



WHITE PINE COUNTY TOURISM AND RECREATION BOARD

Bristlecone Convention Center & Visitors Bureau

TIMELINE

- o November 23, 2022: Release of Request for Proposal to vendors
- o December 12, 2022: Interested vendors express desire to kyle.horvath@elynevada.net.
- o December 14, 2022: Mandatory Pre-Bid Virtual Walkthrough at 10 AM PST
- o December 16, 2022 Deadline for questions regarding RFP (Email to kyle.horvath@elynevada.net)
- o December 21, 2022: Answers to RFP questions sent to interested vendor
- o December 28, 2022: RFP responses are due at 5 PM PST (Proposals to: kyle.horvath@elynevada.net)

SERVICE LOCATIONS

| <u>Location</u> | <u>Address</u> |
|----------------------------------|---|
| Bristlecone Convention Center | 150 6 th Street Ely, NV 89301 |
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Section 1: Introduction

The White Pine County Tour and Recreation Board invites any Nevada licensed architects in good-standing to provide proposals for the Renovation and Rebranding of the Bristlecone Convention Center into a Modern Event Center. Anticipated project start time is January 2023 and completion date expected May 1, 2023.

PROJECT NAME: Bristlecone Convention Center, Renovation and Rebranding Project

PROJECT LOCATION: Ely, Nevada

OWNER: White Pine Tour and Recreation Board

CONTACT INFORMATION: Please contact White Pine County Tourism and Recreation Director Kyle Horvath for questions about the proposal submission and/or project details:

Phone: (775) 289-3720

E-mail: kyle.horvath@elynevada.net

Section 2: Services

SCOPE OF SERVICE: The project is the renovation and rebranding of the existing 14,252 SF single-story, Bristlecone Convention Center located at 150 W 6th Street Ely, NV. The project includes providing an assessment of the current building layout, designs and supporting documentation to renovate the interior of the building to increase efficiency, marketability, and interior design. The Scope also includes the rebranding of the Center into a modern Event Center and an upgrade of the existing facility's technology assets.

Section 3: Proposal Requirements

SUBMITTAL: A total of not more than 7 (8.5" x 11") pages should include: Letter of Introduction to firm, identification of key staff and their resumes, licensing and bonding, insurance, past project experience, assessment of current building layout, proposed renovation details and designs, a proposed project timeline, price, licensing and insurance, and three references.

DUE DATE: Wednesday, December 28, 2022 @ 5:00 PM PST. Please email final .pdf to White Pine County Tourism and Recreation Director Kyle Horvath at kyle.horvath@elynevada.net

MANDATORY PRE-BID VIRTUAL WALK-THROUGH: Wednesday, December 14, 2022 @ 10:00 AM (PST)

All other dates in the Timeline Section should be followed.

Section 4: Selection Criteria

The proposals will be evaluated, and the contract may be awarded, based on the lowest responsive and responsible bidder. All offers submitted will be considered based upon the materials provided in the proposal. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for determining the lowest responsive and responsible bidder:

- (a) Price;
- (b) Conformance to specifications;
- (c) Qualifications of the bidder, including, without limitation:
- (d) The possession of or limit on any required license of the bidder;
- (e) The financial responsibility of the bidder;
- (f) The experience of the bidder; and
- (g) The ability of the bidder to perform the contract;
- (h) Adequacy of the equipment of the bidder;
- (i) Past performance;

- (j) Performance schedule or delivery date;
- (k) The best interests of the public
- (l) Submission of all proposals in the correct format by the stated deadline.
- (m) The perceived effectiveness of the proposal's solution for the stated objective.
- (n) The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
- (o) Availability of sufficient high-quality personnel with the required skills for the specific approach proposed.

A written certification that the company awarded the contract is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel, as required by NRS 332.065(4) and NRS 332.065(5), will be required of the entity awarded the contract.

White Pine County Tour and Recreation reserves the right to return any bids that are not submitted by the deadline. The bid opening will not be a public bid opening. The White Pine County Tour and Recreation is an equal opportunity employer. We will require all participating companies carry Workers' Compensation & Liability insurance and be bonded and properly licensed through the Nevada Secretary of State, and be in good standing.

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. White Pine County Tourism and Recreation reserves the right to accept whatever contract they deem as most responsible and responsive, without obligation to White Pine County Tourism and Recreation or to the company offering the proposal. White Pine County Tourism and Recreation may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

Any protest pursuant to NRS 332.068 must be made within 7 days after the responses are opened.

