

# City of Reno

RFQ #2024-13



Proposal for:

## Pembroke Flats Field Developer

Submitted by:

**GBYSL/RYSA**

775.825.4900 | [gbysl.com](http://gbysl.com)

775.525.0855 | [renoyouthsports.org](http://renoyouthsports.org)

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# Introduction / Executive Summary

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# A - Introduction / Executive Summary

## I. Lack of Fields in Reno

It is a known fact that Reno is in a severe shortage of flat fields for its youth and adult athletes. The latest reports clearly show that we are 175-200% of capacity and there are no major flat field projects being planned. It is estimated that Washoe County will increase in population by almost 100,000 new residents.

The last flat field project was Moana Springs built in 2012. The fields were funded by private donations and to date 100% maintained by Great Basin Youth Soccer League. The annual maintenance fees are approximately \$30,000. This venue has been reduced by 30% with the construction of the Moana Springs Municipal Pool, to open summer 2024. There are other fields no longer in existence, Governors Bowl replaced by the CARES Facility and O'Brien Middle School. The new fields at O'Brien appear to be smaller than the previous fields. Vaughn Middle School renovations will be similar to O'Brien. The City of Reno does not have any venues with more than two full sized fields (full size is considered 120 yards by 80 yards). We will discuss the impact of tournaments and our inability to host any large tournaments.

In 2014 a Sports Fields Assessment was commissioned by Reno Youth Sports Authority. The conclusion is as follows;

- Year and tear are impacting the existing fields
- A majority of the fields are "beat up" and less than "adequate"
- Fields are not sustainable and over time will only get worse

## II. History of Reno Youth Sports Authority and Great Basin Youth Soccer League

**Reno Youth Sports Association (RYSA)** was created 20 years ago as a non-profit entity with the task of issuing field permits for its members, collecting fees for use of fields, using fees to enhance fields and working with the city to build additional fields. Members include flat fields users, diamond users for youth players and some adult leagues.

**Great Basin Youth Soccer League (GBYSL)** is celebrating its 40th year offering soccer to youth players in Northern Nevada. GBYSL was founded with the mission of promoting youth soccer and offering training opportunities to the coaches/parent coaches. GBYSL offers the largest recreational program in Nevada (ages 3 ½ to 14) with over 7,000 yearly players. We offer a competitive division for players ages 10-18, Olympic Development Program in conjunction with US

Youth Soccer, Street Soccer, and TOPS Soccer, a program for players with developmental issues. GBYSL is a non-profit as recognized by the IRS. GBYSL is a member of US Club and the NorCal division. We have teams coming here for games as we send teams to Northern California.

## III. Plan for Pembroke

Pembroke has been in the development stages for four years and we need to finalize the project. The plans for the complex are as follows;

- 10 full sized fields, 120x80 yards. Soccer is the largest sports field so it makes sense to use this size and all flat field sports will fit. Younger players need smaller fields. While the plan for the complex is 10 full sized fields up to 28 fields can be allocated for the area.
- 18-hole disc golf course in an undeveloped area.
- Bike repair station for mountain bikers in the area. The Greg Nelson Family trust donated \$75,000 for the bike station at Pembroke.

## IV. Economic Impact from Tournaments

Northern Nevada has no current venue with more than four full sized fields. Clark County has currently 12 fields with 10 or more full sized fields and more in the planning phase. Carson City has Edmunds Sports Complex with 10 flat fields. Reno/Sparks soccer or lacrosse league cannot host tournaments given the present fields for large tournaments.

### Assumptions

- 250 team tournaments, with 60% out of state teams, 150 teams
- Roster of 16 players, three coaches
- 1.5 parents' room 3,280 rooms per night, total 6,560 rooms,
- \$100 per night, stay-in-play rooms range from \$80 per night to \$120 per night
- \$656,000 collected in hotel revenue
- 12% room tax \$78,000 room taxes, with food, gas and more roughly \$50,000
- Total estimated taxes collected \$128,000 per tournament
- Between soccer and lacrosse six to eight tournaments per year.

### Summary

It is our plan to start with two fields given the present funds and start a large capital funding project between RYSA and GBYSL. We would seek donations, grants and other funding opportunities including field naming rights.

# Respondent's Information

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1. Respondent Team (Organizational Chart)
2. Key Personnel / Partners
3. Team Member Qualifications, Experience, References

# B - Respondent's Information

## 1. DESCRIPTION AND ROLE OF EACH COMPANY WITHIN THE RESPONDENT TEAM

### **CFA, a Bowman company** | *Civil Engineering / Survey*



Established in 1981, CFA, Inc. has been in business as a Nevada corporation for over 40 years. With the recent acquisition of CFA Inc., by Bowman Consulting Group, we are now a nationwide firm that offers a multi-disciplinary approach to any project. With a staff of over 2,000 employees, spread across 90 offices, CFA, a Bowman company (CFA), provides comprehensive engineering services from planning through design, permitting, and construction. CFA employs a team-based approach that allows us to manage various facets of complex projects efficiently. With a proven record of completing projects both on time and within budget. Our staff brings in-depth technical expertise garnered from a wide range of projects, including commercial, residential, industrial, educational, and public works. Our skill set encompasses feasibility studies, right-of-way assistance, utilities assessments, as well as site and civil engineering design and permitting. Leveraging the capabilities of our licensed professional engineers and seasoned support staff, nationally we are well-equipped to deliver value and quality for your forthcoming development.

For this project in particular CFA will provide civil design and permitting services, construction administration aid, and survey construction staking to ensure a successful project.

### **CORE** | *Construction Contractor*



CORE's rich history started with one key moment in 1937 when our founder, Otto Baum, applied for a loan to start a masonry company. He had nothing to use as collateral except for his proven character and exemplary reputation. When the bank manager asked the loan officer why they should consider Otto's request, the officer simply replied, "I trust him." This event sparked the beginning of a company called Otto Baum & Sons, which the Baum Family expanded over time to include construction and masonry businesses across the country. In the mid-1990s, these companies were brought together under the unified name of CORE Construction. CORE now has 20+ offices in nine states and is supported by over 1,200 employees and a strong culture built on the same trust Otto started the company within 1937.

CORE will provide preconstruction and construction services to the team to ensure the project is developed and constructed as economical as possible while maintaining the City of Reno's vision for quality recreational spaces for local and regional events.

### **Black Eagle Consulting** | *Geotechnical Engineering*



Black Eagle Consulting, LLC (BEC) is a leading geotechnical engineering consultancy based in Reno, Nevada. Since our establishment, we have specialized in geotechnical engineering services including site investigations, foundation design, soil and rock mechanics, and environmental geotechnics. Our team comprises highly skilled professional engineers and geologists who bring extensive experience and technical expertise to every project. We have an established working relationship with Bowman (formerly CFA), partnering on over 65 projects since 1998. This long-standing collaboration enhances our ability to deliver high-quality, reliable results through seamless communication and efficient project execution.

As the Geotechnical Engineer of Record (GEOR) for numerous projects, including the initial investigations for Pembroke Flats soccer fields, we provide practical, cost-effective solutions that support structural integrity. Our commitment to client satisfaction and technical expertise makes BEC a cornerstone in the foundation of successful projects.

### LA Studio Nevada | Landscape Architecture



Established in 1991, L.A. Studio Nevada / Hansen Landscape Architects has been providing quality projects to Northern Nevada and the Truckee Meadows for over 25 years. With a staff of ten, we are the largest landscape architecture firm in the region, and provide landscape planning & design, permitting, and construction administration, and project close-out services.

We are known for producing quality and timely project deliverables, with a responsive team of licensed professionals and support staff. Our staff brings in-depth technical expertise garnered from a wide range of projects, including commercial, residential, industrial, educational, and public works. Our skill set encompasses feasibility studies, right-of-way assistance, utilities assessments, as well as site and civil engineering design and permitting. Leveraging the capabilities of our licensed professional engineers and seasoned support staff, nationally we are well-equipped to deliver value and quality for your forthcoming development.

For this project in particular L.A. Studio Nevada will provide initial, interim, and final landscape design services, assist in site development permitting, construction administration, and project close out tasks with the City's chosen developer.

### NCE | Water Modeling



NCE is a multidisciplinary engineering and environmental services firm that works collaboratively with their clients to ensure successful outcomes. Founded in the Truckee Meadows in 1990, NCE has successfully delivered consulting services for more than 30 years. They have designed and permitted dozens of successful public infrastructure projects within the Northern Nevada and California regions throughout that time. NCE will complete the flood mitigation analysis, which was started under separate contracts with Bowman and the City of Reno. NCE's engineers, scientists, and planners take pride in delivering projects of local significance and we have excellent relationships with local agencies and regulators, including the Truckee River Flood Management Authority.

NCE has extensive knowledge of the flood conditions of the Pembroke Flat Fields site having completed the hydraulic mitigation analysis for the conceptual and preliminary design. Additionally, NCE is completing the design of the Pembroke Drive Capacity and Safety Project adjacent to the Flat Fields site. This roadway widening project is being implemented by the Regional Transportation Commission of Washoe County and includes the design of flood mitigation to counter the expanded roadway section.

# ORGANIZATIONAL CHART



## GBYSL / RYSA Developer

**Richard L. Jay**  
*President*

**Randy Ritter**  
*President*

**Vicki LaRovere**  
*Executive Director/Treasurer*

**Brad Betker**  
*Chairman / Board Member*

## Black Eagle Consulting Geotechnical Engineering

**Scott Kelly, PE**  
*Geotechnical Lead*

**Remington Walker, PE**  
*Geotechnical Engineer*

## CFA, A Bowman company Civil Engineering/Surveying

**Kevin German, PLS**  
*Principal*

**Matthew Sutherland, PE**  
*Senior Project Manager*

**Kathleen Meyer, PE**  
*Engineering Manager*

**Eric Snyder**  
*Survey Manager*

## LA Studio Nevada Landscape Architecture

**Joe Hitzel, PLA**  
*Senior Landscape Architect*

**Marc Chapelle, PLA ASLA**  
*Senior Landscape Architect*

**Ryan Hansen, PLA ASLA ISA CPSI**  
*Principal Landscape Architect*

## CORE Construction Contractor

**Travis Coombs, DBIA, LEED AP BD+C**  
*Project Executive*

**Kurt Parriott, LEED AP BD+C**  
*Director of Preconstruction*

**Jason Stevens**  
*Senior Project Manager*

**Ronnie Triglia**  
*Superintendent*

## NCE Water Modeling

**Mary Horvath**  
*Hydraulic Mitigation Analysis*

**Scott Kobs, PE**  
*Hydraulic Mitigation Analysis*

## 2. ROLE AND EXPERIENCE OF THE KEY PERSONNEL / PARTNERS

### GBYSL/RYSA

Board of Directors for <b>GBYSL</b>	Board of Directors for <b>RYSA</b>
<ul style="list-style-type: none"> <li>• Randy Ritter, President, Vice President</li> <li>• Maria Huynh, Treasurer</li> <li>• Jimmy Huynh, Vice President Recreational</li> <li>• Vickie LaRovere, Executive Director</li> <li>• Rob Range, Director</li> </ul>	<ul style="list-style-type: none"> <li>• Brad Beker, Chairman</li> <li>• Randy Ritter, Vice Chair</li> <li>• Vicki LaRovere, Treasurer</li> <li>• Trish McFaddin, Secretary</li> <li>• Pedro Gutierrez, Director of Diamond Fields</li> <li>• Ian Anderson, Field Maintenance</li> <li>• Michelle Loux, Commissioner at Large</li> </ul>

#### **Richard L. Jay | President (GBYSL)**

Richard has lived in Reno since 1967 and has been involved in many community projects over the years. He graduated with a Bachelor of Science degree, Economics, from University of Nevada in 1984 and attended graduate school there. Richard became involved in soccer in 1997 and since then served as President of GBYSL, Nevada Youth Soccer Association Commissioner and holds a D license from US Youth Soccer and former Grade 8 referee. In 2012 city council member Jessica Sferrazza approached Richard with an idea to turn the dilapidated Moana baseball fields into soccer fields. Six months later after raising the needed funds a 200,000 square foot soccer field was completed. Private donations were raised and to this date no taxpayer dollars are used to maintain the fields. In October 2012 the city council voted to name the complex the Richard L. Jay Sports Complex.

In 2016, Richard chaired the WC1 initiative to raise sales tax to build new schools. This was passed and to date over \$1 billion have been spent on new schools, renovations and existing school expansions. Richard is Vice Chair of the Reno Tahoe Airport Authority, Board Member of RSCVA, Board Member City of Reno Financial Advisory Board, National MBA Education Forum, Past Member State of Nevada Department of Education for High School accounting/business curriculum, Member of Sparks Rotary, Board Member Courage Worldwide and Past President of Executive Association of Reno.

#### **Randy Ritter | President (GBYSL)**

Randy has been involved in youth sports here in Northern Nevada for over 20 years. Randy has been the president of Great Basin Youth Soccer League for 12 years. He also serves as the Vice-Chair on Reno Youth Sports Association he also serves on Sparks Youth Foundation and on the Carson Youth Association. He was also involved in the buildout of the Moana soccer field complex. Randy served as a board member for Nevada Youth Soccer Association for 10 years.

#### **Vicki LaRovere | Executive Director (GBYSL) / Treasurer (RYSA)**

Vicki has been a resident of the Reno area since 1997 and has worked for the Great Basin Youth Soccer League (GBYSL) since 2000, currently serving as the executive director. She has played a key role in the development of the Upper South Valley Regional Sports Complex and the Moana Springs Soccer Fields. Besides her involvement with GBYSL, Vicki serves on several youth sports boards. She has been the treasurer for the Reno Youth Sports Association since 2016 and is a delegate on both the Sparks Youth Sports Foundation and the Carson City Youth Sports Association.

#### **Brad Betker | Chairman (GBYSL) / Board Member (RYSA)**

Responsible for managing permits and facilities for all outdoor flat fields and diamond fields in Reno, Nevada (including baseball, softball, soccer, lacrosse, rugby, and football). Duties include scheduling maintenance with the Reno parks manager and staff, preparing semi-annual reports for the Reno City Council, and drafting operational agreements. This role involves close collaboration with the City of Reno's Director of Parks, Recreation, and Community Services and their team, with a strong reputation for promoting youth sports in the Truckee Meadows through a dedicated work ethic.

## CFA, A BOWMAN COMPANY

### **Kevin German, PLS | Principal**

Kevin is in charge of the overall operation and financial oversight of Bowman's Reno office. He supervises all department managers, ensuring projects are completed on time and within budget. Alongside his management duties, Kevin has extensive experience in managing survey projects. He possesses specialized expertise in the advanced technologies used in the office and by survey field crews.

### **Matthew Sutherland, PE | Senior Project Manager**

Matt is a senior project manager at CFA and a licensed professional engineer in the State of Nevada. He has extensive experience managing and designing a wide range of public and private projects, including a county campus expansion, fire stations, golf course clubhouse and grounds, warehouse facilities, single-family developments, mini storage facilities, landfills, and hotels. As the engineering project manager for the Pembroke Flat Field Site Plan Review, Matt will continue to lead the project into the development stage, overseeing engineering design and permitting to ensure diligent progress.

### **Kathleen Meyer, PE | Engineering Manager**

Kathleen holds a B.S. from California Polytechnic State University, San Luis Obispo, and is a licensed professional engineer in Nevada, California, and Texas. She has extensive experience leading engineering teams, collaborating with various departments and outside agencies, and directing engineering projects. With 23 years of experience as a civil engineer, Kathleen has focused on designing both multi-family and single-family residential housing, industrial buildings, recreational facilities, large multi-component mixed-use subdivisions, hospitals, and a 55 acre sports park. She has worked on projects in environmentally sensitive and coastal areas, infill sites, and topographically complex locations. Her advanced problem-solving skills are crucial for complex grading, street, sewer, and storm drain design. Kathleen will oversee the engineering team, provide insights into design aspects, and ensure quality control throughout the project.

### **Eric Snyder, PLS | Survey Manager**

With over 43 years of experience in the surveying field, Eric is the survey manager for Bowman. He is a licensed professional land surveyor in Arizona, Nevada, and Utah. Eric's extensive experience, both in the field and the office, equips him with the knowledge and leadership required to successfully complete all survey projects. His expertise includes alignment surveys, ALTA/NSPS land title surveys, boundary surveys, boundary line adjustments, parcel maps, records of survey, redevelopment and site enhancement projects, roadways, schools, solar fields, subdivision tract maps, transmission lines, topographic surveys, and construction staking services.

In addition to completing the design/topographic survey for the Pembroke Flat Field Site Plan review project, Eric will oversee the necessary construction staking efforts during the development stage of the Pembroke Flat Field Development. He ensures the contractor receives the essential surveying services to complete the project during the construction phase.

## CORE

### **Travis Coombs, DBIA, LEED AP BD+C | Project Executive**

As CORE's vice president and project executive for the Pembroke Flats Field Developer project, Travis will guide and assist the team throughout the duration of the project while fostering a culture of Team and Trust among City of Reno, GBYSL/RYSA, CFA/Bowman and CORE. Travis has worked with the City of Reno on a multitude of projects and currently is on the City of Reno's Moana Springs Community Aquatics and Fitness Center project. Travis' relationship with City of Reno has given him a clear understanding of City of Reno processes and expectations.

### **Kurt Parriott, LEED AP BD+C | Director of Preconstruction**

As director of preconstruction Kurt will be involved at the earliest phase of the Pembroke Flats Field Developer project. Kurt brings a wealth of knowledge to the team from his experience as preconstruction manager on many other similar projects.

**Jason Stevens | Senior Project Manager**

Jason brings 23 years of industry experience to your project. As senior project manager, he will utilize management expertise gained from working on similar projects. Jason will be responsible for managing the schedule, budget, quality, and fostering daily communication throughout the entire team. Jason's attention to detail and transparency will ensure that your project is successfully completed on time and within budget.

**Ronnie Triglia | Senior Superintendent**

As senior superintendent, Ronnie is responsible for all on-site activities on your project. He will ensure that any issues that may arise in the field are communicated to all parties and resolved swiftly and efficiently. During pre-construction, Ronnie will assist in scope review, constructability reviews, the preparation of the site logistics plan, and the creation of project schedules. This level of involvement in the pre-construction process will allow the team to hit the ground running once construction begins. During construction, Ronnie will be responsible for managing all on-site Trade Partners and will ensure that your project is built on or ahead of schedule and to CORE's highest standards.

**BLACK EAGLE CONSULTING**

**Scott Kelly, PE | Geotechnical Lead**

Scott serves as the geotechnical division manager at BEC, bringing 29 years of extensive experience in geotechnical investigations, engineering construction inspection, and materials testing. Scott has a proven track record in managing geotechnical engineering for athletic facilities. As the Geotechnical Engineer of Record (GEOR) for the conceptual design of the Pembroke Athletic Fields, he provided comprehensive soil analyses and earthwork design recommendations. His expertise extends to serving as the GEOR for the Hixson Softball facility upgrades at the University of Nevada-Reno, which included new turf, lighting, bleacher expansions, a new clubhouse, and a multi-purpose building for concessions, restrooms, and a press booth. Additionally, Scott was the GEOR for the synthetic turf reconstruction at a local Catholic high school, covering both the soccer field and two baseball fields. His leadership and technical acumen have been instrumental in the successful completion of these high-profile projects, making him a cornerstone in the geotechnical engineering community.

**Remington Walker, PE | Geotechnical Engineer**

Remington is a project engineer at BEC with 10 years of experience in geotechnical engineering. He specializes in managing geotechnical projects from preliminary organization through subsurface field exploration and engineering analyses. Remington has extensive experience in athletic facility projects such as the field exploration and analysis for the synthetic turf reconstruction at a local Catholic high school, covering both the soccer field and two baseball fields. He has also been involved in significant projects such as the Tesla Gigafactory and the Truckee Meadows Water Authority (TMWA) Steamboat Ditch Crossing. Remington's detailed approach and technical proficiency ensure the structural integrity and success of each project he undertakes, making him a valued professional in the geotechnical engineering field.

**LA STUDIO NEVADA**

**Joseph Hitzel, PLA | Senior Landscape Architect**

Joe is a licensed landscape architect in Nevada and Idaho, with extensive experience in the design of parks, streetscapes, commercial landscapes, public spaces, and high-end residential landscapes. He has broad knowledge in the planning and design of both public and private sector projects. He is responsible for the preparation of master plans, detailed construction documents, and design standards. Joe can creatively develop designs through teamwork and effective communication with clients.

Joe has worked in the field of Landscape Architecture since 1989, starting as an associate with a private landscape architecture firm in Sun Valley, Idaho that specialized in high-end residential projects. In 1998 he moved to Reno to broaden his design experience in Parks, Commercial Design and Community Development. Joe is responsible for the design of numerous parks, commercial projects, and high-end residential landscapes throughout Idaho and Nevada.

**Marc Chapelle, PLA ASLA | Senior Landscape Architect**

Marc is a licensed landscape architect in Nevada with extensive experience in the design of urban, rural, and remote spaces, including streetscapes, commercial landscapes, open space planning, and the development of parks, trails, and public facilities. He has broad knowledge in the planning and design of both public and private sector projects. His experience includes all aspects of landscape architecture from site analysis and concept development to the preparation of final construction documents. He has developed a relationship of mutual understanding and trust, and positive interaction between people in different positions or roles within the larger design community.

Marc has worked in Northern Nevada since 1994. He has developed a deep affinity for the beauty of the region, and a strong reputation for quality design, and working well with fellow team members and reviewing agencies

**Ryan Hanson, PLA ASLA ISA CPSI | Principal Landscape Architect**

Ryan Hansen is a licensed landscape architect in Nevada with extensive experience in the design of schools, urban spaces, streetscapes, commercial landscapes, open space planning, and the development of neighborhood and regional parks. He has broad knowledge in the planning and design of both public and private sector projects. His experience includes all aspects of landscape architecture from site analysis and concept development to the preparation of final construction documents. Through public workshops, Ryan is able to articulate the design process in such a way as to establish a sense of teamwork and consensus building within the community.

Ryan is the founding partner of L.A. Studio Nevada in Reno and has managed the firm since 1998. In that time he has developed a strong reputation for quality design, and working well with fellow team members and review agencies.

**NCE**

**Mary Horvath | Hydraulic Mitigation Analysis**

Mary has more than 29 years of experience in water resources and floodplain management, 24 within the Northern Nevada region. She has been working on improving the Truckee River floodplain and lowering flood risk in the Truckee Meadows for almost 25 years. She is intimately familiar with the agencies and municipalities involved in the Truckee River floodplain and critical flood pool and has a long history with its hydraulics and flood conditions. Throughout her career, Mary has worked on numerous flood management projects in the Truckee Meadows including restoration projects, smart transportation design, mitigation design, and consultation on policy.

**Scott Kobs, PE | Hydraulic Mitigation Analysis**

Scott is a water resources engineer with extensive experience in stormwater quality monitoring, data analysis, hydrologic and hydraulic analysis, hydrologic and hydraulic modeling, and technical report development. He has a broad knowledge of advanced software programs including ArcGIS Pro, HEC-HMS, PLRM, AutoCAD, XPStorm, FLO-2D and HEC-RAS. Scott's hydrologic and hydraulic expertise is complemented by a strong civil design competency, making him a particularly valuable team member at NCE. His recent projects have included hydrologic modeling, storm drain analysis and design, channel grading and realignment, 2-D hydraulic modeling in support of a roadway improvement project, culvert sizing, and integration of GIS data to support hydrologic and hydraulic analyses.

**Workload and Capacity**

Key Team Member	Current Workload	Capacity	% Time Commitment on the Project
	%	%	%
<b>GBYSL / RYSA   Developer</b>			
GBYSL and RYSA are the lead non-profit agencies for the project.	NA	NA	NA
<b>CFA, a Bowman company   Civil Engineering / Surveying</b>			
Kevin German, PLS	80%	20%	5%
Matt Sutherland, PE	80%	20%	20%
Kathleen Meyer, PE	80%	20%	5%
Eric Snyder, PLS	80%	20%	10%
<b>Core Construction   Contractor</b>			
Travis Coombs, DBIA, LEED AP BD+C	85%	15%	As necessary
Kurt Parriott, LEED AP BD+C	85%	15%	20%
Jason Stevens	80%	20%	50%
Ronnie Triglia	80%	20%	100%
<b>Black Eagle Consulting   Geotechnical Engineering</b>			
Scott Kelly, PE	60%	10%	10%
Remington Walker, PE	60%	10%	10%
<b>LA Studio Nevada   Landscape Architect</b>			
Joe Hitzel, PLA	85%	15%	20%
Marc Chapelle, PLA ASLA	85%	15%	50%
Ryan Hansen, PLA ASLA ISA CPSI	85%	15%	20%
<b>NCE   Water Modeling</b>			
Mary Horvath	85%	15%	5%
Scott Kobs, PE	90%	10%	5%

### 3. TEAM MEMBER QUALIFICATIONS, EXPERIENCE, AND REFERENCES

# Pembroke Flat Field Site Plan Review

Reno, NV



### Description

**CFA** completed a Site Plan Review Package with the City of Reno for the Pembroke Flat Fields project, covering 96.6 acres of land located north of Pembroke Drive, between McCarran Boulevard and Veterans Parkway. The project includes 27.5+/- acres of turf flat field area designed to accommodate up to 10 full-size soccer fields. The preliminary plans also feature associated parking, access, and a pedestrian entry/awards plaza space. The primary design focuses on full-size soccer fields to support the growing area youth soccer league and provide a venue for regional and national youth soccer or other flat field sports tournaments. This project is one of the few feasible and safe uses for the proposed location within the Critical Flood Pool.

CFA provided planning, engineering, and surveying services to complete the Site Plan Review Package for the City of Reno. The surveying team conducted a site boundary and topographic survey to ensure accurate design. The engineering team developed the site plan layout, grading plan, and phasing plan. The planning team compiled all application materials and provided all necessary items for a complete site plan review



**Owner**

City of Reno  
1 E. First St.  
Reno, NV 89501  
Khalil Wilson, PE  
775.335.6789

**Cost vs. Budget**

\$125,000 / \$131,000

**Schedule**

10/2023 - 03/2024

**Services Provided**

CFA, Planning,  
Engineering, Surveying

Black Eagle,  
Geotechnical  
Investigation

NCE, GIS Mapping

LA Studios, Landscape  
Design

**Design & Delivery  
Method**

NA

package. Several subconsultants assisted CFA in preparing the application materials and are included in this RFQ for the development stage of the project. This project will not only enhance the local sports infrastructure but also significantly improve recreational opportunities for the community. Their geotechnical recommendations ensure the safe and sustainable development of the fields, contributing to the project's success and delivering a state-of-the-art facility for athletes and residents alike.

**Black Eagle** conducted the initial geotechnical investigation for the conceptual design of the Pembroke Athletic Fields. Their team performed comprehensive soil analyses, identifying floodplain deposits and groundwater rising within two feet of the surface. Based on these findings, they developed earthwork designs involving shallow cuts and fills to elevate the playing areas and ensure optimal drainage between fields. Additionally, they provided pavement design recommendations to support the project's infrastructure.

With their thorough due diligence and deep understanding of the site's soil conditions, as well as the project's context and constraints, Black Eagle is well-prepared to support the construction phase. During construction, they will offer a full range of services, including testing and inspection of earthworks and pavement materials.

**NCE** utilized a mapping program (AutoCAD or GIS) to analyze and determine the required volume of flood mitigation based on the conceptual ball field design provided by CFA, Inc. This analysis included calculating the volume needed for fill on the ball fields, additional grading above the existing ground, and the concession and supporting buildings. Grading volumes were provided to NCE by CFA, Inc. With guidance from CFA on available mitigation areas and required side slopes, NCE conducted a volumetric analysis to assess whether the available area for flood mitigation is sufficient to provide the necessary volume and what depths are required. NCE prepared a brief memo outlining the analysis results, showing the available volumes and assumed depths for each flood mitigation area. The feasibility analysis was completed based on a 1.3 to 1 mitigation to fill ratio.

**LA Studios** provided a landscape design meeting the desire of the client and the code requirements of the City of Reno.

Sources Uses & Description of Tools: N/A

Construction Manager: N/A

General Contractor: N/A

Claims: No claims were made on this project.



## Green Valley Park

Fernley, NV



### Owner

City of Fernley  
595 Silver Lace Blvd.  
Fernley, NV  
775.784.9800  
Kari Weitzel

### Cost vs. Budget

\$814,903 | \$825,000

### Schedule

05/2022 - 01/2023

### Services Provided

**Ian Meyer, civil designer** |  
layout, site design, grading,  
construction administration

**Kathleen Meyer, engineering  
manager** | QA/QC

**Matt Morrison, Engineer III** |  
drafting, bid docs & specs

### Design & Delivery Method

NA

### Description

Survey, civil design, cost estimating, bidding, and construction administration services related to the improvements at Green Valley Park. The project consisted of over 14,000 sq. ft. of sidewalk additions to enhance pedestrian connectivity along the street frontages and interconnectivity within the park. Additions also included three new shade structures and a new permanent bathroom facility on the western side of the park. With an emphasis on ease of maintenance the project included multiple maintenance access points around the park, as well as thickened sidewalk throughout the park to protect from regular maintenance vehicle traffic.

The project was completed largely on schedule with the exception of longer lead-time items such as the shade structures and the bathroom facility, and formally reached substantial completion in January of 2023.

Sources Uses & Description of Tools: N/A

Construction Manager: N/A

General Contractor: N/A

Claims: No claims were made on this project.



# Moana Springs Community Aquatics and Fitness Center

Reno, NV



## Owner

City of Reno  
1 East 1st St., Ste. 800  
Reno, NV 89501  
775.334.2350  
Kerrie Koski

## Cost vs. Budget

\$47,000,000 / \$47,000,000 (est.)

## Schedule

00/0000 - 08/2024

## Services Provided

**Travis Coombs, project executive** | project oversight

**Kurt Parriott, director of preconstruction** | planning, estimating, coordination

**Ronnie Triglia, senior superintendent** | project execution

## Design & Delivery Method

CMAR

## Description

The City of Reno Moana Spring Community Aquatics and Fitness Center project, completing in August 2025, includes two phases of work for the City that will result in a state-of-the-art fitness facility. Phase I consisted of site work, new parking lots, and on-site and off-site utilities in anticipation of building construction. Phase II includes the new construction of a 50,000-square-foot building composed of structural steel and precast panels. The facility will house a variety of amenities designed to cater to fitness enthusiasts, including two indoor pools, a competition pool, a multi-use pool, a fitness center, and an outdoor soaking pool.

Sources Uses & Description of Tools: N/A

Construction Manager: Travis Coombs – VP/Project Executive

General Contractor: CORE Construction (CORE)

Claims: No claims were made on this project.

# Lazy 5 Regional Park - Phase II

Washoe County, NV



### Owner

Washoe County Parks & Recreation  
3101 Longley Lane, Reno, NV 89520  
775-328-2181  
Colleen Wallace Barnum

### Cost vs. Budget

\$1,500,000 / \$1,500,000

### Schedule

2004

### Services Provided

**Ryan Hanson, senior landscape designer** | civil improvements, electrical and site lighting design, soils and agronomic consultation, and land-planning and permitting

### Design & Delivery Method

Design, Bid, Build

### Description

Lazy 5 Regional Park, Phase II, spanned 11 acres and included access road grading, paved parking, a spectator playground, a picnic pavilion, and a large field designed to accommodate various AYSO soccer field configurations. This layout was intended not only for play but also to minimize long-term field erosion and maintenance costs, enhancing the lifecycle of turf and irrigation systems.

L.A. Studio Nevada served as the prime design lead, coordinating civil improvements, electrical and site lighting design, soils and agronomic consultation, and land-planning and permitting. The design process covered everything from concept to final close-out. Deliverables included preliminary plan preparation, construction CDs, a specifications booklet, an opinion of probable cost, bidding documents, bidding assistance, construction assistance, and project closeout, which included as-built plans and contractor punch lists.

This project received an award-winning design and was recommended as a site to visit during the National Recreation and Park Association (NRPA) national convention in Reno in 2012.

Sources Uses & Description of Tools: N/A

Construction Manager: N/A

General Contractor: N/A

Claims: No claims were made on this project.

# Scope of Services / Project Goals

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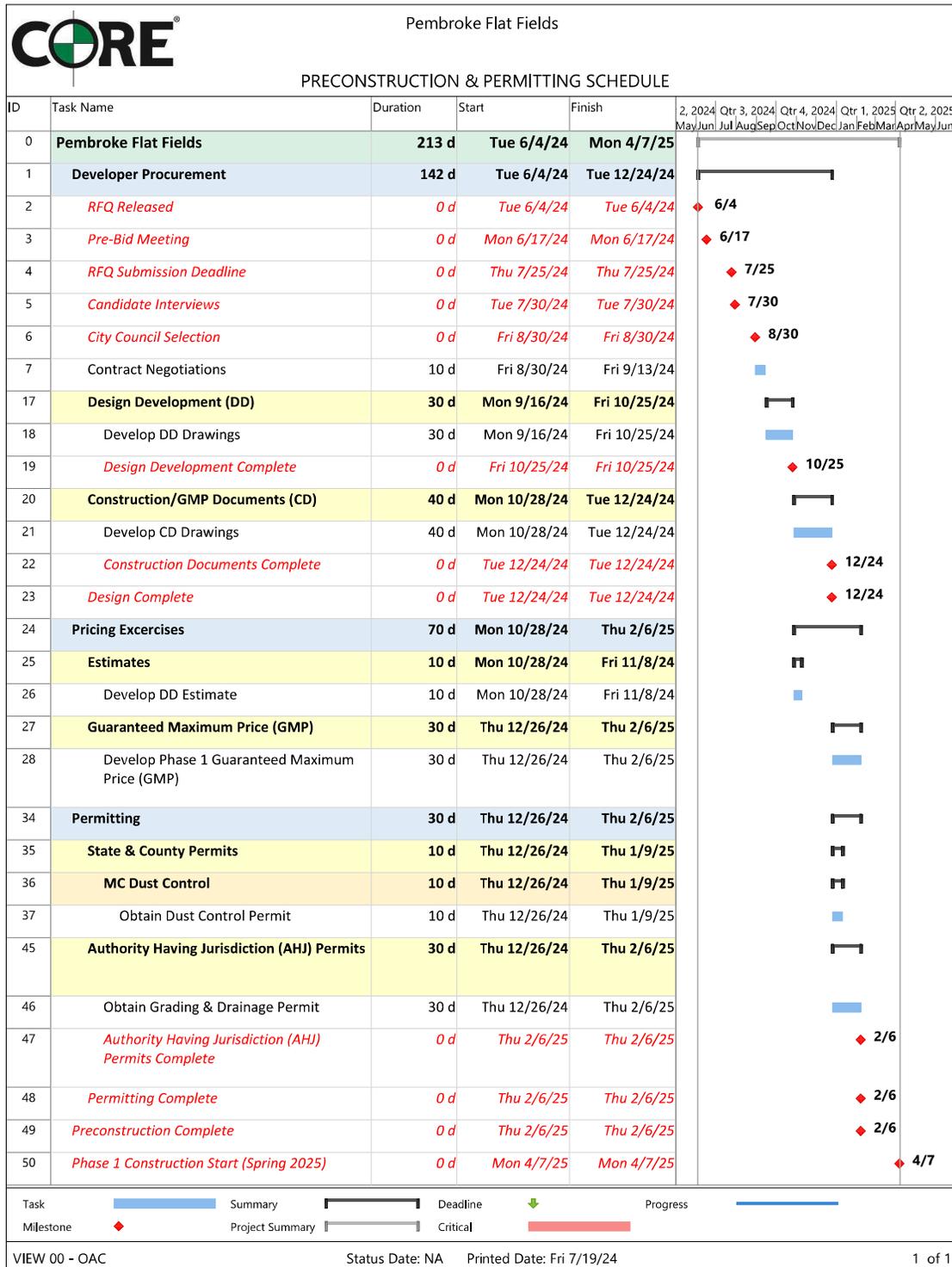


1. Project Schedule
2. Project Budget and Financing
3. Financing Plan

# C - Scope of Work / Project Goals

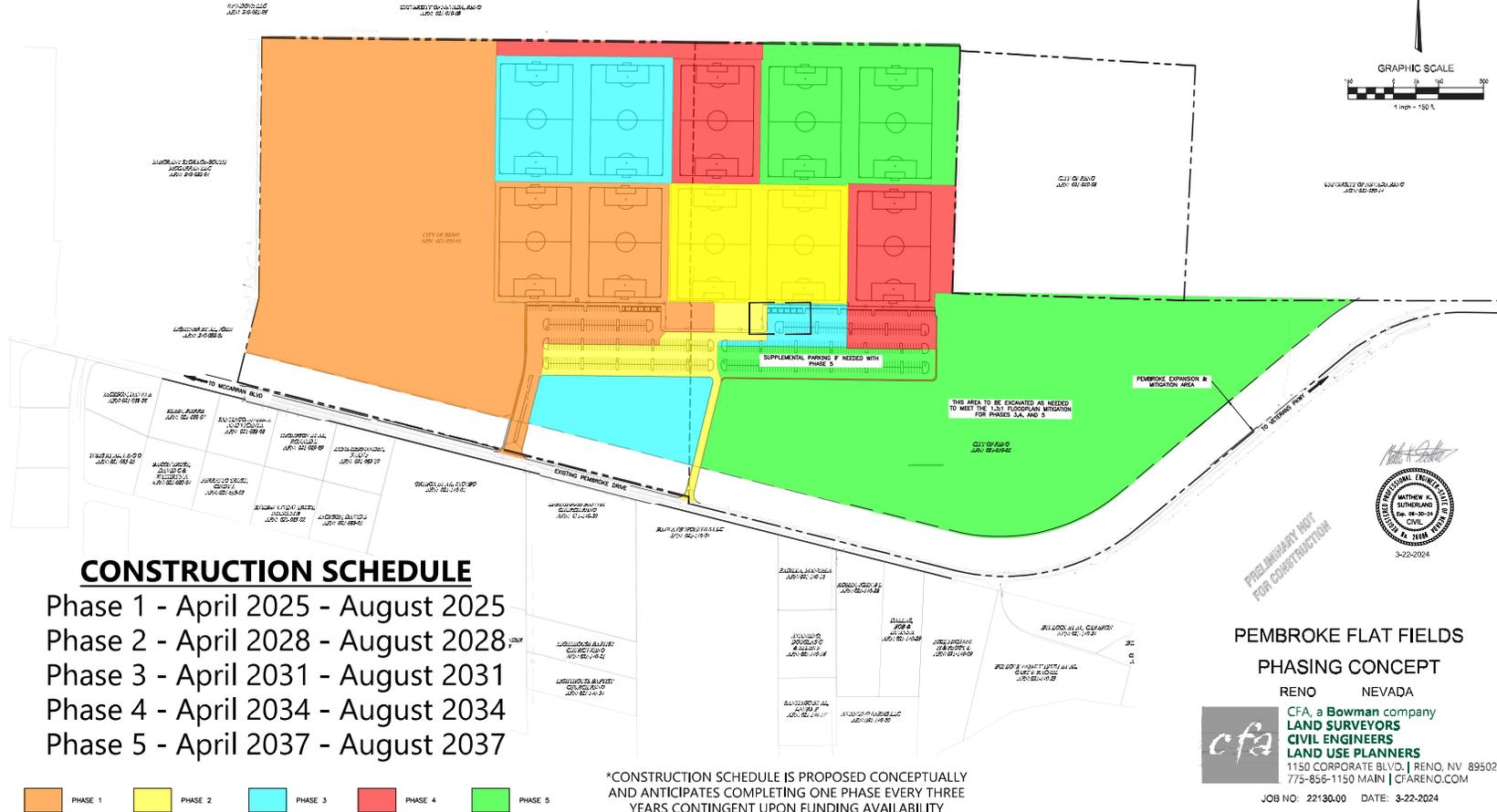
## 1. PROJECT SCHEDULE

The project has a 10 year build time limit. It is our intention to break this into five phases, two fields per phase. Phase 1 will be the biggest as initial infrastructure must be completed. Each phase will have two fields with corresponding parking, fencing and other amenities.



# PEMBROKE FLAT FIELDS PHASING CONCEPT

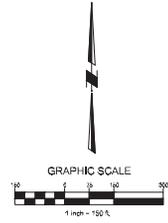
PHASE	PARKING/PHASE	TOT. PARKING	FIELDS/PHASE	TOT. FIELDS	PARKING/FIELD
1	150	150	2	2	75.0
2	182	332	2	4	83.0
3	114	446	2	6	74.3
4	105	551	2	8	68.9
5	201	752	2	10	75.2



## CONSTRUCTION SCHEDULE

- Phase 1 - April 2025 - August 2025
- Phase 2 - April 2028 - August 2028
- Phase 3 - April 2031 - August 2031
- Phase 4 - April 2034 - August 2034
- Phase 5 - April 2037 - August 2037

\*CONSTRUCTION SCHEDULE IS PROPOSED CONCEPTUALLY AND ANTICIPATES COMPLETING ONE PHASE EVERY THREE YEARS CONTINGENT UPON FUNDING AVAILABILITY



PRELIMINARY NOT FOR CONSTRUCTION

**PEMBROKE FLAT FIELDS  
PHASING CONCEPT**  
RENO NEVADA

**cfa** CFA, a **Bowman** company  
**LAND SURVEYORS  
CIVIL ENGINEERS  
LAND USE PLANNERS**  
1150 CORPORATE BLVD. | RENO, NV. 89502  
775-856-1150 MAIN | CFARENO.COM

JOB NO: 22130.00 DATE: 3-22-2024

SHEET 4 OF 4

2. PROJECT BUDGET AND FINANCING

Provide a detailed development budget for the proposed Pembroke Fields and by cost type (hard construction costs, soft costs, contingency).

#		Description	Base Price	BREAKOUTS				
				Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>GENERAL</b>				\$0	\$0	\$0	\$0	\$0
<b>DEMOLITION / OFF-SITE INFRASTRUCTURE</b>				\$0	\$0	\$0	\$0	\$0
2		Hazardous Material Remediation (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
3		Selective Demolition (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
5		Major Off-Site Improvements (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
<b>SITE WORK (ROUGH)</b>				\$2,251,639	\$1,159,676	\$834,936	\$783,920	\$2,046,717
7		Horizontal Survey & Staking	\$40,000	\$10,000	\$8,000	\$6,000	\$6,000	\$10,000
8		Earthwork	\$6,643,383	\$2,064,644	\$1,113,926	\$777,219	\$737,161	\$1,950,433
9		Utilities	\$85,500	\$80,500	\$0	\$5,000	\$0	\$0
11		Dust Control	\$124,309	\$36,456	\$20,006	\$20,513	\$20,058	\$27,276
12		Storm Water Management	\$183,694	\$60,038	\$17,744	\$26,205	\$20,701	\$59,007
13		Dewatering (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
<b>SITE WORK (FINISH)</b>				\$2,201,874	\$1,585,534	\$1,700,558	\$1,380,982	\$1,888,464
14		Asphalt Paving	\$1,080,533	\$267,271	\$302,616	\$129,323	\$122,256	\$259,067
15		Site Signage, Striping, & Parking Accessories	\$99,992	\$37,963	\$17,803	\$23,949	\$10,930	\$9,347
16		Landscaping & Irrigation	\$6,598,445	\$1,390,641	\$1,010,784	\$1,420,475	\$1,182,256	\$1,594,290
18		Site Furnishings (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
20		Fabric Shade Structures (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
21		Pre-Fabricated Site Structures (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
23		Fencing & Gates	\$265,440	\$142,400	\$53,600	\$69,440	\$0	\$0
24		Site Concrete	\$713,003	\$363,600	\$200,732	\$57,372	\$65,540	\$25,760
<b>STRUCTURE</b>				\$0	\$0	\$0	\$0	\$0
<b>ENCLOSURE</b>				\$0	\$0	\$0	\$0	\$0
<b>INTERIOR FINISHES</b>				\$0	\$0	\$0	\$0	\$0
<b>SPECIALTIES</b>				\$32,500	\$32,500	\$0	\$0	\$0
72		Signage	\$20,000	\$20,000	\$0	\$0	\$0	\$0
78		Flagpoles	\$12,500	\$12,500	\$0	\$0	\$0	\$0
<b>EQUIPMENT</b>				\$0	\$0	\$0	\$0	\$0
89		Athletic Equipment (NOT APPLICABLE)	\$0	\$0	\$0	\$0	\$0	\$0
<b>M&amp;P SYSTEMS</b>				\$43,013	\$31,198	\$26,120	\$31,882	\$35,153
103		Electrical Systems	\$167,366	\$43,013	\$31,198	\$26,120	\$31,882	\$35,153
<b>UNIQUE FEATURES OF WORK</b>				\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>			\$16,034,166	\$4,529,026	\$2,776,409	\$2,561,615	\$2,196,784	\$3,970,334
<b>CONTINGENCIES &amp; ALLOWANCES</b>								
15.0%		Design & Estimating Contingency	\$1,080,533	\$679,354	\$416,461	\$384,242	\$329,518	\$595,550
2.5%		Contractor Construction Contingency	\$400,855	\$113,226	\$69,410	\$64,041	\$54,920	\$99,259
<b>Subtotal</b>			\$1,481,388	\$792,580	\$485,871	\$448,263	\$384,438	\$694,809
<b>Subtotal</b>			\$18,840,146	\$5,321,606	\$3,262,281	\$3,009,898	\$2,581,221	\$4,665,143
<b>RATE GENERAL CONDITIONS</b>								
LS		General Conditions	\$1,507,212	\$425,728	\$260,982	\$240,792	\$206,498	\$373,211
LS		General Requirements	\$376,803	\$106,432	\$65,246	\$60,198	\$51,624	\$93,303
LS		Warranty	\$78,389	\$22,142	\$13,574	\$12,523	\$10,740	\$19,411
<b>Subtotal</b>			\$2,082,550	\$5,875,908	\$3,602,082	\$3,323,411	\$2,850,083	\$5,151,067
<b>RATE SOFT COSTS</b>								
LS		Architectural / Engineering Services	\$0	\$0	\$0	\$0	\$0	\$0
LS		3rd Party Testing, Inspections, & Commissioning	\$0	\$0	\$0	\$0	\$0	\$0
LS		Plan Review, Permits, & Utility Fees	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>			\$20,802,550	\$5,875,908	\$3,602,082	\$3,323,411	\$2,850,083	\$5,151,067
<b>RATE INSURANCE, BONDS, AND BUILDERS RISK</b>								
1.15%		General Liability	\$257,566	\$72,752	\$44,599	\$41,149	\$35,288	\$63,778
1.50%		Subcontractor Default Insurance	\$282,603	\$79,824	\$48,934	\$45,149	\$38,718	\$69,977
0.83%		Payment and Performance Bond	\$186,993	\$52,818	\$32,379	\$29,874	\$25,619	\$46,303
LS		Builders Risk Insurance	\$5,823	\$1,645	\$1,008	\$930	\$798	\$1,442
<b>Subtotal</b>			\$21,535,535	\$6,082,948	\$3,729,003	\$3,440,513	\$2,950,507	\$5,332,567
<b>RATE CONTRACTOR'S FEE</b>								
4.00%		Contractor's Fee	\$861,422	\$243,318	\$149,160	\$137,621	\$118,020	\$213,303
<b>Subtotal</b>			\$22,396,957	\$6,326,266	\$3,878,163	\$3,578,133	\$3,068,527	\$5,545,870
<b>Current Working Estimate</b>								
<b>Estimate Total</b>			\$22,396,957	\$6,326,266	\$3,878,163	\$3,578,133	\$3,068,527	\$5,545,870

## BASIS OF ESTIMATE

GBYSL/RYSL - City of Reno - Pembroke Flat Fields

July 19<sup>th</sup>, 2024



The Basis of Estimate is a written explanation clarifying the scope, assumptions and exclusions used in establishing the Conceptual Design Estimate for the Pembroke Flat Fields project in Reno Nevada dated July 19<sup>th</sup>, 2024. The estimate is presented in a ten group, systems format best utilized for analyzing and comparing project costs during design and preconstruction. This estimate is based on CORE's incorporation of the scope shown on the Conceptual Design Progress Documents dated March 22<sup>nd</sup>, 2024 and the scope clarifications below.

## Assumptions, Clarifications, & Exclusions

This estimate is based on 2024 Washoe County Prevailing Wage Rates and includes Nevada sales tax. The estimated value provided in the Estimate includes all direct and indirect construction costs but does not include typical project "soft costs". These costs include, but are not limited to permits and plan review fees, utility connection fees, land acquisition costs, "loose" furniture, fixtures and equipment (FF&E), special inspections, etc.

## CONTINGENCIES

- **Design & Estimating Contingency** – Design & Estimating Contingency is intended to be a place holder during early design submittals for costs associated with unidentified details. Design & Estimating contingency is not intended to cover added / unidentified scope of work. This contingency is intended to be reduced at each submittal level and will be zeroed out for the GMP.
- **Contractor Construction Contingency** – Contractor Construction Contingency is included in this estimate and is intended to be used at CORE's discretion to cover costs that have not been completely identified as trade specific scope on the GMP setting documents may require further clarification or coordination. These costs include, but not limited to, scope gap, coordination issues between trades, and missed scope during the bidding process. The Contractor Construction Contingency is not intended to account for design revisions or additional scope requests by the design / owner during construction.
- **Escalation & Market Contingency (Excluded)** – Escalation & Market Contingency is intended to cover anticipated market cost increases over the course of the design process. Escalation is intended to account for direct costs such as material, labor, and equipment as well as indirect costs such as subcontractor interest. Market escalation is difficult to predict with great accuracy and should be evaluated at each submittal deliverable and is subject to change. This contingency will be zeroed out for the GMP.
- **Owner Project Contingency (Excluded)** - CORE Construction is not carrying an Owner Contingency within this cost estimate. CORE recommends the owner carry anywhere from 2.5% for new construction to 5% for remodels / modernizations. This contingency is intended to be used at the owner's discretion to cover unforeseen conditions, design revisions and/or additional scope requests made by the owner and/or design team.

## GENERAL ASSUMPTIONS

- Building permits are to be procured by the Owner and in hand prior to CORE Construction mobilizing on site and Contract Time commencing. CORE shall be granted an extension of time for delays resulting from not having an approved grading / building permit in place on the anticipated start date.
- CORE Construction assumes that the soils / geotechnical report prepared by Black Eagle Consultants, Inc. is accurate and true. Any adverse soil conditions including but not limited to contaminated soils, different shrink/swell factors, etc. shall be cause for a time extension and adjustment of the Estimate.

## BASIS OF ESTIMATE

GBYSL/RYSL - City of Reno - Pembroke Flat Fields  
July 19<sup>th</sup>, 2024



- CORE does not warrant or guarantee that the Contract Documents comply with Authorities Having Jurisdiction (AHJ), or local regulations or requirements. This is the responsibility of the Architect, and we assume all requirements have been incorporated into the Contract Documents.
- Assumes irrigation will be fed from reclaimed water source already available at site boundary.
- Assumes large roll sod installation.
- Assumes basic soil amendment of existing onsite soil. Further soil amendment will be dependent on future soils testing.
- Assumes 2-wire irrigation system, recommended due to phasing.

## SPECIFIC EXCLUSIONS

- Typical Project "Soft Costs" unless otherwise specified. These include, but are not limited to: design professional costs, permits and fees, utility connection charges, land acquisition, legal fees, equipment and furnishings, etc.
- Furniture, fixtures and equipment (FF&E).
- Power company / communication companies (telephone / internet) / gas company costs.
- Network Servers and equipment.
- Testing and inspection services of special inspectors.
- Services of a commissioning agent.
- Salvaging and relocation of any existing equipment or furnishings, unless otherwise specified.
- Irrigation booster pump.
- Hard digging / caliche.
- Hazardous material remediation.
- Environmental protection, preservation, or mitigation efforts.
- Selective demolition.
- Major offsite improvements.
- Pembroke Drive widening work.
- Connection to path along Veterans Parkway.
- Pad preparation & structural excavations for buildings.
- Wet utilities such as domestic water, fire water, sanitary sewer, or storm drain.
- Fire hydrants or any fire protection.
- Dry utilities such as power, communications, and gas.
- Dewatering.
- Site furnishings.
- Shade structures.
- Prefabricated site structures.
- Storage buildings or sheds.
- Enclosures.
- Restroom buildings. Assumes portable restrooms will be utilized for operation.
- Concession buildings. Assumes food trucks with portable generators will be utilized for operation.
- Landscaping and any planting along Pembroke Drive.
- Concrete light pole bases.
- Retaining walls and footings.



## **BASIS OF ESTIMATE**

*GBYSL/RYSL - City of Reno - Pembroke Flat Fields*

**July 19<sup>th</sup>, 2024**

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- Fencing around perimeter of field. Estimate includes fencing on the south side of fields as shown.
- Athletic equipment.
- Soccer goals, by owner.
- Electrical service.
- Site lighting of any kind.
- Sports lighting or field lighting of any kind.

**END OF BASIS OF ESTIMATE**

### 3. FINANCING PLAN

#### Equity

The amount of equity proposed from the Respondent by equity source. If the equity is to come from sources beyond the principals of the Respondent team, the equity sources should be identified. If these sources are not firm, the Respondent should describe the situation concerning accessing equity and the timing necessary to receive an equity commitment.

This is a P3, (Public, Private Partnership) and not a commercial venture. All parties, GBYSL and RYSA, are 501(C)3 entities. All funding will come from donations, player fees, grants and fundraising efforts.

#### Debt

The amount of debt to be issued to the Respondent team, the assumed loan terms, and the expected source of that debt. If the source of the debt is unconfirmed, please list at least two (2) banks with relationships with your firm that will be sought to fund the debt. Provide letters of credit or other evidence of a relationship with lenders.

Operating as non-profit entities there will be no debt related financing.

#### Incentives

Any incentives or City participation requested and the basis for the request. The method by which incentives are provided is not requested. However, any discussion of methods that the Respondent has used or suggests is welcome.

No Incentives.

#### Value vs. Cost / Proposed Capital Stack

A summary of the Pembroke Field value versus the Pembroke Field cost and resulting financing. Please show the proposed capital stack and how any financial feasibility gap was determined.

The value of the Pembroke Flat Fields project to the Truckee Meadows community is immeasurable considering the deficit in sports field in the area. This is a P3, (Public, Private Partnership) and not a commercial venture. All parties, GBYSL and RYSA, are 501(C)3 entities. All funding will come from donations, player fees, grants and fundraising efforts. A substantial financing gap exists between the preliminary estimate of construction costs and the current available funds. Upon award of this project our team will immediately begin value engineering and fundraising efforts to close that gap with the goal of fully funding construction of Phase 1 within the near term.

# Financial Capacity

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1. Ability to Obtain Financing
2. Financial Statements (3 years)
3. Form or Contract to Sign (weblink)
4. Sample Agreements (weblink)

# D - Financial Capacity

## 1. ABILITY TO OBTAIN FINANCING

Evidence of the Respondent's ability to obtain or provide the proposed financing and equity must be included.

- This project will be partially funded by the initial \$2 million in COVID Infrastructure money, \$75,000 from the Greg Nelson Family Trust, \$5,000 from GBYSL, undisclosed funding from RYSA, in kind donations, grants and awards from various soccer foundations.
- Fund raising efforts will commence upon approval of the project.
- No equity as GBYSL and RYSA are non-profit 501(c)-3 organizations. GBYSL collects \$5 from every player every season for such projects, approximately \$40,000 per year. The board could raise that fee upon a vote in an AGM meeting. RYSA also collects fees from leagues to finance such projects.
- Post-award, consider efforts will be made value engineer the conceptually design project to reduce the preliminary estimated construction costs and bridge the divide between them and currently available funding.

## 2. FINANCIAL STATEMENTS (3 YRS)

Respondents must demonstrate financial capability via the past three (3) years of financial statements, including the Respondent's balance sheets and income/(loss) statements.

### RYSA FORM 990

It is important to note during and after COVID player numbers were soft, only now returning to 2019 levels. 2021, no spring season, limited summer and abbreviated fall season.

2021

[https://apps.irs.gov/pub/epostcard/cor/880490142\\_202112\\_990\\_2023031321086395.pdf](https://apps.irs.gov/pub/epostcard/cor/880490142_202112_990_2023031321086395.pdf)

2020

[https://apps.irs.gov/pub/epostcard/cor/880490142\\_202012\\_990\\_2022010719422059.pdf](https://apps.irs.gov/pub/epostcard/cor/880490142_202012_990_2022010719422059.pdf)

2019

[https://apps.irs.gov/pub/epostcard/cor/880490142\\_201912\\_990\\_2021022417752231.pdf](https://apps.irs.gov/pub/epostcard/cor/880490142_201912_990_2021022417752231.pdf)

### GBYSL FORM 990

2021

[https://apps.irs.gov/pub/epostcard/cor/880280336\\_202112\\_990\\_2023031321084918.pdf](https://apps.irs.gov/pub/epostcard/cor/880280336_202112_990_2023031321084918.pdf)

2020

[https://apps.irs.gov/pub/epostcard/cor/880280336\\_202012\\_990\\_2022102520544102.pdf](https://apps.irs.gov/pub/epostcard/cor/880280336_202012_990_2022102520544102.pdf)

2019

[https://apps.irs.gov/pub/epostcard/cor/880280336\\_201912\\_990\\_2021022417750308.pdf](https://apps.irs.gov/pub/epostcard/cor/880280336_201912_990_2021022417750308.pdf)

# Reno Youth Sports Association

## Balance Sheet

As of December 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	248,270.72
Investment	73,950.63
Money Market	0.00
<b>Total Bank Accounts</b>	<b>\$322,221.35</b>
<b>Total Current Assets</b>	<b>\$322,221.35</b>
<b>TOTAL ASSETS</b>	<b>\$322,221.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	73,374.19
Retained Earnings	95,041.73
Net Income	153,805.43
<b>Total Equity</b>	<b>\$322,221.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$322,221.35</b>

# Reno Youth Sports Association

## Balance Sheet

As of December 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	316,314.41
Investment	93,725.07
Money Market	0.00
<b>Total Bank Accounts</b>	<b>\$410,039.48</b>
<b>Total Current Assets</b>	<b>\$410,039.48</b>
<b>TOTAL ASSETS</b>	<b>\$410,039.48</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	73,374.19
Retained Earnings	248,847.16
Net Income	87,818.13
<b>Total Equity</b>	<b>\$410,039.48</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$410,039.48</b>

# Reno Youth Sports Association

## Balance Sheet

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	386,751.39
Investment	93,865.77
Money Market	0.00
<b>Total Bank Accounts</b>	<b>\$480,617.16</b>
<b>Total Current Assets</b>	<b>\$480,617.16</b>
<b>TOTAL ASSETS</b>	<b>\$480,617.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	73,374.19
Retained Earnings	336,665.29
Net Income	70,577.68
<b>Total Equity</b>	<b>\$480,617.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$480,617.16</b>

**3. FORM OR CONTRACT TO SIGN (WEBLINK)**

Provide any form or contract the City of Reno may be requested to sign. This may be provided as a web link if desired.

Not Applicable

**4. SAMPLE AGREEMENTS (WEBLINK)**

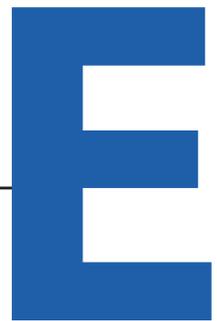
Provide web links to a minimum of two (2) and a maximum of three (3) sample agreements from realized past projects. These samples may include a ground lease, development agreement, management agreement, or similar agreement. Web links do not count toward the page count limitation. These agreements and/or forms may be included in the qualifications, and if provided within the qualifications, they will count toward the 40-page limit.

Not Applicable

# Financial Offer

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1. Pricing Structure
2. Investment Plan/Terms
3. Value Proposition



# E - Financial Offer

## 1. PRICING STRUCTURE

Provide a detailed breakdown (itemized for both expenditures and revenues) of all costs associated with the project, including but not limited to capital expenditures, operations costs, asset replacement costs, and revenue calculations, clearly identify financial assumptions (e.g. market conditions, personnel cost increases over time, percent increase for cost of goods and supplies, level of maintenance standards, usage hours calculation method, etc.).

See CORE Cost Estimate (Pages 17-20).

## 2. INVESTMENT PLAN / TERMS

Specify funding sources, including use of ARPA funds by the designated deadline, include any financial incentives or options that could benefit the project.

- City of Reno allocated \$2 million in ARPA funds, of which approximately \$150,000 is used for initial engineering studies performed by prime consultant CFA, a Bowman company and their team of sub-consultants.
- GBSL has received \$75,000 from The Greg Nelson Family Trust and opened a separate Pembroke checking account with \$5000 seed funds.

## 3. VALUE PROPOSITION

**Differentiators:** List what distinguishes the offer from potential competitors, this may include innovations, enhanced service offerings, superior technology, or cost advantages.

What differentiates our team is our proven track record of facilitating the design, construction, operation and maintenance of sports fields in our community. Additionally, our teams work on the Conditional Use Permit phase of this project gives us a unique insight and “head start” into the project which no other team can provide.

**Add-Value:** Describe any additional benefits the qualifications bring to the community or the project, such as environmental benefits, social improvements, or alignment with longterm strategic goals of the City or Parks and Recreation Department.

Our team brings a comprehensive range of additional benefits to the community and the project that extend beyond the core objective of constructing flat fields. These benefits encompass environmental, social, and strategic dimensions, ensuring that the project aligns with the long-term goals of the City and the Parks and Recreation Department.

### Environmental Benefits

**Sustainable Construction Practices:** We prioritize eco-friendly construction methods, utilizing sustainable materials and energy-efficient technologies to minimize the project’s carbon footprint.

**Green Spaces:** The design includes landscaped areas and native plantings, which enhance biodiversity, provide natural habitats for local wildlife, and improve air quality.

**Water Management:** Implementation of advanced irrigation systems utilizing “purple pipe” effluent will ensure efficient water use and contribute to water conservation efforts.

### Social Improvements

**Community Engagement:** Our project plan includes extensive community involvement, ensuring that the facilities meet the needs and preferences of local residents. This engagement fosters a sense of ownership and pride in the new flat fields.

**Health and Wellness:** The flat fields will provide a much-needed space for physical activity, promoting health and wellness among residents of all ages. Organized sports and recreational activities can reduce stress, improve mental health, and foster a sense of community.

**Economic Impact:** The project will generate local jobs during construction and ongoing operations, stimulating economic growth in the community. Additionally, the new flat fields can attract regional tournaments and events, boosting local businesses.

**Youth Development:** By providing state-of-the-art facilities, we support the Parks and Recreation Department's goal of nurturing youth development through sports. These fields will serve as a platform for youth programs, coaching, and mentorship.

**Long-Term Vision:** Our project aligns with the City's long-term strategic goals by enhancing recreational infrastructure, promoting sustainable development, and improving the overall quality of life for residents. The new flat fields will be a valuable asset for future generations, reflecting the City's commitment to fostering a vibrant and active community.

In summary, our qualifications bring significant added value through environmental stewardship, social improvements, and strategic alignment with the City's long-term goals. We are dedicated to delivering a project that not only meets but exceeds community expectations, creating lasting benefits for all residents.

### **Incentives**

Given the substantial gap between the currently available funding and the estimated construction costs for the new sports fields, we recommend that the city consider issuing revenue bonds to finance the project. Revenue bonds, secured by the anticipated revenue generated from the flat fields and associated facilities, offer a viable solution to bridge this financial gap without impacting the city's general fund. This approach has been successfully employed in similar projects, providing necessary capital while leveraging future revenue streams for repayment. We believe this method aligns well with the city's long-term financial strategy and commitment to enhancing community infrastructure.

# Appendix

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1. Certificate of Good Standing and Incorporation
2. Exceptions Form
3. Disclosure of Principals Form
4. Certification Form
5. Supplemental Documentation Form
6. Draft Development Agreement Opinion
7. Addenda
8. Signed Request for Qualifications



**D. DISCLOSURE OF PRINCIPALS**

Please print or type:

Great Basin Youth Soccer League	775.825.4900
<b>Company Name</b> 5301 Longley Ln Ste. A5	<b>Telephone Number with area code</b> NA
<b>Street Address</b> Reno, NV 89511	<b>Facsimile Number with area code</b> NA
<b>City, State and Zip Code</b>	<b>Federal Tax Identification Number</b>

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

NA, Great Basin Youth Soccer League is a 501 (c)3 non profit organization.

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
----------------	--------------------------

**E. Certification**

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

5301 Longley Ln, Ste. A5, Reno, NV 89511

\_\_\_\_\_  
(Address)

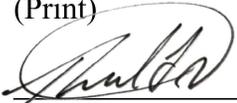
775.825.4900

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

Representative Richard L. Jay

(Print)



\_\_\_\_\_  
(Signature)

Vendor acknowledges 33 pages of this bid. Date 7.25.24

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## Request for Qualifications for Pembroke Flat Fields Developer

### RFQ DOCUMENT – SUPPLEMENTAL DOCUMENTATION

#### Instructions:

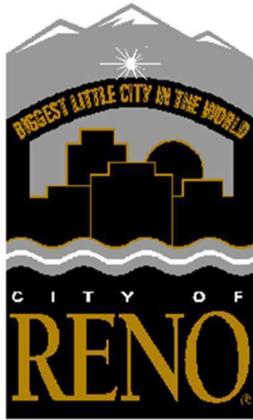
1. This document must be completed and submitted for the RFQ to be considered, add additional lines as necessary.
2. Itemize each additional documentation referenced in the qualifications as Exhibits, list each exhibit item alphabetically – document title, for example. Exhibit A – Site Survey.
3. For each exhibit list the number of pages the document contains.

Item	Description of Exhibit	# of Pages
1.	No additional documentation has been included.	
2.		
3.		
4.		

#### G. Selection Process

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

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City of Reno  
Purchasing Division  
P.O. Box 1900  
Reno, NV 89505

June 24, 2024

**Request for Qualifications 2024-13 – Pembroke Flats Field Developer – Addendum 1**

**All potential participants: Please note that for your qualifications to be considered, you must sign and attach this addendum to your response. Failure to do so may be cause for disqualification of your response.**

***Correction to Page 29, item 9. Development Option. Mixed-use development is not an option. No permanent structures are allowed.***

**Question 1**

Will you hold a public meeting for residents in the area? *Yes, our intention is to hold a public meeting for all residents once we have moved into the development stage of this project.*

**Question 2**

Traffic on Pembroke is a concern. Would you consider an entrance from Veterans Parkway? *No. Egress and Ingress access to the site off Veterans Pkwy will not be allowed.*

**Question 3**

Is outdoor lighting permissible? *Outdoor lighting is allowed as long as the proper ordinance guidelines are enforced.*

**Question 4**

What are the insurance requirements? *Please see page 11, item 5 of the RFQ document.*

**Question 5**

Are we allowed to have a snack bar or food trucks at events? *Food trucks or a non-permanent snack bar is allowable with the proper permits.*

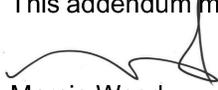
**Question 6**

Is disk golf something you will consider for some of the open space? *Yes.*

I, Richard L. Jay of Great Basin Youth Soccer League  
Print Name Firm Name

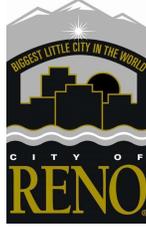
acknowledge receipt of Addenda #1 (2 pages) for RFQ 2024-13 on 7.25.24 Date

This addendum must be completed and returned with your documents.

A handwritten signature in black ink, appearing to read 'Marcie Wood', with a stylized flourish at the end.

Marcie Wood  
Management Analyst - Purchasing

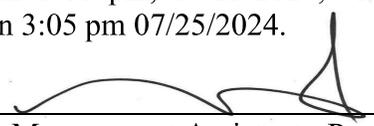
**CITY OF RENO**  
Purchasing Division  
P.O. Box 1900  
Reno, NV 89505  
(775) 326-6658  
(775) 334-2409 fax  
[woodm@reno.gov](mailto:woodm@reno.gov)



Date: 6/4/2024  
RFQ No. 2024-13

INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS

Sealed submissions will be received until 3:00 pm, 07/25/2024, via our [online portal](#). Said submissions shall be opened no earlier than 3:05 pm 07/25/2024.

  
\_\_\_\_\_  
Marcie Wood, Management Assistant - Purchasing

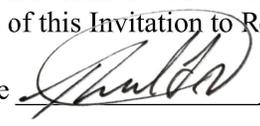
The City of Reno is currently accepting sealed submissions for qualified a Developer. This Request is exempt from standard NRS Chapter 332 guidelines per NRS 332D115(1)(b). The selection of qualified a Developer is within the discretion of the governing body.

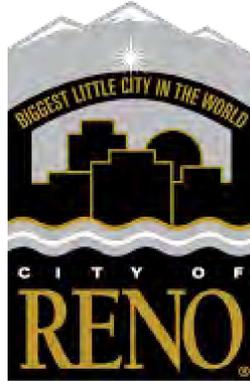
Questions regarding the Request for Qualifications shall be submitted via the [online portal](#) under the Questions Tab.

Per the attached Terms, Conditions, and Requirements.

Firm Name GBYSL  
Address 5301 Longley Ln, Ste. A5  
City Reno  
State NV Zip Code 89511  
Telephone 775.825.4900  
Fax \_\_\_\_\_  
E-mail richardljayreno@yahoo.com

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 33 pages of this Invitation to Request for Qualifications.

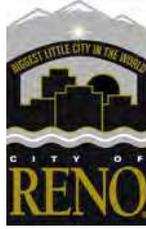
Signature   
\_\_\_\_\_  
Print Name Richard L. Jay  
\_\_\_\_\_  
Print Title President  
\_\_\_\_\_



Cover Sheet for Invitation for:  
Request for Qualifications #2024-13  
PEMBROKE FLATS FIELD DEVELOPER

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

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



Date: 6/4/2024  
RFQ No. 2024-13

**INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS**

Sealed submissions will be received until 3:00 pm, 07/25/2024, via our [online portal](#). Said submissions shall be opened no earlier than 3:05 pm 07/25/2024.

  
\_\_\_\_\_  
Marcie Wood, Management Assistant - Purchasing

The City of Reno is currently accepting sealed submissions for qualified a Developer. This Request is exempt from standard NRS Chapter 332 guidelines per NRS 332D115(1)(b). The selection of qualified a Developer is within the discretion of the governing body.

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

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 33 pages of this Invitation to Request for Qualifications.

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Print Title \_\_\_\_\_

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## A. REQUEST FOR QUALIFICATIONS PROCESS AND RULES

### 1. REQUEST FOR QUALIFICATIONS Schedule

Schedule of Events	Date
RFQ Released	06/04/2024
Pre-Bid Meeting	06/17/2024 3:00 pm
Last Day to Submit Questions	06/20/2024 3:00 pm
All Addendums to be Posted to <a href="http://reno.gov">reno.gov</a> by	06/24/2024 5:00 pm
Sealed RFQ Due to City of Reno	07/25/2024 3:00 pm
Interviews with Top Candidates	07/30/2024
Proposed Selection Date by City Council	08/31/2024

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](http://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 our [online portal](#).

Deadline For Questions – The deadline for any questions concerning the REQUEST FOR QUALIFICATIONS is 06/20/2024, at 3:00 pm local time (PST). 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](http://www.reno.gov) and our [online portal](#) no later than 5:00 p.m. local time on 06/24/2024. All submissions submitted for this REQUEST FOR QUALIFICATIONS must have all addendums attached and acknowledged. Any submission that does not include the addendums is subject to rejection.

Sealed Submission Due to City – The due date for the sealed REQUEST FOR QUALIFICATIONS response is 07/25/2024, at 3:00 p.m. local time. All

submissions received after the date and time set for receipt will be REJECTED.

**2. Questions/Clarifications:**

Questions regarding the Invitation to Request for Qualifications shall be via the online portal under the Questions Tab. 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 addendum be issued, please contact Marcie Wood, Management Assistant - Purchasing, 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 Time:**

It is mandatory the Request for Qualifications are signed by a duly authorized representative of the firm, and received via our [online portal](#) no later than 3:00 pm, 07/25/2024.

**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.

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 their Request for Qualifications carefully for errors.

**7. Submission of Request for Qualifications:**

Submitter shall sign and return the ENTIRE REQUEST FOR QUALIFICATIONS.

RFQ submissions must be received via our [online portal](#) no later than 3:00 pm, 07/25/2024.

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

The City shall provide a copy of the Request for Qualifications results to those Submitters requesting such.

**8. Late Request for Qualifications:**

A Request for Qualifications received after the receiving time specified shall be rejected.

**9. Withdrawal of Request for Qualifications:**

A Request for Qualifications may be withdrawn by written, 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.

**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 submission, 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 2024-13**, 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: \_\_\_\_\_

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.

**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.

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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 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 developer.

### **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. Any fee submission information being offered MUST either be specifically detailed on the "Exception Page". Proposed fee information offered in other areas of the Request for Qualifications package WILL NOT be considered.
- d. For assistance with this Request for Qualifications, contact Marcie Wood, Management Assistant - Purchasing 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 City Request for Qualifications forms and 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 the Pembroke Flat Fields Developer.**

- a. The City may select more than one developer on the basis of qualifications, and in addition to the fee submission, the City may 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 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 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 submitted via the online portal under the Questions Tab.
- 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 Management Assistant - Purchasing, 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 Nathan Ullyot 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 Management Assistant - Purchasing 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 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 firm must be a licensed developer and in good standing and be licensed or become licensed in the State of Nevada.



**D. DISCLOSURE OF PRINCIPALS**

Please print or type:

<b>Company Name</b>	<b>Telephone Number with area code</b>
<b>Street Address</b>	<b>Facsimile Number with area code</b>
<b>City, State and Zip Code</b>	<b>Federal Tax Identification Number</b>

**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
----------------	--------------------------

**E. Certification**

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 33 pages of this bid. Date \_\_\_\_\_

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## F. Scope and Requirements

The intended outcome of this Request for Qualifications process is the negotiation of a Disposition and Development Agreement that will establish terms and conditions for the development and operation of the property, and to further define the scope, design, overall use, operations and long-term maintenance of the project upon the property, based upon developer qualifications that best meet the City of Reno's (City) needs and criteria for selection.

**There will be a mandatory pre-bid meeting at City of Reno, City Hall, 1 East 1<sup>st</sup> Street, 12<sup>th</sup> Floor Conference Room on 6/17/2024 at 3:00 pm.** Responders are strongly encouraged to view the sites on their own prior to the meeting as there will NOT be a guided tour.

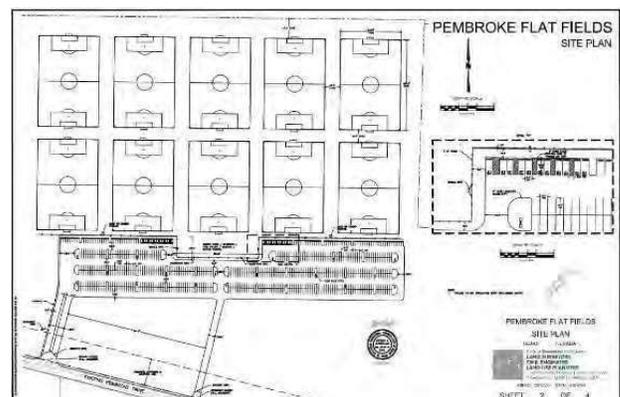
### 1. Background and Statistics

The City of Reno invites visionary partners for a significant development opportunity: designing, developing, building, operating, and maintaining a state-of-the-art financially sustainable, multi-use flat field complex. Backed by city funding, this initiative targets enhancing community services and economic growth. Located on 111 acres of prime city-owned property, the project aims to boost tourism, address recreational deficits, and significantly enhance the quality of life for residents and visitors.

**1.1.** The City of Reno has earmarked \$1.84 million from the American Rescue Plan Act (ARPA) funds, a portion of a larger \$10 million projected investment required to bring this initiative to fruition. The ARPA funds are designated for the *swift commencement and progression* of the initial phase of construction, with stipulated deadlines for fund allocation (by December 31, 2024) and expenditure (by December 21, 2026). This project presents a lucrative opportunity for private partner investment, with the city seeking a partner to co-invest the remaining estimated \$8 million to complete the development that will enhance commercial and public opportunities.

**1.2.** The City of Reno currently owns 19 rectangular multi-purpose fields, referred to as flat fields. According to the National Recreation and Parks Association (NRPA), the average government agency in the United States has enough flat fields to provide a level of service of one flat field per 9,177 residents. The level of service for the City of Reno is one flat field per 14,150 residents, signifying a significant service gap compared to the national average. Flat fields are the City's most deficient recreation amenity, with an additional 45 flat fields needed to reach the national average standard based on the City's population. For this reason, the addition of new flat fields has been identified as a priority for the Parks and Recreation department, which aims to improve levels of service and access to recreation for all residents and provide opportunities for increased tourism from sports tournaments.

Set on prime city-owned land (north of Pembroke Drive and west of Veterans Parkway) the proposed site for the flat fields is within a designated critical flood zone requiring specialized floodplain mitigation—an aspect that underscores the commitment to sustainable and environmentally responsible development. This location does not just offer ample space but is strategically chosen for its



potential to draw significant local and tourist footfall, thereby enhancing the economic impact of the project. Conceptual plans include ten (10) multi-use fields (80 X 120) as well as dedicated parking. Preliminary parking statistics depict 600 parking spaces provided. Parking drive aisles designated for two-way travel. See Attachment A.



## **2. Making Reno Loveable.**

The city of Reno is home to approximately 273,448 residents who appreciate a strong sense of community, diverse economic opportunities, accessible transportation systems, and an exceptional public education framework. Nestled at the foot of the Sierra Nevada and just minutes away from Lake Tahoe, Reno is renowned for its stunning natural scenery, including nearby mountain ranges and extensive open spaces for outdoor recreation. Incorporated in 1903, Reno is the third-largest city in Nevada and spans over 110 square miles.

**2.1.** Housing values for new homes in Reno are more competitive than in surrounding areas. These homes are increasingly being constructed on the expanding outskirts of the city. A growing number of restaurants, entertainment venues, and cultural amenities provide residents with diverse options for leisure activities. Moreover, a rising number of sports teams are finding a home in Reno, including the Reno Aces and Reno 1868 FC, enhancing the city's sports culture. Reno's parks, open spaces, and cultural and recreational facilities afford residents abundant amenities and a high quality of life.

**2.2.** The city of Reno holds a positive outlook for its future. With planned residential developments, innovative business growth, new infrastructure projects, exceptional parks and recreational facilities, and high-performing schools, Reno continues to establish itself as one of the most vibrant and dynamic cities in the nation. Additional developmental data for the city of Reno and its surrounding areas can be accessed at <https://www.reno.gov/government/departments/development-services/development-data>

## **3. Planning and Zoning Information.**

The ±111-acre site is located on the north side of Pembroke Drive and east of South McCarran Blvd. The property has a zoning of Parks, Greenways and Open Space (PGOS) and a Master Plan land use designation of Public/Quasi-Public (PQP).

**3.1.** The identified parcels are within Washoe County and City of Reno Critical Flood Zone 1. Per Section 18.04.102(c)(8) of the City of Reno Municipal Code, construction of flat fields at this location would require floodplain mitigation for the ball fields and associated concessions and supporting buildings.

To this end, on September 13, 2023, Council approved entering into a professional services agreement with CFA Inc, a Northern-Nevadan land surveying, civil engineering and land use planning firm, for the planning and design of flat field construction at this site. These services included land survey, civil engineering, and land use planning services covering the project initial analysis and a conceptual site layout of the Pembroke Flat Fields taking into consideration the critical flood pool and ground water table information that has been prepared for the site.

- 3.2.** Before submitting a building permit for the flat fields, a Site Plan Review application and approval is required, because the flat fields are a nonresidential development located within 150' of residentially zoned property.
- 3.3.** City staff and lead consultant, CFA Inc, have been working to determine the proper grading and flood mitigation to construct multiple flat fields. Early estimates exceed \$10 million to complete all 10 fields, including grading, 156,000 cubic yards of excavation for volumetric mitigation, irrigation, natural turf, asphalt parking lot, landscaping, fencing, and any other improvements.

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# SPR24-00015 750' Map

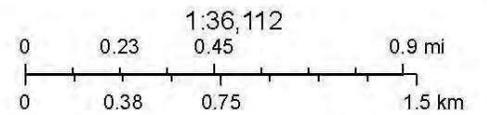


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 Noticed Parcels

 Mobile Home Communities

 NEW Parcels (PIN Label)



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

# City of Reno Map



11/16/2018 9:55:57 AM

- |             |                     |                          |               |
|-------------|---------------------|--------------------------|---------------|
| Streets     | Major               | Reno City Limits Outline | Green: Band_2 |
| Major Roads | Parcels (No Labels) | 2016 Aerial Photos       | Blue: Band_3  |
| Interstate  |                     | Red: Band_1              |               |

1:9,028

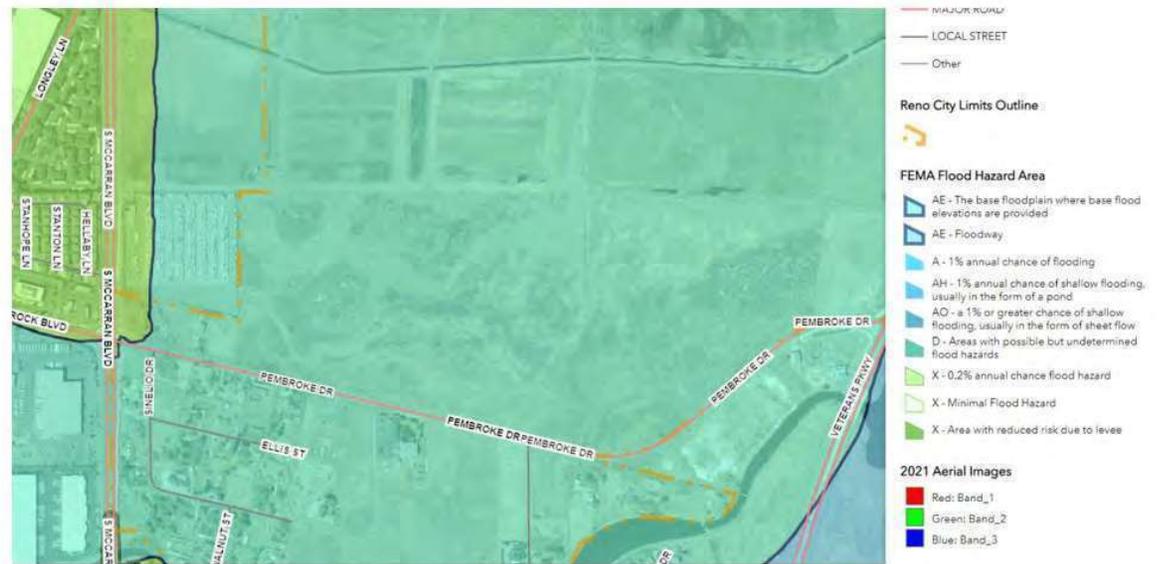
0 0.05 0.1 0.2 mi

0 0.07 0.15 0.3 km

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City of Reno GIS  
City of Reno

# FEMA Flood Hazard Area Legend D



# Zoning Designations



#### **4. Project Goals.**

These goals reflect the City of Reno's commitment to enhancing its infrastructure in ways that directly benefit the community through recreational opportunities and economic impacts. A successful RFQ submission will demonstrate an understanding of the city's goals, showcasing experience in investing in capital projects, and expertise in the design, construction, operation, and maintenance of similar projects.

##### **4.1.Reducing the Amenity Gap**

One of the primary goals is to address the city's deficiency in flat fields compared to the national average, thereby reducing the largest amenity gap in the city. The City of Reno currently has a lower level of service in terms of flat field availability per resident compared to the national average, and this project aims to improve that ratio by adding a minimum of ten (10) innovative multi-use turf flat fields.

##### **4.2.Enhancing Recreation and Access**

The project aims to significantly enhance recreation and access by increasing the number of available flat fields, thus not only offering more opportunities for sports and outdoor activities but also ensuring these fields are accessible for City programs and partners. Upon completion, the project is expected to serve as a vibrant hub for community engagement and support open space preservation, contributing substantially to the city's strategic goals under economic and community development.

**4.2.1 Community Access Requirement:** As part of the qualifications, the Respondent shall ensure that the flat fields are accessible to the local community. This includes providing opportunities for City Departments and Partners to utilize the space for sports or other recreational activities including practices, tournaments, festivals, etc. The Respondent shall develop a transparent allocation process for facility time, considering the needs and interests of the diverse population of groups. This process should be outlined in the operational plan and include mechanisms for equitable distribution of access, scheduling, and fee structures.

##### **4.3.Supporting Economic and Community Development**

By developing these fields, the city seeks to attract more sports tournaments and events, which can boost tourism and provide economic benefits. This initiative aligns with the city's strategic goals under economic and community development as well as arts, parks, and historical resources. The fields are designed to host a variety of sports and community events, equipped with top-tier amenities such as spectator seating, advanced lighting, accessible restrooms, ample parking with a paid system, and concessions, ensuring a premier user experience and operational efficiency.

##### **4.4.Improving Quality of Life**

The overarching goal of the project is to enhance the quality of life for the residents and visitors of Reno by providing high-quality, accessible recreational amenities. This aligns with broader city planning and strategic initiatives focused on making Reno a more livable and attractive city. The project represents more than an investment in a sports complex—it is an investment in community well-being and economic prosperity.

##### **4.5. Developer Partnership:**

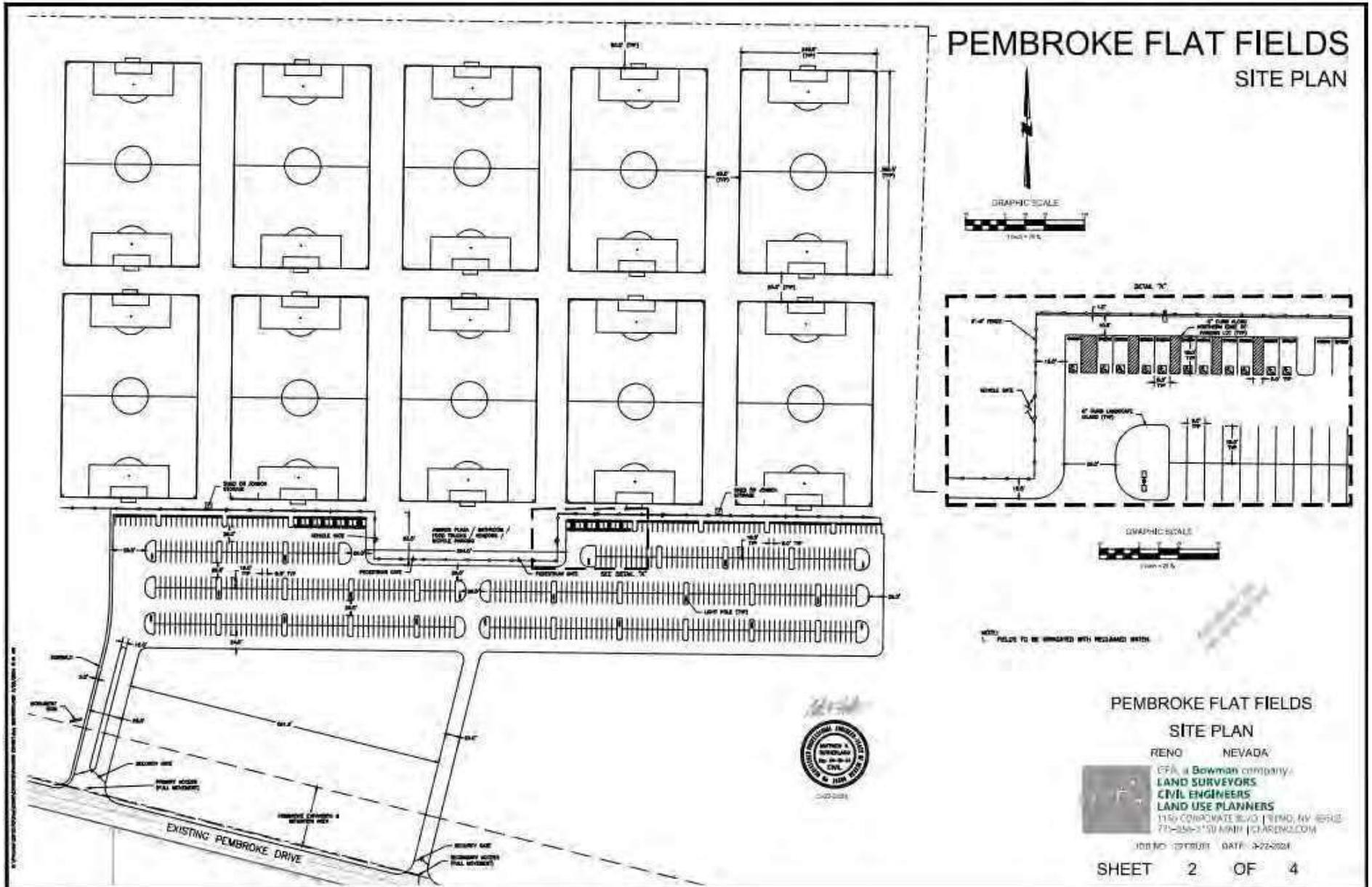
The City seeks to engage a developer that would be responsible for the development of multi-use flat fields and potentially additional sports uses. The developer (whether a master developer or a team of individual developers) will be responsible for project design, securing financing, overseeing

construction, leasing, and ongoing property and asset management. We are looking for a partner who not only shares our vision for a healthier, more vibrant Reno but also brings proven expertise in capital project investments, design, construction, and facility management. This partnership will leverage public and private investment to create a legacy project that reflects our commitment to enhancing infrastructure and community life.

**4.6. Conduct sports, entertainment, and recreational use market opportunity analysis (Recommended).**

The project aims to conduct a thorough assessment of market dynamics, demographic trends, and land use compatibilities for the Pembroke Fields development. The process will begin with a high-level review of existing market studies, demographic data, growth trends, and the City’s Comprehensive Master Plan to ensure alignment with local needs and opportunities. Following an organized site tour and initial meetings with city staff, the project team will propose optimal land use scenarios for both public and private development, focusing on access, open space, and parking solutions while weighing the pros and cons of each option. Preliminary designs and cost estimates will be developed for these qualifications, alongside economic impact projections to evaluate their feasibility. The project will also include a detailed analysis of local regulations, permitting requirements, and potential service or regulatory challenges, identifying all governing entities with jurisdiction over the property. Comprehensive financial models will be created to project demand, assess revenue potential, and explore funding sources, culminating in a fiscal impact analysis that estimates future tax benefits and the residual land value of each development scenario.

# Conceptual Site Plan



## 5. Project Specifications.

The following is an outline of the desired services to be required for the completion of the Pembroke Flat Fields Project. The City will consider input from respondents as to other suggested ideas for services to be considered for inclusion. Those services should be listed as optional in the submission and clearly identified as such.

**5.1. Site Analysis:** Conduct a thorough assessment of the property to identify opportunities and constraints for the development including buildable and unbuildable areas and available uses for each; existing encumbrances, covenants or restrictions; utilities availability and capacity to serve the property or needs and cost for extension (and whose burden those costs are); topography, soils and geotechnical investigation; the Phase I Environmental Site Assessment already conducted, potential or endangered species on or near the site, cultural or historical features, identify and delineate wetlands, floodplains and Waters of the US; and, identify transportation access to all of property including ingress/egress and any impediments.

### 5.1.1. Conditional Use Permits:

- 5.1.1.1. Conditional Use Permit Application – Prepare the comprehensive report package including project description, project rationale and justifications, required exhibits, analysis of applicable findings and conceptual plan.
- 5.1.1.1. Site, Utility, and Grading Plans – Provide civil drawings to support the Conditional Use Permit Application Package. The site plan will include all amenities shown conceptual plan, the civil drawings will include a site plan, utility plan, and grading plan to meet the checklist requirements of the Conditional Use Permit.
- 5.1.1.2. Hydrology/Drainage Report - Include a hydrology and drainage report, meeting the requirements of the conditional use permit submittal guide. The drainage report will analyze both existing and proposed drainage patterns and storm water runoff and implement mitigation facilities to detain/retain developed flows prior to leaving the site.
  - 5.1.1.2.1. Perform Flood Mitigation Model – Perform analysis utilizing a mapping program (AutoCAD or GIS) to determine the required volume of flood mitigation needed based on the conceptual field design provided by CFA, Inc. This will include the volume needed for placed fill, additional grading above the existing ground, and additional proposed building or structures. Grading volumes shall be provided by CFA, Inc., who will provide guidance on mitigation areas on mitigation areas available and required side slopes, prepare a volumetric analysis to determine whether the area available for flood mitigation is sufficient to provide the necessary volume and what depths are required.
  - 5.1.1.2.2. Wetland Mitigation - Conduct a site visit survey to determine whether area contained aquatic resources such as drainages and/or wetlands and evidence if these features demonstrate a hydrologic connection to a traditional navigable waterway (TNW). Features with these characteristics would be indicative of federal U.S. Army Corps of Engineers (USACE) jurisdictional waters of the U.S. due to proximity and connection to the Truckee River, a TNW, as well as State of Nevada jurisdictional waters of the state. Provide Aquatic Resources Memo that will determine if Wetlands exist and need to be mitigated. Memo shall include maps, exhibits, US Army Corps of Engineers wetland determination data sheet and all other supporting documentation regarding wetlands.
- 5.1.1.3. Landscape Plans – Provide a landscape plan based on City code, any preferred alternatives, indicating more detail as necessary to convey the Conditional Use permit intent to the public and City staff. Plans will include proposed details for those parts of Pembroke Flat Fields Park, as well as additional concepts such as paved multi-use trails, trail connections, and future field sports areas. Wayfinding, informational, and interpretive signage will be depicted at a conceptual level. Narratives for development items and planting & irrigation concepts will be provided as necessary, however specific development details such as new pavilion(s), dog park, or bike skills, disc golf

## Request for Qualifications for Pembroke Flat Fields Developer

components, etc. are excluded. An opinion of probable cost will be provided, and overall opinion of estimated irrigation demand will be provided.

- 5.1.1.4. Lighting and Photometric Study - Provide a photometric calculation plan consisting of point-by-point foot-candle values in all areas. The site lighting design will include type of light fixtures and mounting locations/heights. All lighting shall conform to Reno Land Development Code Section 18.12.304- Residential Adjacency Standards. All pole mounted fixtures will be full cutoff and dark sky compliant. Parking lot and pedestrian level pole mount fixtures will be less than 20' in total height. Sports lighting is expected to exceed 20' in total height.

### 5.1.2. Design:

- 5.1.2.1. Topographic Survey – Create a project basemap using a combination of aerial photogrammetry and ground collected survey field shots. The project will be flown at an appropriate elevation to obtain a horizontal scale of 1"=40' with a 1' contour interval accuracy. Field shots will be obtained at critical locations such as edge of roadways, utilities, and storm drain features to be combined with the aerial provided digital terrain model to supplement the basemap. A digital terrain model, topographic basemap, and color orthophoto will be generated using the combination of ground and aerial collected data. Control for the project will be referenced to the Nevada Coordinate System, West Zone, NAD83 using a local combined scale factor to establish ground values for the basemap. The vertical datum for the project will be reference to NAVD88 and The City of Reno Benchmarks.
- 5.1.2.2. Design Development Documents - Design Development Documents will consist of incorporating City of Reno staff comments from conditional use permit submittal and creating 60% level design documents and opinion of probable cost for review by the City. This submittal will include cover sheets, sheet notes, demo plans, site improvement plans, utility connection plans, grading and drainage plans, and opinion of probable cost.
- 5.1.2.3. Construction Documents – Prepare civil improvement plans and specifications that identify vertical and horizontal design information required for construction of the new multi-purpose flat fields. The plans will, at a minimum, include all required information to obtain a building permit from the City of Reno Building Department. Provide an *Engineers Opinion of Probable Construction Costs for final design*. Also included in this task is coordination with the City of Reno Utility Services Department use of treated effluent water to irrigate the multi-use sports field. Effluent irrigation main is existing just north of the north property line of flat-field parcel. Design shall include a point of connection with the existing effluent supply system and include all necessary agreements and permitting to supply effluent water. The final plans and specifications will be signed and sealed by a Nevada Registered Professional Civil Engineer. Prepare final PDF's of the signed and sealed plans and deliver electronically to the City of Reno.
- 5.1.2.4. Drainage Report Update - Prepare a drainage report in accordance with the Truckee Meadows Regional Drainage Manual (TMRDM) and Chapter II - Storm Drainage of the City's Public Works Design Manual. The report will analyze the 5-year and 100-year storm events for both pre- and post-development conditions and provide recommendations for mitigation of the increased runoff in the post-development condition.
- 5.1.2.5. Electrical Design Documents - Design electrical plans required for sports lighting at the multi-use flat fields, pedestrian level lighting at any picnic/common area, parking areas, and other facilities and power distribution and branch circuiting. This task includes site investigation, pole base design, calculations, permit and construction documents, specifications and responding to review comments and bidding questions.
- 5.1.2.6. Material Testing – Required materials testing and quality control during construction. Laboratory testing includes the following tests:

## Request for Qualifications for Pembroke Flat Fields Developer

- 1) - Rock Correction
  - 2) - Compression Testing (Concrete Cylinder)
  - 3) Included in this scope is determining a moisture density curve and compaction testing of the sports field, pole bases, and proposed amenities such as a playground. Concrete cylinder testing is included for the flatwork and concrete pads, foundations, and light pole bases.
- 5.1.2.7. Construction Staking - stakes for utilities, manholes, light poles, and finish grade. Cuts or fills will be marked on all stakes to the finished surface grade show in the grading plan sheets.
  - 5.1.2.8. Traffic Letter – Prepare a traffic letter in accordance with City of Reno Development Standards. This study will analyze peak hour traffic volumes for both existing conditions and existing conditions plus project at the study intersection and calculate intersection level of service for the study scenarios. These findings will be documented in a memo for submittal with the Conditional Use Permit. It is unknown at this time whether a traffic letter will be required for this permit. If a traffic letter is not required, this task will be omitted.
  - 5.1.2.9. Design Contingency – In the budget include a Project Design Contingency specifically for additional out-of-scope tasks and time extensions, which may be required, which are unidentifiable at this time.

### 6. General Requirements.

#### 6.1. Property Damage

- 6.1.1. Wherever any existing property, material, equipment or facility is damaged by the project's contractors, the cost of repair or replacement shall be charged to the Developer. Items covered by this provision include, but are not limited to curbs, sidewalks, lawns (to include scalped areas), plantings, trees, signs, down spouts, and refuse containers. Contractors shall immediately report any property damage to City.
- 6.1.2. The Contractor's shall repair, to its original state, any landscape damaged by failure to provide proper and adequate protection, to the satisfaction of the City, or remove and replace with new materials or plantings at the Contractor's expense. Repair work due to damages caused by the Contractor shall be coordinated through, and subject to the approval of the City. Repairs shall be made with like materials in a manner acceptable to the City.

#### 6.2. Site Inspections by City

- 6.2.1. City will inspect each area once per month for compliance with standards. Contractor will not be notified in advance. Inspections shall be scored on a Pass/Fail basis.
- 6.2.2. Inspection results and corrective action required will be reported to Contractor via email within three business days. The contractor will return the notice to City within 10 business days describing corrective actions taken.
- 6.2.3. Any inspection resulting in a Failing grade will result in a 10% reduction in the reimbursement amount for that month for the subject area. Consecutive failing grades on monthly inspections for the same area will incur an additional 10% reduction for each month resulting in a failed inspection report.
- 6.2.4. If three or more monthly inspections result in a Failing grade for any month, the total combined penalty for that month will be multiplied by the number of failing inspections, up to a maximum of 75% of the total billing for all areas for that month.
- 6.2.5. Any inspection resulting in a Failing rating in the final two months of a contract period, unless

## Request for Qualifications for Pembroke Flat Fields Developer

an extension has been requested and approved, shall result in a 50% penalty for the failing area for that month; if three or more areas have failing inspections, no payment will be made for those areas for that month. This section supersedes the preceding section 7.4 for maximum penalties. Upon request by Contractor, City will provide notice at least three but not more than seven workdays in advance of an inspection during this period.

### 7. Design.

- 7.1. **Conceptual Design:** Provide conceptual design and applicable phasing based on City provided Site Plan draft. Demonstrate understanding of impact of design on operation including traffic flow during peak use.
- 7.2. **Final Design:** Subject to approval of the City of Reno to ensure it meets relevant standards and regulations. Prepare final design plans per city code. Site plan Review may require Conditions of Approval as directed by Developmental Services. Ready for the Entitlement Phase including Planning Commission.
- 7.3. **Parking:** Identify the total number of parking spaces that are required for the project, and the number provided for the proposed development.
- 7.4. **Energy Efficiency:** Indicate in detail if and how the project will create, produce, or use renewable energy and renewable energy technology. Include any waste and/or energy reduction measures that will be a part of the project. If the project is expected to receive any third-party verification, identify the certifying organization and the expected certification level.
- 7.5. **Amenities:** Identify and describe what other amenities and landscape modifications will be utilized.

### 8. Financial Structure.

- 8.1. **Construction Budget -** Provide a description of the proposed financing structure for the construction of the Project. The uses/expenditures listed in the qualifications should include, but not be limited to, anticipated fundraising need and timeline along with any commitments for in kind support.
- 8.2. **Risk Assessment -** Include a section assessing potential financial risks and contingencies associated with the project. This would cover scenarios such as funding shortfalls, unexpected construction costs, or revenue fluctuations.
- 8.3. **Financing Partners and Stakeholder Engagement -** Detail any discussions or commitments from financial institutions, private investors, or public entities that might contribute to funding the project.
- 8.4. **Operating Budget -** Provide financial pro-forma, including expected costs, expected income, and the assumptions used in preparing the pro-forma, including revenue and expenditure percentage increases over time. The pro-forma should include, but not be limited to, the following line items: ongoing maintenance, rentals, service contracts, capital asset replacement, utilities, technology, personnel, etc.
- 8.5. **Staffing Plan -** Detail roles and responsibilities, including necessary staff qualifications and recruitment strategies to ensure effective management and maintenance of the facility.
- 8.6. **Technology and Systems -** Outline the use of technology in facility management, such as automated systems for booking, maintenance schedules, and customer relationship management.
- 8.7. **Detailed Revenue Streams -** Include detailed breakdown of anticipated revenue sources, such as event fees, concessions, sponsorships, and possible government subsidies or grants.
- 8.8. **Specific Requests for Infrastructure -** Clarify if any specific infrastructure support is needed from the city, such as roads, utilities, or technology, and how these contribute to project success.
- 8.9. **Cost Management Strategies -** Provide strategies for managing operational costs and maintaining financial sustainability.
- 8.10. **Operation and Management Structure -** Explain how the project will be managed/maintained post development.
- 8.11. **City Assistance -** Provide a detailed description of any additional support these qualifications

## Request for Qualifications for Pembroke Flat Fields Developer

would require to be successful and explain the benefit that support would bring to the Reno residents and visitors.

- 8.12. **ARPA Funding:** -The City has dedicated \$1.8 million to support the initial development of this project. The funds are made available through the City's allocation of State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA). Applicants should be familiar with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200. Applicants will be required to abide by all applicable federal grant requirements, including but not limited to reporting, fund use, timelines, and audit requirements, and sign the City of Reno Subrecipient Agreement related to these particular grant funds. Subrecipients of these funds are required to be in good standing and have an active registration with the System of Awards Management (SAM.gov) and provide their Unique Entity Identifier (UEI). An example of the subrecipient agreement is attached for reference. Please describe how this seed funding will be used to meet the project goals and grant requirements and outline the systems in place to ensure funds are spent and monitored in accordance with SLFRF-ARPA requirements and timelines. This funding must be utilized toward the construction and completion of the initial phase of the project; the funds must be encumbered in executed contracts by December 31, 2024, and spent by December 21, 2026.

9. **Development Option.** The City of Reno invites Respondents to include a mixed-use development component as part of their submission for the comprehensive flat fields complex. This optional development may incorporate retail, commercial, and recreational facilities intended to enhance the overall utility and attractiveness of the project.

- 9.1. Given the project's location within a designated critical flood zone, the feasibility of incorporating mixed-use development components will be conditional upon the Respondent's ability to implement comprehensive stormwater and flood mitigation measures. These measures must ensure both compliance with applicable environmental regulations and the safeguarding of the project site and surrounding areas against flood risks.
- 9.2. To proceed with the mixed-use development component, the Respondent must demonstrate that substantial mitigation strategies have been incorporated into the project design. These strategies must include, but are not limited to:
- 9.2.1. **Advanced Stormwater Management Systems:** Implementation of state-of-the-art systems to manage surface runoff, enhance infiltration, and reduce the impact of increased impervious surfaces associated with development.
- 9.2.2. **Flood Risk Mitigation:** Detailed plans for structural and non-structural measures that align with FEMA's guidelines and local ordinances to ensure that the development does not exacerbate existing flood risks.
- 9.2.3. **Regulatory Compliance:** All proposed mitigation measures must be designed to comply with the regulations and standards set forth by the Nevada Division of Environmental Protection (NDEP), the U.S. Army Corps of Engineers, and other relevant authorities.
- 9.3. **Submission of Environmental Impact Assessment -** The Respondent is required to submit a comprehensive environmental impact assessment detailing the projected effects of the proposed mixed-use development and its associated mitigation measures on the local environment, particularly focusing on stormwater and flood management. This assessment must include:
- 9.3.1. **Impact Analysis:** Analysis of potential environmental impacts stemming from the proposed development, with a focus on hydrological changes and flood risk alterations.
- 9.3.2. **Mitigation Plan:** A detailed description of mitigation measures, including engineering drawings, technical specifications, and expected outcomes.
- 9.3.3. **Approval and Permits:** Evidence of consultation with, and preliminary approvals from, relevant regulatory bodies regarding the proposed mitigation measures.
- 9.4. **Review and Approval Process -** All plans and assessments related to the mixed-use development

## Request for Qualifications for Pembroke Flat Fields Developer

and its environmental impact will undergo rigorous review by the City of Reno. This review will assess the adequacy and effectiveness of the proposed mitigation measures in protecting the development and surrounding areas from increased stormwater and flood risks. The City reserves the right to require modifications to the qualifications to ensure comprehensive environmental protection and adherence to all regulatory requirements.

- 10. Timeline.** Provide a proposed schedule of development performance, including project benchmarks such as obtaining all entitlements for the intended use, generation of construction docs, securing lending/investment commitments, commencement of construction/rehabilitation work and completion of construction. Please also address any proposed phasing involved with this project. Please clearly outline what will be completed by December 21, 2026.

Sample Table 1

Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Date: 2024	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21
<i>Execute Agreement</i>	8/5											
<i>Preconstruction Meeting</i>		8/15										
<i>Preliminary Design Approval</i>												
<i>Permitting</i>												
<i>Final Design</i>												
<i>Construction Phase</i>												
<i>1 list all</i>												
<i>2</i>												
<i>Close out walkthrough / Punchlist</i>												
<i>Post Completion</i>												

- 11. Package Submittal Format.** Respondents shall include the following information in the order listed and broken out into the sections identified below.

11.1. Introduction / Executive Summary

11.2. Respondent’s Information - Respondents to this RFQ must provide detailed information demonstrating their organizational ability to undertake a project of this magnitude. At a minimum, the response to this RFQ must include:

11.2.1. Description of the role of each company within the Respondent team and the Respondent’s proposed composition, legal form, and organizational structure. Construction companies may be included at this stage but are not required. Joint ventures should provide all requested information on all partners and each member entity or individual. The roles and responsibilities of each member of the Respondent team must be clearly described, and an organizational chart must be provided.

11.2.2. Provide identification, role, and experience of the key personnel, partners, and/or subcontractors on the project. Provide a listing of the present workload and capacity of each person listed and percentage of time on the project.

11.2.3. Team Member Qualifications, Experience, and References.

Provide Qualifications via project history for a minimum of three (3) and a maximum of five (5) projects within the last 10 years, meeting all Minimum Qualifications.

## Request for Qualifications for Pembroke Flat Fields Developer

- 11.2.3.1. Project name and location.
- 11.2.3.2. Photographs of the projects.
- 11.2.3.3. Name, address, and telephone number of the project owner, owner's project manager, and/or owner's contact person.
- 11.2.3.4. Description of the project, project budget, & schedule (include completion date).
- 11.2.3.5. Role and listing of services provided by the Developer team members. Name, title, and role of key personnel used to perform services.
- 11.2.3.6. Project design and delivery method used.
- 11.2.3.7. Project cost versus budget.
- 11.2.3.8. Breakdown of sources and uses, including the value of any incentives provided by the public sector. Provide a description of the tools utilized and their total value to the project (in present value or over time, please specify). Construction manager and general contractor on the project.
- 11.2.3.9. Listing of claims, which impacted owner and the resolution of those claims.

### 12. Scope of Services.

#### 12.1. Project Goals –

- 12.1.1. Project Schedule. Provide a proposed project schedule for Pembroke Fields, from notice of award to negotiation through the Venues opening; specify realistic timing/phasing in your qualifications.
- 12.1.2. Project Budget and Financing - Provide a detailed development budget for the proposed Pembroke Fields and by cost type (hard construction costs, soft costs, contingency).

#### 12.2. The Respondents shall provide a proposed financing plan for the Pembroke Fields showing the following:

- 12.2.1. The amount of equity proposed from the Respondent by equity source. If the equity is to come from sources beyond the principals of the Respondent team, the equity sources should be identified. If these sources are not firm, the Respondent should describe the situation concerning accessing equity and the timing necessary to receive an equity commitment.
- 12.2.2. The amount of debt to be issued to the Respondent team, the assumed loan terms, and the expected source of that debt. If the source of the debt is unconfirmed, please list at least two (2) banks with relationships with your firm that will be sought to fund the debt. Provide letters of credit or other evidence of a relationship with lenders.
- 12.2.3. Any incentives or City participation requested and the basis for the request. The method by which incentives are provided is not requested. However, any discussion of methods that the Respondent has used or suggests is welcome.
- 12.2.4. A summary of the Pembroke Field value versus the Pembroke Field cost and resulting financing. Please show the proposed capital stack and how any financial feasibility gap was determined.

### 13. Financial Capacity. The ability of the Respondent to readily finance the Pembroke Fields is paramount to the review. If the statements requested below have yet to be independently audited, please state this fact.

- 13.1. Evidence of the Respondent's ability to obtain or provide the proposed financing and equity must be included.
- 13.2. Respondents must demonstrate financial capability via the past three (3) years of financial statements, including the Respondent's balance sheets and income/(loss) statements.
- 13.3. Provide any form or contract the City of Reno may be requested to sign. This may be provided as a web link if desired.
- 13.4. Provide web links to a minimum of two (2) and a maximum of three (3) sample agreements

## Request for Qualifications for Pembroke Flat Fields Developer

from realized past projects. These samples may include a ground lease, development agreement, management agreement, or similar agreement. Web links do not count toward the page count limitation.

- 13.5. These agreements and/or forms may be included in the qualifications, and if provided within the qualifications, they will count toward the 40-page limit.

### 14. Financial Offer.

- 14.1. Pricing Structure: Provide a detailed breakdown (itemized for both expenditures and revenues) of all costs associated with the project, including but not limited to capital expenditures, operations costs, asset replacement costs, and revenue calculations, clearly identify financial assumptions (e.g. market conditions, personnel cost increases over time, percent increase for cost of goods and supplies, level of maintenance standards, usage hours calculation method, etc.).
- 14.2. Investment Plan/Terms: Specify funding sources, including use of ARPA funds by the designated deadline, include any financial incentives or options that could benefit the project.
- 14.3. Value Proposition:
- 14.3.1. Differentiators: List what distinguishes the offer from potential competitors, this may include innovations, enhanced service offerings, superior technology, or cost advantages.
- 14.3.2. Add-Value: Describe any additional benefits the qualifications bring to the community or the project, such as environmental benefits, social improvements, or alignment with long-term strategic goals of the City or Parks and Recreation Department.

### 15. Evaluation Criteria.

Qualifications submittals will be individually and independently evaluated and scored by each Evaluation Committee Member. The criteria below will be the basis for the review of the written qualifications. The rating scale will be for available points; receiving the maximum points available per criteria would be considered an outstanding rating.

Criteria for Evaluation of Respondent Applications	Weighting Factor %
Work history on projects of similar size and complexity. Demonstrated execution of projects of this magnitude.	25%
Financing plan, financial capacity, completion timeframe, and surety capacity.	25%
Preliminary Development Concept	10%
References, recommendations, and business relationships from former clients and venue operators.	15%
Litigation/claim history/Liquidated damages history.	5%
Organization and completeness of the Statement of Qualifications	5%
Other relevant information provided by the Respondent or discovered through City inquiry.	5%
Adherence to Scope and Project Goals	10%
<b>Total</b>	<b>100%</b>

**16. Submission of Qualifications Offer.** Qualifications pricing shall remain firm for the duration of the initial contract period once negotiations have been completed, the Disposition and Development Agreement executed and ratified by the City of Reno City Council.

**17. Contract Term.** Contract will commence as mutually agreed upon in the Disposition and Development Agreement, unless otherwise stated in qualifications response and agreed to by City.

## Request for Qualifications for Pembroke Flat Fields Developer

### RFQ DOCUMENT – SUPPLEMENTAL DOCUMENTATION

#### Instructions:

1. This document must be completed and submitted for the RFQ to be considered, add additional lines as necessary.
2. Itemize each additional documentation referenced in the qualifications as Exhibits, list each exhibit item alphabetically – document title, for example. Exhibit A – Site Survey.
3. For each exhibit list the number of pages the document contains.

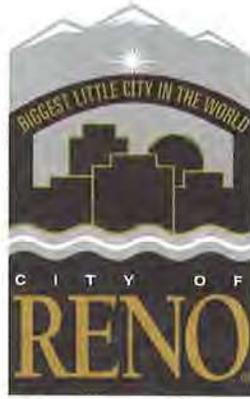
Item	Description of Exhibit	# of Pages
1.		
2.		
3.		
4.		

#### G. Selection Process

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

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Mike Railey, AICP  
Planning Manager  
Development Services  
P. O. Box 1900  
Reno, NV 89505  
(775) 393-1047



May 30, 2024

City of Reno  
c/o Khalil Wilson  
1 E. 1<sup>st</sup> Street  
Reno, NV 89501

Re: Site Plan Review Case No. SPR24-00015 (Pembroke Flat Fields)  
APN: 021-050-01 & -02  
Ward: 3

Dear Applicant:

The Development Services Department has completed the review of your request for a Site Plan Review (SPR) to establish a public recreation area (ball/flat fields) adjacent to residentially zoned property. The ±96.6 acre site is located across two parcels north of Pembroke Drive, ±796 feet east from its intersection with South McCarran Boulevard. The site is within the Parks, Greenways, and Open Space (PGOS) zoning district and has a Master Plan land use designation of Public-Quasi Public (PQP). Based on the materials you have submitted, as modified in the conditions of approval, the project conforms to the findings as required by the Reno Municipal Code (RMC) 18.08.602(e) and is not expected to have an adverse impact on the area. The Administrator hereby approves the requested SPR, Case No. SPR24-00015, subject to the following conditions:

All conditions shall be met to the satisfaction of Development Services staff, unless otherwise noted.

1. All work involved in constructing and operating a project approved pursuant to Title 18 of Reno Municipal Code shall comply with all plans, reports, renderings, and materials that were submitted or presented as a part of this application. City Codes shall prevail in the event of a conflict between the approved plans and the City Codes in effect when the permit is reviewed.
2. The owner or developer shall apply for all permits for the entire project within 20 years of the date of approval of the SPR application in accordance with the phasing plan included in the application materials, and maintain the validity of all permits, or the SPR approval shall be null and void.

3. Prior to the issuance of any permit, the applicant shall attach a copy of the final approval letter. The approval letter shall accompany a narrative provided by the applicant that describes how the requested permit addresses each of the approved conditions of approval.
4. The applicant, developer, builder, property owner, or business proprietor, as applicable, shall continuously maintain a copy of this approval letter on the project site during the construction/operations of the project/business. This approval letter shall be posted or made readily available upon demand by City staff.
5. Hours of construction, including grading, shall be limited to between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, and between 8:00 a.m. and 6:00 p.m. on Saturday. There shall be no construction on Sundays or state holidays. This condition shall not apply to dust control or storm water management operations. A note to this effect shall be placed on the title sheet of all building permit plan sets. If the construction hours are varied for the pouring of concrete slabs or wall panels, a plan detailing the construction operations shall be submitted and approved to the satisfaction of the Administrator.
6. All sports field and parking area lighting over three feet in height shall be turned off from 10:00 p.m. to 6:00 a.m.
7. The operation of any amplified sound equipment is prohibited between the hours of 10:00 p.m. to 8:00 a.m.
8. If construction of the project begins prior to the completion of the Pembroke Drive Widening Project by the Regional Transportation Commission, a left-turn pocket or two-way left turn lane is required to be constructed within Pembroke Drive, unless a supplement to the traffic study, at each phase, demonstrating that the trip generation for that phase does not warrant such improvements is approved to the satisfaction of the Administrator.
9. Prior to the issuance of a permit, plans shall be submitted that include a minimum 10-foot multi-use path along Pembroke Drive connecting the proposed facility to the existing path along Veterans Parkway.
10. Prior to the issuance of the first permit for each phase, a report shall be submitted demonstrating that all required improvements necessary to serve or otherwise accompany the proposed phase are addressed in the submitted permit applications.
11. If no development has occurred on the site within five years following the approval date of this SPR, an updated construction phasing plan is required to be submitted demonstrating that work shall commence within two years following the five-year review.
12. If Phase One improvements and a minimum of two fields have not been completed within 10 years following the approval date of the SPR, the Administrator may

reconsider the appropriateness of the development of the site according to the approval findings for a SPR and may modify or rescind the approval.

13. If Phase Two improvements and a minimum of four fields have not been completed within 15 years following the approval date of the SPR, the Administrator may reconsider the appropriateness of the development of the site according to the approval findings for a SPR and may modify or rescind the approval.

**Summary:** The ±96.6 acre project site is located north of Pembroke Drive, east of McCarran Boulevard, and west of Veterans Parkway (**Exhibit A**). The request includes the phased construction of 10 multi-use ball/flat fields and associated parking, access, and landscape improvements over a period of twenty years. A SPR is required for non-residential development adjacent to residentially zoned property. The key issues analyzed in this report are compatibility with surrounding uses, flood impacts, wetland restoration, traffic impacts, and project phasing.

**Analysis:**

**Site Design:** The application proposes the construction of 10 multi-use flat fields with associated parking and landscape improvements (**Exhibit B**). The flat fields themselves are sized to support many different types of flat field sport activities to allow for versatility in their future use. Although landscaping is not required for the Parks, Greenways, and Open Space (PGOS) zone, parking areas are required to have a minimum amount. This application proposes ±44,391 square feet of landscaping with 153 trees.

**Compatibility with Surrounding Uses:** The properties surrounding the site include residential subdivisions to the south and east, commercial and industrial development to the northwest, and farming and institutional uses to the north associated with the University of Nevada. Park facilities are inherently compatible with residential uses; however, the scale of this facility and its potential to serve the recreational needs of the region requires additional consideration of impacts upon adjacent residential uses.

The proposed parking area is to be setback into the property a minimum of 100 feet from the future edge of Pembroke Drive after widening. The fields are to be placed beyond the parking area furthest away from the nearest residentially zoned property to the south. Although it is not anticipated the project will include permanent light fixtures, **Condition No. 6** limits illumination of permanent or temporary light fixtures above three feet in height between the hours of 6:00 a.m. to 10:00 p.m. **Condition No. 7** requires the discontinuation of amplified sound equipment between the hours of 10:00 p.m. to 8:00 a.m. In general, the property is subject to residential adjacency standards including daytime and nighttime noise level restrictions.

**Flood Hazard and Hydrology:** The project site is entirely located within Critical Flood Zone 1, which requires special mitigation measures above and beyond standard flood mitigation requirements. The project is required to provide flood water storage mitigation at a rate of 1.3 to 1, effectively increasing the flood storage capacity for this area. The mitigation of the displaced flood water cannot be realized through detention or retention basins, and therefore the volume must be directly excavated for storage of flood water. A flood pool analysis was submitted with

the application that demonstrates that the displaced flood waters with the development of the site can be mitigated through on-site excavation. Storm water discharges from the project will not increase from the pre-development conditions relative to peak flows.

**Wetland Determination:** According to the National Wetlands Inventory published through the U.S. Fish and Wildlife Service, the site appears to have two wetland classifications. The applicant has submitted a wetlands survey report conducted on May 1, 2024, that indicates that the current site conditions do not indicate the existence of a wetland environment. According to this report, it is likely the site was misclassified due to irrigation activities associated with the farm uses to the north.

**Traffic, Access, and Circulation:** The project is proposed to have two vehicular access points from Pembroke Drive. A traffic impact study was submitted with the application materials that estimates 713 daily trips with the complete build-out of the facility. The study found that with the existing roadway network and under future conditions with the planned widening of Pembroke Drive, level of service will be within minimum policy thresholds.

The widening of Pembroke Drive is anticipated within the next two years and would not require additional improvements to support left-turn movements into the site; however, the traffic study indicates that the current two-lane road would necessitate a left-turn pocket or two-way left-turn lane to support the full build-out of the site. **Condition No. 8** requires that if construction of the flat field project occurs prior to completion of the widening of Pembroke Drive, appropriate left-turn facilities will need to be constructed unless a supplement to the traffic study is submitted for each phase demonstrating that these improvements are not necessary for that specific phase.

The location of this facility along the Veterans Parkway Greenway Corridor provides a unique opportunity to establish a recreational focal point along the corridor. To provide continuity between existing path infrastructure on Veterans Parkway and this site, **Condition No. 9** requires a minimum 10-foot multi-use path that connects the existing path on Veterans Parkway with the project site.

**Phasing Plan:** The project is expected to be built out over a period of twenty years. The application proposes five distinct phases with two fields constructed in each phase, along with associated parking and site improvements. **Condition No. 10** requires that a report be submitted that demonstrates all required improvements necessary to serve or otherwise accompany the proposed phase are addressed in the submitted permit applications. Due to the extended development period, it is appropriate to implement pacing requirements to ensure the timely completion of improvements. **Condition Nos. 11 thru 13** establish minimum “checkpoints” at 5, 10, and 15 years. If the specified improvements are not completed, an update to the phasing schedule is required as well as an opportunity for reconsideration of the continued appropriateness of the project for the area.

**Master Plan Conformance:** The project site has a Master Plan land use designation of Public/Quasi-Public (PQP) and is located within an Outer Neighborhood along a Greenway Corridor per the Structure Plan Framework of the Reno Master Plan. As proposed, and with the

included conditions, the project is substantially in conformance with the PQP Master Plan land use designation and the following applicable Master Plan goals and policies:

- 1.1D: Public/Private Partnerships
- 1.2A: Arts and Outdoor Recreation Tourism
- 6.3F: Parkland Retention
- 7.1B: Development Constraints Area
- 7.2C: Open Space Criteria
- 7.2E: Greenway Criteria
- C.GC.1: Protection of Natural Features

***Parks, Recreation, and Open Space Master Plan:*** The implementation of several Master Plan policies related parks and recreation is supported by the Parks, Recreation, and Open Space (PROS) Master Plan. The proposed park most closely falls into the Regional Park category considered by the plan. The development of this park supports the following policies of the PROS plan:

- Goal 4: Level of Service
- Objective 4.4: Develop Parks in Under-Served Areas
- Goal 5: Diversified Amenities

***Public and Stakeholder Engagement:*** The project was reviewed by various City divisions and partner agencies and their comments were incorporated into this staff report. A public notice was sent out to all property owners within 750 feet of the project and public comment was received with concerns regarding future use and allocation agreements of the fields, the mix of recreational opportunities proposed, and traffic impacts (**Exhibit C**). The use allocation discussion is outside of the scope of this review, but the flat fields are designed to support a variety of field type sports. With the widening of Pembroke Drive, the project is not anticipated to impact the level of service of existing roadways.

#### **Legal Requirements:**

- RMC 18.08.304(e) Approval Criteria Applicable to all Applications
- RMC 18.08.602(e) Site Plan Review - Findings

#### **General Review Criteria and Considerations:**

***General Review Criteria:*** The decision-making body shall review all development applications for compliance with the applicable general review criteria stated below.

- 1) Consistency with the Reno Master Plan: The proposed development shall be consistent with the Reno Master Plan. The decision-making authority:
  - a. Shall weigh competing plan goals, policies, and strategies; and

- b. May approve an application that provides a public benefit even if the development is contrary to some of the goals, policies, or strategies in the Reno Master Plan.
- 2) Compliance with Title 18: The proposed development shall comply with all applicable standards in this Title, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.
- 3) Mitigates Traffic Impacts: The project mitigates traffic impacts based on applicable standards of the City of Reno and the Regional Transportation Commission.
- 4) Provides Safe Environment: The project provides a safe environment for pedestrians and people on bicycles.
- 5) Rational Phasing Plan. If the application involves phases, each phase of the proposed development contains all of the required streets, utilities, landscaping, open space, and other improvements that are required to serve or otherwise accompany the completed phases of the project, and shall not depend on subsequent phases for those improvements.

**Site Plan Review:** In addition to meeting the criteria in Section 18.08.304(e), *Approval Criteria Applicable to all Applications*, the following findings shall be made prior to granting a site plan review permit:

General:

- 1) The proposed design is compatible with surrounding development;
- 2) The proposed design is consistent with applicable development standards;
- 3) Public services and facilities are available to serve the project, or will be provided with development;
- 4) The characteristics of the project as proposed and as may be conditioned are reasonably compatible with the types of development permitted in the surrounding area; and
- 5) The approval will not be materially detrimental to the public health, safety, or welfare. The factors to be considered in evaluating this application shall include:
  - a. Property damage or nuisance resulting from noise, smoke, odor, dust, vibration, or illumination; and
  - b. Any hazard to persons and property.

**Appeal of Administrative Decision:** This administrative decision may be appealed to the City Council by the applicant, the Mayor or a City Council Member, or any person who is "aggrieved"

Re: SPR24-00015 (Pembroke Flat Fields)

Page 7

by the action or inaction. An appeal (together with fees) must be filed with the City Clerk within ten business days starting on the day after written notice of the action is filed with the City Clerk. The City Clerk's Office is located on the 2<sup>nd</sup> floor of Reno City Hall located at One East First Street, Reno, NV.

This approval letter has not been issued in lieu of a permit. You are responsible for obtaining the appropriate permits associated with this project and a copy of this letter must be attached to the application.

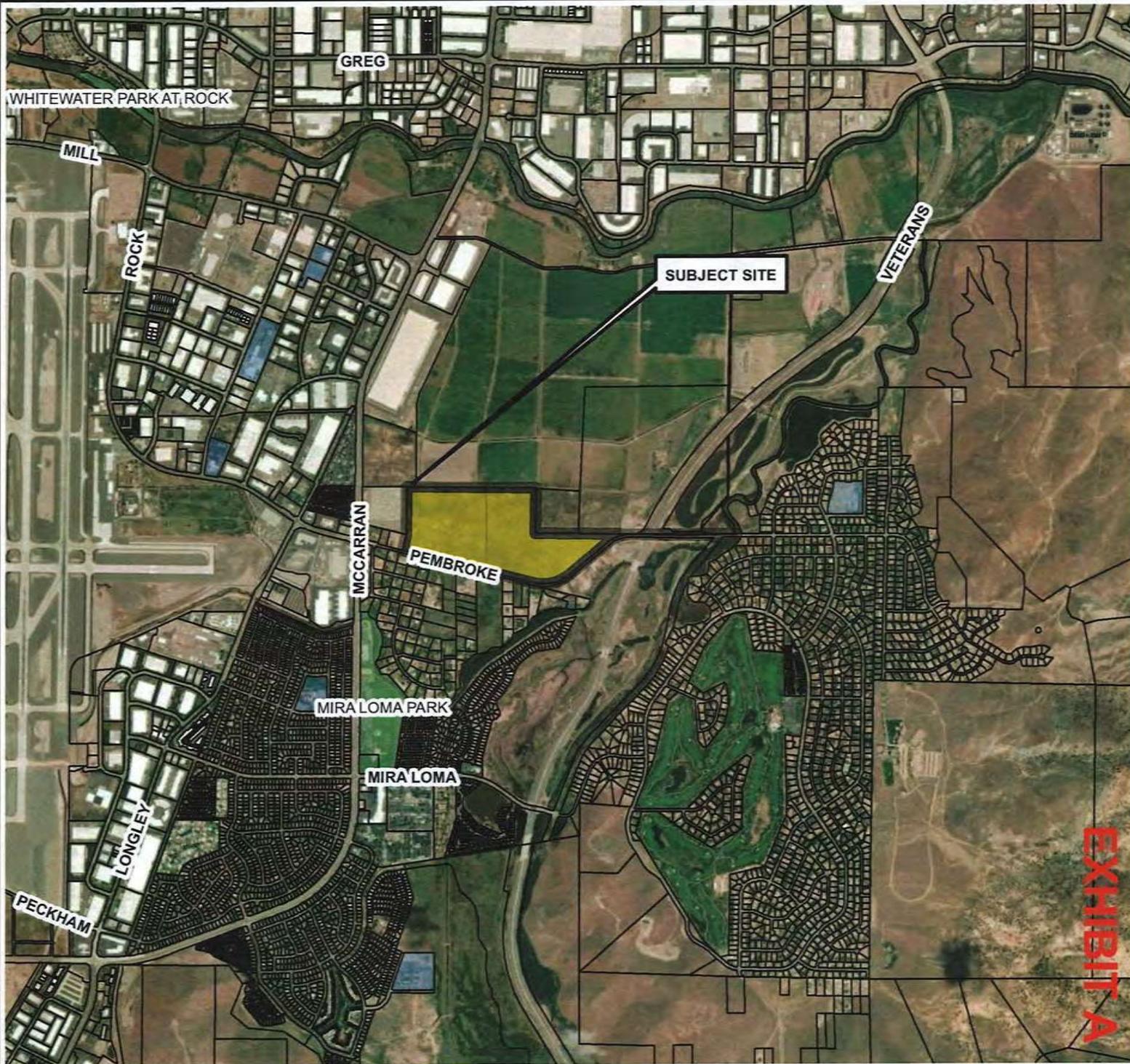
Sincerely,



Mike Railey, AICP, Planning Manager  
Development Services Department

xc: Mikki Huntsman, City Clerk  
Bob Flores, Building and Safety Manager  
Michael Mischel, P.E., Engineering Manager

CFA, Inc.  
Attn Dave Snelgrove  
1150 Corporate Blvd  
Reno, NV 89502

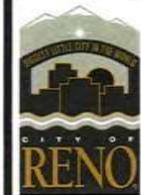
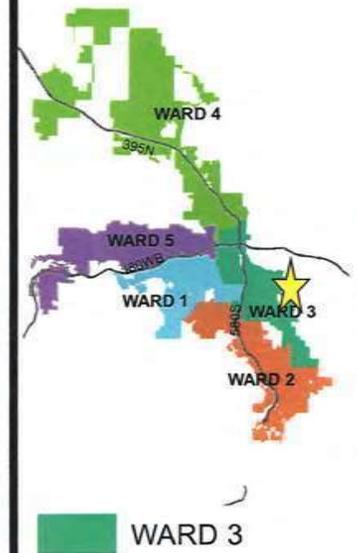


# AREA MAP

SPR24-00015

(Pembroke Flat Fields)

Subject Site ► 



Development  
Services  
Department

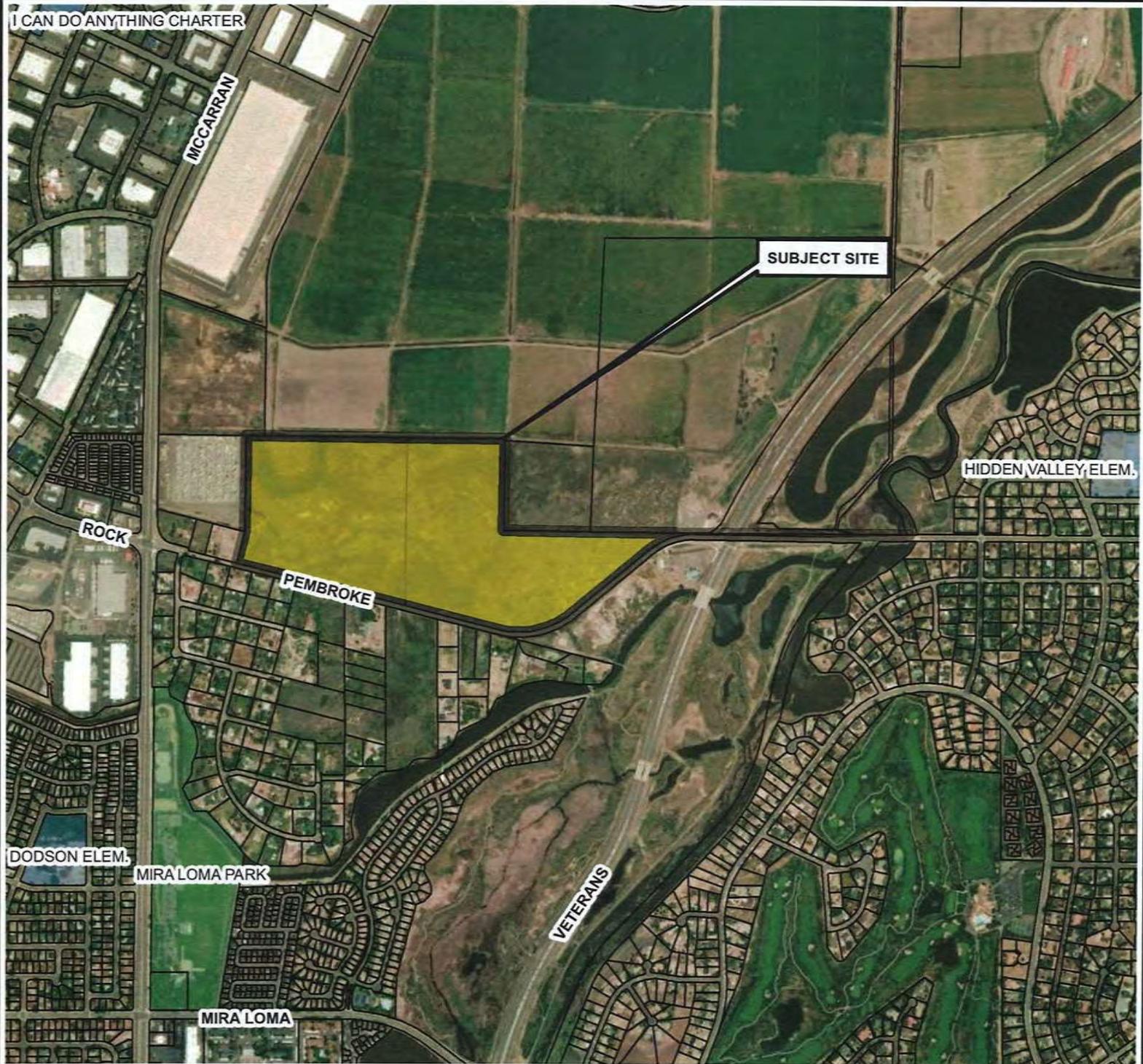


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is approximate and  
is intended for display  
purposes only.

Date: April 2024  
Scale: 1 inch = 2,500 feet

EXHIBIT A

I CAN DO ANYTHING CHARTER

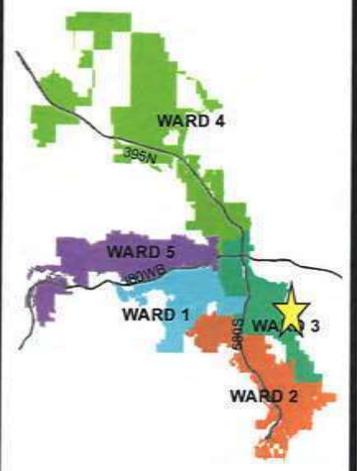


# VICINITY MAP

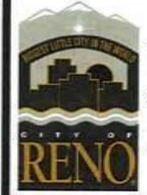
SPR24-00015

(Pembroke Flat Fields)

Subject Site ► 



 WARD 3



Development  
Services  
Department



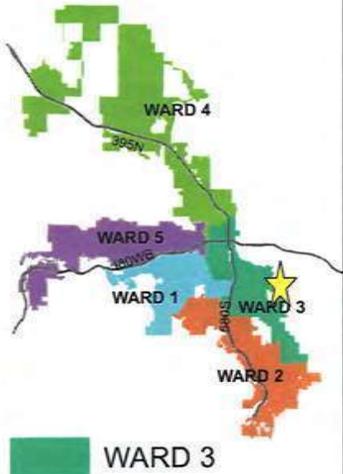
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purposes only.  
Date: April 2024  
Scale: 1 inch = 1,250 feet

# MASTER PLAN MAP

SPR24-00015

(Pembroke Flat Fields)

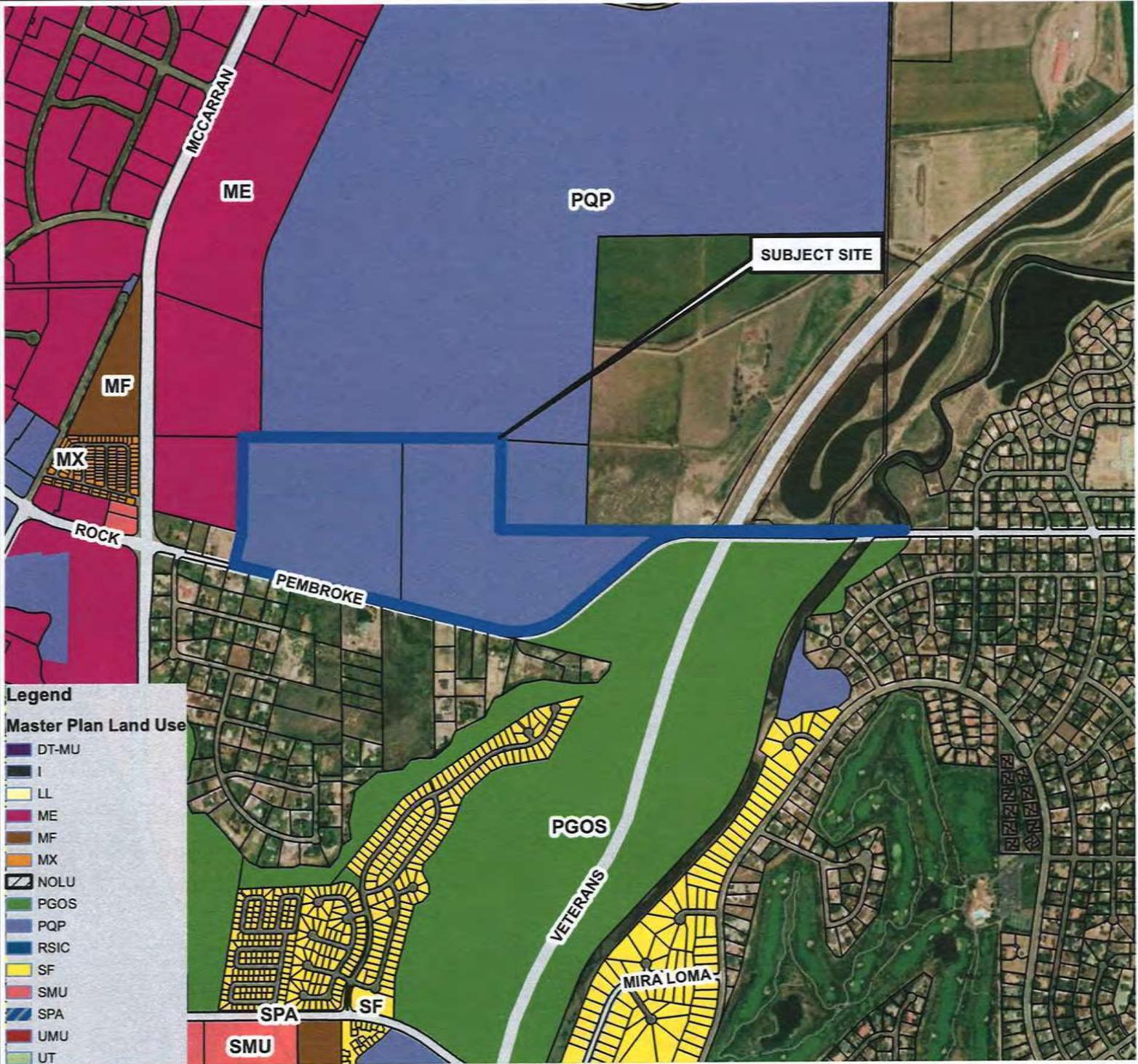
Subject Site ► 



Development  
Services  
Department



The information heron  
is approximate and  
is intended for display  
purposes only.  
Date: April 2024  
Scale: 1 inch = 1,250 feet



- Legend**
- Master Plan Land Use**
-  DT-MU
  -  I
  -  LL
  -  ME
  -  MF
  -  MX
  -  NOLU
  -  PGOS
  -  PQP
  -  RSIC
  -  SF
  -  SMU
  -  SPA
  -  UMU
  -  UT

# ZONING MAP

SPR24-00015

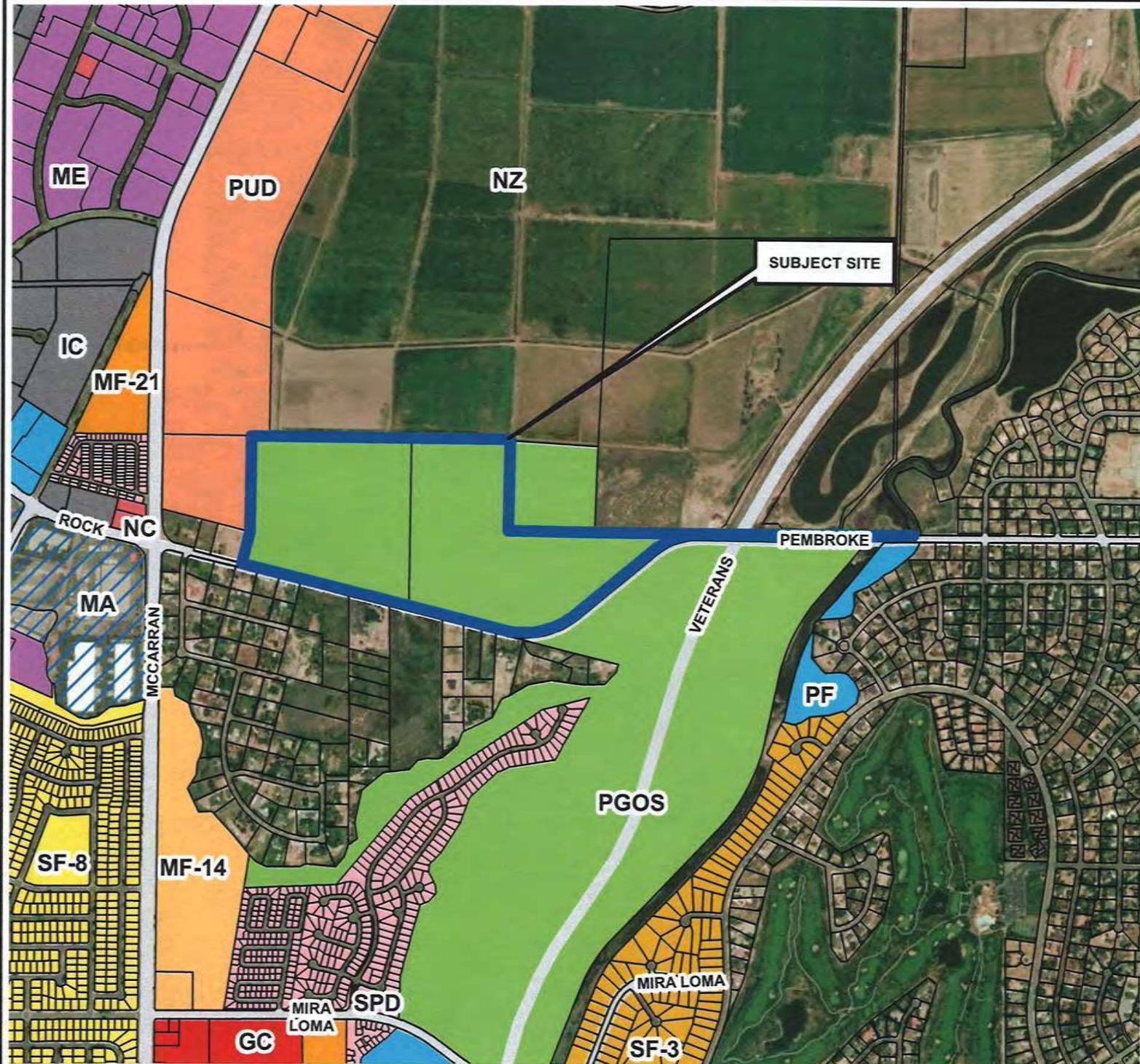
(Pembroke Flat Fields)

ZONING = PGOS

Subject Site ► 

## Zoning Designations

-  PUD
-  SF-3
-  SF-8
-  MF-14
-  MF-21
-  NC
-  GC
-  ME
-  MA
-  IC
-  PGOS
-  PF
-  SPD



Development Services Department



The information heron is approximate and is intended for display purposes only.

DATE: April 2024  
SCALE: 1 inch = 1,250 feet