this area will take advantage of the existing commercial, tourism, gaming and entertainment infrastructure that is already in place.