

Cover Sheet for Request for Proposal (RFP)

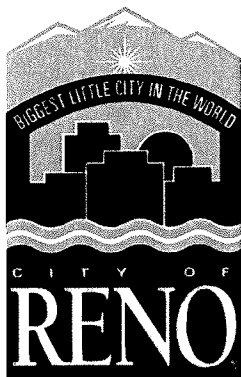
RFP # 030059 PROFESSIONAL REAL ESTATE SERVICES

If you are submitting a Response to this RFP, please:

1. Appropriately label your documents in a sealed envelope or box;
and
2. Deliver the sealed documents to the Office of the City Clerk;
and
3. Be certain that your submittal is date and time stamped by the Office of the City Clerk, which is located in City Hall, 1 E. First Street, Reno, Nevada.

Proposals due on or before
5:00 PM PST
November 25, 2009

CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 334-2210
(775) 334-2409 fax
pedrickl@ci.reno.nv.us



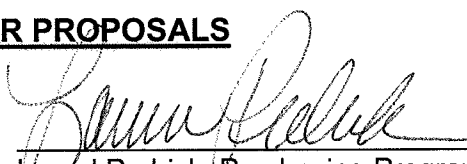
Date OCT 09, 2009

RFP # 030059

THIS IS NOT AN ORDER

REQUEST FOR PROPOSALS

Sealed proposals will be received until 5:00 pm
PST at the Reno City Clerk, 1 East First Street,
Reno, NV 89505 on NOV 25, 2009.



Laurel Pedrick, Purchasing Program Manager

In accordance with Nevada Revised Statute 332,
the City of Reno, Nevada
is currently accepting sealed Proposals for
PROFESSIONAL REAL ESTATE SERVICES

Technical questions regarding this solicitation may be directed to Lori Miles, at milesl@ci.reno.nv.us and copied to pedrickl@ci.reno.nv.us. All communications regarding this RFP must be submitted in writing via e-mail, fax, or written correspondence to the Purchasing Program Manager, Laurie Pedrick. This Request for Proposal is made per N.R.S. Chapter 332. The anticipated contract is by its nature a contract not adapted to award by competitive bid pursuant to NRS 332.115, and award of any contract is within the discretion of the governing body. Further, advertising is not required because a governing body or its authorized representative may enter into a contract of any nature without advertising if the estimated annual amount required to perform the contract is \$50,000 or less under NRS 332.039.

Per the attached Terms, Conditions, and Requirements

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

In compliance with this Request for Proposals and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 26 pages of this RFP.

Signature _____

Print Name _____

Print Title _____

**SUBMIT ONE (1) ORIGINAL, THREE (3)
COPIES OF PROPOSAL.**

RFP # 030059
PROFESSIONAL REAL ESTATE SERVICES

1) GENERAL TERMS AND CONDITIONS

a) NOTICE OF RIGHTS

- i) The City of Reno reserves the right to reject any or all proposals or any part thereof and to waive any informalities or irregularities.
- ii) The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a Consultant in accordance with the requirements of the proposal.
- iii) The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. Proposals identified on the basis of "All or Nothing" will be excluded from consideration.
- iv) The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through" as a result of any agreement.
- v) Proposals which appear unrealistic in terms of technical or service commitments, lack of technical competence or competence in the provision of services, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.
- vi) The content of this RFP shall become part of the contract by reference. Any exceptions must be specifically noted in the proposal submitted.
- vii) All materials submitted to the City will become property of the City. Proposal materials will be retained for official files and will become public record as permitted in accordance w/Chapter 332 of Nevada Revised Statutes.
- viii) All proposals submitted shall be held confidential until the proposals are considered by the governing body. Upon consideration by the governing body, proposals are subject to public information unless the proposal or specific parts are identified by Consultant as "proprietary information" or "confidential business information" as defined by N.R.S. 332.025.
- ix) The validity, interpretation, effect and/or any disputes regarding the contract for equipment and/or services is governed by the laws of the State of Nevada.
- x) The successful proposer agrees to provide the purchased goods and/or services at the costs, rates, and/or fees stated. No other costs, rates, and/or fees shall be payable to proposer for proposal implementation. Any misrepresentation shall be treated as fraudulent concealment of true facts.
- xi) At the City's sole discretion, the City may conduct a standard background investigation on any prospective proposer.

b) PREPARATION OF PROPOSALS

- i) Proposals must be submitted in accordance with any document attached hereto and made an integral part hereof.
- ii) Proposers are expected to examine these documents carefully. Failure to do so will be at proposer's risk.
- iii) Proposals should be proofread carefully for any errors.
- iv) Any irregularities or lack of clarity in any of the proposal documents attached hereto should be brought to the attention of the Purchasing Program Manager as soon as possible so that corrective addenda may be furnished to all proposers.
- v) Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the proposal.

- vi) In the case of a difference between written words and figures, the amount stated in written words shall govern.
- vii) Proposers are instructed to use City forms as applicable and complete the requested information fully, i.e., pricing, schedules, specification description, 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.
- viii) Proposers are expected to closely read the terms and conditions and provide a binding signature of Intent to Comply in Attachment A, Affidavit of Non-Collusion in Attachment B, and Statement of Debarment, Attachment C. Failure to delineate and/or return Attachment A, B, or C may be cause for proposal rejection.

c) SUBMISSION OF PROPOSALS

- i) Proposers are cautioned to include as part of the proposal all technical and descriptive data necessary for evaluation. Failure to do so may result in disqualification.
- ii) All forms and addenda thereto shall be intact and enclosed in an envelope plainly marked with the proposal number and title. No proposals will be accepted by electronic transmission except as provided within this RFP.
- iii) The City of Reno will not be responsible for the premature opening of a proposal not properly addressed or identified.
- iv) All proposals received after the date and time set for receipt will be REJECTED.
- v) When a bond is specified, such bond will be acceptable only as issued by a reputable solvent surety company.
- vi) 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.
- vii) The City of Reno is an Affirmative Action/Equal Opportunity Employer. Proposers shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

d) WITHDRAWAL OF PROPOSALS

- i) Proposals may be withdrawn by written or electronic notice, provided such notice is received prior to the date and time set for receipt.
- ii) Notice of withdrawals received after the proposal opening will not be considered.

e) RFP EVALUATION

- i) The City of Reno intends to consider an award of a contract to the proposer(s) whose proposal reflects the best interest of the City. The City may, in addition to considering all information in the Response to the RFP, consider the following:
 - (1) The ability, capacity and skill of the proposer to perform the contract or provide the service required;
 - (2) Whether the proposer can perform the contract or provide the services promptly, and within the time specified without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
 - (4) The quality of performance on previous comparable contracts;
 - (5) The previous compliance of laws and ordinances by the proposer;
 - (6) The financial responsibility of the proposer to perform the contract or provide the service;
 - (7) The limitations of any license the proposer may be required to possess;
 - (8) The quality, availability, and adaptability of the product or service;

- (9) The ability of the proposer to provide future maintenance, service, and support;
- (10) The number and scope of conditions attached to the proposal;
- (11) The life cycle, maintenance and performance of the equipment or product being offered;
- (12) Such other factors as may be deemed relevant as to the best value.

- ii) The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent by the City of Reno.
- iii) The City of Reno shall reserve the right and privilege to accept or reject any or all proposals offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- iv) The resultant agreement may be extended at the discretion of the City, if determined to be in the best interest of the using City.

f) FUNDING OUT CLAUSE

- i) In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this solicitation, necessitating cancellation of the agreement, the successful proposer(s) shall agree to hold the City of Reno free from any charge or penalty. Any resultant contract is subject to the availability of appropriated funds.

g) INSURANCE REQUIREMENTS

- i) Successful proposer(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 one million dollars (2,000,000), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by the successful proposer 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.
- ii) Successful proposer shall upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

h) MINORITY STATUS

- i) Has this firm been certified as a minority, women, or disadvantaged business enterprise by any governmental City? Yes _____ No _____ If yes, specify City: _____ Date of Certification: _____. The above is for information only. The City of Reno encourages minority, women, or disadvantaged business enterprise participation; however, no preferences shall be given.

i) NOTICE TO DISABLED PERSONS

- i) The City of Reno will make reasonable accommodations for disabled persons who wish to submit proposals. Contact the Purchasing Program Manager for arrangements.

j) SUBMITTAL INSTRUCTIONS

- i) Technical questions regarding this proposal should be directed to Lori Miles, City of Reno Project Lead at milesl@ci.reno.nv.us and the Purchasing Program Manager, Laurel Pedrick at pedrickl@ci.reno.nv.us.

- ii) Proposers shall submit one (1) original proposal, and three (3) copies of their proposal to:

City of Reno
Office of the City Clerk
Attention Purchasing Division
1 East First Street
P.O. Box 1900
Reno, NV 89505

- iii) Proposals shall be clearly marked: **RFP # 030059 – PROFESSIONAL REAL ESTATE SERVICES**

- iv) Proposals must be received no later than 5:00 p.m. PST NOV 25, 2009 at the Reno City Clerk's Office. Proposals received after the time and date set will not be considered. The City will not consider or be responsible for errant delivery or late performance by courier service. **If Proposers choose to mail in their proposal, proposers are cautioned that the City of Reno courier receives mail from the U.S. Post Office at approximately 7:15 a.m. Monday through Friday with the exception of holidays. Proposals that are not received by the City of Reno courier the morning proposals are due will be considered late.**
- v) Whether by U.S. Mail, courier or personal service, the City will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile or telephone proposals will not be considered unless otherwise authorized; however, proposals may be modified by fax or written notice provided such notice is received prior to the opening of the proposals.
- vi) Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
- vii) Company Profile/References.
 - (1) Proposers shall provide a profile of the company, including, but not limited to:
 - (a) Ownership, state of incorporation, date, etc.
 - (b) Location of office(s).
 - (c) Number of employees.
 - (d) Company background and history.
 - (e) Company qualifications as a superior service provider for this RFP for professional real estate services to be detailed in submitted RFP
 - (f) Length of time providing same services/equipment; provide brief descriptions of services/equipment.
 - (g) Provide financial projection(s) for revenue/expenditures demonstrating the ability to meet financial obligations to professional real estate services with minimal assistance from the City of Reno.
 - (h) Number and type of customers.
 - (i) Dun and Bradstreet number.
 - (j) Resumes for key staff to be responsible for contract performance.
 - (k) Verification of Non-Profit/501c3 status with the State of Nevada and the Internal Revenue Service (if applicable).
- viii) Proposers must provide a minimum of one (1) reference for a similar project performed for clients within the last three (3) years. Information provided should include, but not be limited to:
 - (1) Customer name.
 - (2) Customer project manager.
 - (3) Project description.
 - (4) Starting and ending project dates.
 - (5) Types of services and/or equipment provided.
 - (6) Staff assigned to project.
- ix) In addition, the City may consult with other known customers and may consider their comments in the evaluation.
- x) Negotiations may, at the City's sole option, be separately conducted with the best qualified proposer. The evaluation committee may use these negotiations to determine which proposer has had adequate opportunity to present its proposal, including a thorough discussion of services, clarifications, and modifications requested of the proposer by the evaluation committee. The consultants will consider all relevant factors in the aggregate for each proposal and select the proposal which reflects the best value for the City.
- xi) The City reserves the right to negotiate the final terms of the contract with the selected proposer's prior to signing the contract.
- xii) Proposers submitting proposals should note that it is entirely within the City's discretion in this procurement to determine if a proposal reflects the best value for the City. The best value for the City

is dependent upon many factors, including without limitation, price and ability to recoup expenses of operations. However, the City reserves the right to select any proposal regardless of price.

k) PRICING PROVISIONS

- i) Proposers are cautioned to identify any and all costs associated with their proposal. Failure to do so may be cause for disqualification.
- ii) Pricing shall remain firm for the term of the contract.

l) DEFAULT OF CONTRACT

- i) In case of default by the proposer, the City may procure the product(s) or service(s) from other sources and hold the proposer responsible for any excess cost occasioned thereby.

(Remainder of page intentionally left blank.)

m) **ATTACHMENT A**

TERMS AND CONDITIONS COMPLIANCE

I have read, understand, and agree to comply with the Terms and Conditions as specified in the Request for Proposal.

Any exceptions must be documented.

Yes _____ No _____

Signature

Exceptions:

n) ATTACHMENT B

AFFADAVIT OF NON-COLLUSION

I, _____ (name of party signing this affidavit and proposal form), _____ (title) do depose and say that _____ (name of firm) has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competition with this contract.

Signature

Date

Witness

Date

o) ATTACHMENT C

DEBARMENT AND/OR SUSPENSION

Federal Mandatory Submittal

As required by Executive Order No. 125 49, Debarment and Suspension, and implemented at 34 CFR Part 85, the proposer certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily exclude from transactions with any Federal Department or City.

Signature

Date

Print Name

Title

RFP # 030059
PROFESSIONAL REAL ESTATE SERVICES

2) RFP BACKGROUND AND REQUIREMENTS

a) INTENT

The City of Reno is seeking the services of a real estate company (the Consultant) to provide a broad range of real estate services for real property assets. The purpose of this Request for Proposals ("RFP") is to select one or several consultants who may be retained and used on an as-needed basis to assist the City in all aspects of real estate planning, lease evaluation, portfolio management and evaluation of surplus real property. This offering is not intended to be a selection of a Proposer for a specific project. The ranges of tasks to be performed by the eligible consultants are described in the Scope of Work.

Selected Consultant(s) shall keep all the information provided and any project work confidential and shall not release any information to the press, general public or any party without prior written approval from the City.

Proposals are to be addressed and delivered by NOV 25, 2009 no later than 5pm PST. Responses received after this deadline will not be considered.

The City of Reno reserves the right to cancel a solicitation at any time prior to award; as well as reserves the right to reject any and all proposals received (and/or portions of), and to select the proposal(s) which it determines to be in its best interest. The City of Reno reserves the right to reject all responses, waive any informalities, to solicit and advertise for other qualifications.

Equal Opportunity Statement

All persons who meet the established qualification standards will be considered equally. No person shall be discriminated for or against in selection because of political, religious or organizational affiliation, race, color, age, sex, sexual orientation, disability, reasons based on reprisal or any other non-merit factor.

b) SCOPE OF WORK

This section represents the services the Consultant will provide to the City. If during the term of this Contract the City and the Consultant determine that the services are not fully responsive to the City's real estate requirements, the City and the Consultant will make appropriate adjustments to the services to ensure that the City's requirements are satisfied. The right to make adjustments to the services does not preclude the City's right to cancel the Contract pursuant to applicable provisions contained herein.

The City reserves the right to determine project assignment to Consultant, currently following the general guidelines as follows: 1) evaluation of City's owned and leased property; 2) evaluation of City's current lease agreements and assessment of revenue potential; 3) assessment of potential sales of current City property inventory; and 4) special projects.

1. Background: the City of Reno's Property Portfolio

This is a no-cost contract to the City of Reno.

The territory included within the Scope of Services includes all property within the City of Reno boundaries. Other properties outside of the City of Reno boundaries have been excluded from the territory but Consultant services for special projects and other purposes shall be made available at the request of the City and included within the response as a service provided by the Consultant, under the same terms and conditions as the covered territory.

The City of Reno (including City of Reno, Reno Housing Authority and Redevelopment Properties) has a total of 522 properties (See Attachment D). The 31 properties controlled by the Reno Housing Authority include:

- 13 apartments
- eight (8) duplex properties
- seven (7) vacant properties
- one (1) commercial property
- one (1) parking lot and
- one (1) single family residence.

Although the Reno RDA is monitoring leases of the ReTRAC Properties (31 ground leases) they have 15 other properties as well:

- eight (8) are held for Fire Station Loan Collateral;
- one (1) "Old" Reno/Sparks Gospel Mission whose future proceeds from sale is dedicated to the Reno Community Assistance Center;
- one (1) National Automobile Museum;
- one (1) The Parking Gallery, with numerous leases that are dedicated to the 2007 RDA Bonds;
- one (1) commercial area at 10 N. Virginia Street;
- one (1) "Old" RTC site at 4th and Center Streets which is to be directed to SK Baseball;
- one (1) vacant ReTRAC property; and
- one (1) building on a piece of unparcelized property in the ReTRAC corridor.

The City of Reno has a total of 475 properties:

- 107 Parks;
- 11 Fire Stations;
- 173 properties are open space of which 74 are dedicated for open space purposes only;
- 55 ReTRAC properties whose income streams are dedicated to the 2006 ReTRAC Lease Bonds;
- 46 properties dedicated to sewage, storm drainage, flood control or water reclamation; and
- various other vacant land sites.

There are roughly 46 City buildings:

- 10 Fire Stations;
- 17 located at Parks;
- the Downtown Ballroom which is operated by the downtown casinos;
- the National Bowling Stadium and Events Center operated by the RSCVA;
- two (2) Reno Community Assistance Center buildings;
- the Wiegand Youth Center and "Old" YMCA Building;
- McKinley Arts & Culture Building;
- Washoe County Library;
- "Old" Southside School;
- RPD Main Office;
- Police Evidence Building ("Old" Ice House);
- Neil Road Family Services Building (RPD, NHS, St. Mary's and Boys & Girls Club);
- Rosewood Lakes Golf Course;
- Corporation Yard;
- Stead Treatment Plant;
- RHA's Step 2 house and Community Center Ground Lease in the Stead Area;
- Sky Tavern;
- Community Development Offices on Sinclair; and
- City Hall.
 - In City Hall there are six (6) floors (Basement, 6, 10, 11, 14 and 16) that are being leased with a total of 16 leases.

The City of Reno ground leases range in size from 1,873 sqft (Men's Club Parking) to 162,479 sqft (CEMEX). Most of the City's ground lease spaces (36) are in the ReTRAC corridor (32) and are tied to the ReTRAC bond payments and are industrial in nature. Some of the ground leases are with non-profit agencies such as the VSA Lake Mansion.

Other non-profit leases include the Wiegand Youth Center; RSCVA; St. Mary's, Nevada Hispanic Services; Boys & Girls Club; and the Reno Housing Authority. Office space leases are mostly located at 1 E. 1st Street (City Hall) with leased spaces ranging in size from 252 sqft to 6,600 sqft. The revenues from these leases are dedicated towards repayment of the bonds used to purchase the 1 E. 1 Building. There are currently five (5) vacancies in the building with vacant suites ranging in size from 223 sqft to 480 sqft.

The City of Reno's lease portfolio is relatively small. A majority of the leases monitored by the City are ground leases. There are between 75 and 80 total leases, of which 36 are ground leases: 15 leases in the City Hall Building; and 15 with non-profit agencies. These are mostly long-term leases that take City staff little time to manage.

Reno is obligated to follow State statutes that guide the use, lease and/or sale of City property (Nevada Revised Statutes (NRS), Chapter 268 – <http://www.leg.state.nv.us/NRS/NRS-268.html>). NRS 268 sets forth the legal requirements which apply to the City for sales and leases of real property. Generally, unless specifically exempted, sale and leases require 2 appraisals and a public auction. The appraisals must be performed in accordance with NRS 268 and Reno Municipal Code Chapter 15 (http://library6.municode.com:80/minutes/home.htm?view=home&doc_action=setdoc&doc_keytype=tocid&doc_key=f7c4f2d134eb8d1c754c706c164ad80a&infobase=14160) and off of the approved list of appraisers. This RFP does not include any appraisal services for leases or sales of City owned property.

2. Overall Objectives

General

The City of Reno will partner with a single or multiple service provider to enhance staff resources in lease negotiations, portfolio management, strategic planning, evaluation of surplus real property, and implementation of industry best practices

The following are some, but not all, of the services to be provided as part of this Contract, as requested at the discretion of the City:

2.1 Develop a Strategic Real Estate Plan

Develop a Strategic Real Estate Plan including leased and City-owned space and surplus real property. Perform an opportunity assessment of the City of Reno's significant real property assets as defined by the bidder's model and conduct an operational assessment of the City's real estate business processes. Upon notification from the City's Project Manager, Consultant to begin work and be completed within 180 days. At a minimum, this objective shall include:

- 2.1.1 Develop a methodology and implementation plan to reduce operating costs that prioritizes the largest cost reductions first.
- 2.1.2 Develop a methodology and implementation plan to periodically and independently evaluate, and prioritize by potential savings, owned and leased real estate within the authority and control of the City to determine if the property is underutilized or surplus and to better use or dispose of the property.
- 2.1.3 Analyze the City's real estate business processes and develop a plan to prioritize and reengineer these processes to improve service delivery, lower costs and improve asset management, as well as a detailed implementation plan. Evaluate the City's operations and organizational structures for managing its real property. Validate the existing operations and structures or recommend modifications to improve efficiency and effectiveness.

2.2 Perform Market Analysis

Evaluate the City's leased and owned office space use and estimate the City's needs over the next three years. Identify and evaluate the occupancy costs of City ownership as compared to the occupancy costs of leasing and develop a methodology to determine whether the City should be leasing space to meet its needs. Provide recommendations and an implementation plan for the City to meet its projected needs and quantify the costs of the recommendations as compared to the alternatives.

2.3 Recommend Portfolio Strategies to Create Greater Space Efficiencies

2.4 Recommend the Implementation of Industry Best Practices

Develop performance benchmarks for the City's real property services and the real property within the control and authority of the City based on industry best practices. Prepare an implementation plan to prioritize and achieve these benchmarks.

2.5 Develop Performance Metrics Comparable to Both Market Data and Other States

2.6 Perform Lease/Data Auditing

2.7 Assist with Lease Cost Auditing

Auditing of losses as a function of monitoring the lease payments or lack thereof.

2.8 Conduct Space Audits of Existing Leased and Owned Space

2.9 Work Directly with appropriate Agencies to Achieve the Above Listed Items

3. Tasks

3.1 Strategic Planning Goals

- 3.1.1 Lease savings/avoidance and cost containment.
- 3.1.2 Increased/modernized space efficiencies, which may include conducting site visits of existing leases and City-owned space to determine space efficiency, standardized criteria for determining efficiency and reporting mechanisms, and recommendations for and implementation of greater space efficiencies for delivering City services to citizens.
- 3.1.3 Coordination of City specific plans with prioritization of overall City needs.
- 3.1.4 Process improvement recommendations, including implementation of industry best practices.
- 3.1.5 Evaluation of surplus real property for disposal by City in accordance with NRS 268.
- 3.1.6 Incorporation of administrative directives, internal policy and applicable rules and law.
- 3.1.7 Produce an interim strategic plan within 120 days in a report that includes:
 - 3.1.7.1 The true costs of operation associated with City owned.
 - 3.1.7.2 An identification of the space and its utilization.
 - 3.1.7.3 A statement of the goals as it relates to space of the City as identified by the City contact.
 - 3.1.7.4 The prioritization of the properties which represent an opportunity as they are determined to be over-market/under-utilized or are otherwise less than optimal for City needs.
 - 3.1.7.5 A specific plan of action over the next five (5) years to meet City of Reno goals.
- 3.1.8 Consultant to submit a final report to be produced within 180 days of commencement of contract incorporating City of Reno comments.

3.2 Site Location & Market Analysis

- 3.2.1 Prepare programming requirements for leased space:
 - 3.2.1.1 Review availability of existing space and new space.
 - 3.2.1.2 Research the market for appropriate space alternatives.
 - 3.2.1.3 Locate and address small space needs as well as large space.
- 3.2.2 Prepare a market survey that addresses the following:
 - 3.2.2.1.1 Evaluate market data.
 - 3.2.2.1.2 Schedule of non-economic indicators.
 - 3.2.2.1.3 Report on the existence and condition at the recommended site of any known asbestos, building or fire code violations, engineering, structural or any potentially hazardous conditions.
 - 3.2.2.1.4 Prepare discounted cash flow analysis of projected rents and other costs of each site.
 - 3.2.2.1.5 If more than one site satisfies the agencies requirements, a recommendation of the most appropriate alternative based upon comparative financial analysis and best values.
- 3.2.3 Arrange inspections of appropriate sites.
- 3.2.4 Determine whether the site is suitable for the City's needs.
- 3.2.5 Provide information on Lessor performance and related compliance.
- 3.2.6 Assist in execution of lease agreements in conjunction with the City Attorney's Office.
- 3.2.7 Provide emergency lease support in case of a catastrophic event that requires immediate relocation following NRS relocation laws, Chapter 332 and 338 for emergency action.

3.3 Strategic Planning for the Identification and Evaluation of Surplus Property

- 3.3.1 Analysis of City – provide a report of all identified surplus property.
- 3.3.2 Consultant will identify best practices related to real estate portfolio management that would be beneficial for the City.
- 3.3.3 Consultant will prioritize properties, which have the greatest opportunity to maximize revenue to the City in the shortest period of time.

3.4 Recommend Additional Portfolio Strategies

- 3.4.1 Bidders, as part of their RFP response should recommend at least two (2) additional innovative strategies that would, if implemented by the City, result in significant increases in revenue or cost savings.

4. Basis of Selection

Responses to this RFP will be evaluated based upon the bidder's current ability to provide the highest level of quality services that meets the requirements and goals of this RFP and the needs of the City of Reno and provides the best value to the City. The following factors will be evaluated:

4.1 Capability and Qualifications of Organization

- 4.1.1 The written proposal should indicate the ability of the Consultant to meet the terms of the project/program, quality, and recent projects similar to that described in the RFP, understanding of the program and completeness of the response to the RFP.

4.2 Work Plan

- 4.2.1 The written proposal should indicate the bidder's ability to provide a plan using known methods for accomplishing the work. The plan should include a detailed narrative description of how the bidder will accomplish the objectives and tasks, including a display, time related, showing events i.e., specific tasks and timetable. Also indicate the estimate time required of City resources.

4.3 Qualified Personnel

- 4.3.1 The written proposal should indicate the competencies of key personnel whom the bidder intends to assign to the project. Qualifications will be measured by education and experience, with particular reference to experience on projects similar to that described in the RFP. Emphasis will be placed upon the qualifications of bidder's Project Manager, on-site representative, and the Project Manager's dedicated management time as well as that of other key personnel working on this project.
- 4.3.2 Resumes shall include detailed, chronological work experience, including name and phone number of person or persons who may contact from each project or work assignment. Proposals containing false or misleading statements, or which provide references that do not support an attribute or conditions claimed by the bidder, may be rejected. If in the opinion of the City, such statements mislead the City in its evaluation of the proposal, and the attribute, condition of capability as a requirement of this proposal, the proposal shall be rejected.

4.4 Other

- 4.4.1 Experience working with units of government, including understanding of Constitutional, statutory and administrative requirements.
- 4.4.2 Experience working in Reno.
- 4.4.3 Service delivery model – i.e., how your company will provide real estate services in markets throughout the Truckee Meadows.

- 4.4.4 Primary focus of company representation – i.e., tenant, landlord, or tenant and landlord by percentage.
- 4.4.5 Any perceived or real conflicts of interest including ownership or representation of an owner of a current City-leased space.
- 4.4.6 Consultant capabilities beyond the primary objectives and tasks listed, i.e., asset management.
- 4.4.7 Commission cap (% and applicable lease term – i.e., initial terms ranging from 5 to 20+ years) and the Consultant's position on considering non-traditional commission structure in consideration of most City leases containing a 90-day cancellation provision in favor of the City. (Note that this is a no-cost contract to the City.)
- 4.4.8 Experience and/or willingness of Consultant to provide training to City staff.
- 4.4.9 Any other information that may be beneficial to the City in achieving the goals of this RFP.

4.5 THIS IS A NO COST CONTRACT TO THE CITY OF RENO.

- 4.5.1 To the fullest extent possible, compensation for work performed shall be derived from commissions or a fee-based percentage of savings generated for the City of Reno. Proposals for other methods of compensation will be considered provided they are in conformance with applicable law.

5. Information about this Request for Proposal

5.1 Issue date of RFP – 10.08.2009

5.2 Deadline for receipt of proposal – 11.25.2009

- 5.2.1 Received means “in our hands.”
- 5.2.2 Postmarked bids as of the date and time are not considered as received.

5.3 Proposal award – 12.16.2009

5.4 Proposals Preparation

- 5.4.1 Proposals should be prepared simply with emphasis on completeness and clarity of content. An authorized representative must sign proposals and all information requested must be submitted by the established deadline. Four copies of each proposal are required to be submitted, and all proposals should be bound in a single volume printed on 8.5" x 11" paper.

6. Questions Regarding Proposal

Lori Miles, Property Program Technician
775.334.3396
milesl@ci.reno.nv.us

Laurel Pedrick, Purchasing Program Manager
775.334.2210
pedrickl@ci.reno.nv.us

7. Formation of Agreement with Successful Proposer

All proposals received will be carefully evaluated by the City of Reno. The City of Reno will select a proposer which, in its opinion, has made the best proposal and will offer quality professional real estate services to the City of Reno. The successful proposer will be required to sign a contract detailing all the performance obligations required by the City of Reno.

3) RFP SCHEDULE

Schedule of Events	Date
RFP Released	OCT 08, 2009
Deadline for Questions (E-mail / Fax Only)	OCT 22, 2009, 3PM PST
Sealed Proposals Due to City of Reno	NOV 25, 2009, 5PM PST
Contract Award	Approximately DEC 16, 2009
Implementation	Approximately DEC 17, 2009

The City of Reno reserves the right to modify this schedule at The City of Reno's discretion. Notification of changes in the RFP due date, deadline for questions will be posted on The City website at <http://www.cityofreno.com/Index.aspx?page=950> 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 of Reno.

Description of Scheduled Events

RFP Released – The City of Reno will release the RFP document and any subsequent addenda, via the best method available. The best method of distribution of the RFP will be in descending order as follows: E-mail, Facsimile, placement on City of Reno website, USPS Mail. In addition to the direct distribution of the RFP, all RFP documents including any subsequent addenda will be available on the City of Reno's website at <http://www.cityofreno.com/Index.aspx?page=950>.

Deadline For Questions – The deadline for any questions concerning the RFP is OCT 22, 2009 at 3:00pm PST. Any questions submitted after the deadline will not be responded to by the City of Reno. All questions and subsequent answers will be distributed to all registered RFP respondents via e-Mail by OCT 29, 2009 at 5:00pm PST if feasible. All questions, protests and complaints deemed to be pertinent to the RFP process, at the sole discretion of the City of Reno, will be distributed to all registered RFP respondents via E-Mail. The questions and subsequent answers will be posted on the City's website.

Sealed proposal due to City of Reno – The due date for the sealed RFP response is NOV 25, 2009 at 5:00pm PST. All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered. The City will not consider or be responsible for errant delivery or late performance by courier service.

4) ADDITIONAL RFP REQUIREMENTS

Negotiation of Proposals

- i. Inside this RFP are requirements, specifications, contract terms and conditions. The City of Reno intends to negotiate to achieve a comprehensive contract that meets all City requirements including these specifications, contract terms and conditions named herein, while properly incorporating those requirements into an existing contract framework (i.e. State contract) if any is proposed. To accomplish this, the City of Reno intends to negotiate with the highest ranked proposer's as necessary, to achieve a comprehensive contract between the City of Reno and the proposer. This is to coordinate and determine precedence where necessary among contract requirements.
- ii. Proposers are required to read and understand all information contained within this entire Proposal package. By responding to this RFP, the Proposer agrees to read and understand these documents. All Proposer communications concerning this acquisition shall be directed to the Project Lead and Purchasing Program Manager at the addresses listed inside this document.
- iii. To avoid any uncertainty within the RFP process, all communication with the City of Reno will be in writing (e-mail, fax or written correspondence).
- iv. Changes to this RFP will be made by formal written addendum. Addenda will be posted on the City of Reno website and will also be distributed via e-mail to known, interested proposers. Spelling and grammatical errors within this RFP will not be corrected either through a re-issuance of the RFP or addenda except as noted in the following statements. Addenda for spelling or grammatical mistakes will only be addressed through an addendum should further clarifications be requested through the mandatory job walk or proposer submitted questions.
- v. Addenda issued by the City of Reno shall become part of this RFP specification and will be included as part of the final Contract. It is the responsibility of the interested proposer to assure that they have received such responses if any are issued. Each addendum will require acknowledgement of receipt and understanding that must be included in the final RFP response.
- vi. Unless authorized by the Project Lead or Purchasing Program Manager, no other City official or City employee is empowered to speak for the City of Reno with respect to this acquisition. Any proposer seeking to obtain information, clarification, or interpretations from any other City official or City employee other than the Project Lead or Purchasing Program Manager is advised that such action is done at the proposer's own risk. The City of Reno will not be bound by any such information, clarification, or interpretation. Further, any attempt by a proposer to obtain information regarding this acquisition from anyone other than the Project Lead or Purchasing Program Manager may be grounds for rejection of the proposer's proposal.
- vii. Proposers shall respond to all inquiries by the City of Reno for insurance documents and/or corrections to those documents to meet the needs of the City of Reno, in a prompt manner. Proposers shall be allowed five (5) business days to provide documents and/or corrections following such request by the City of Reno or The City of Reno will retain the right to reject the proposer and proceed to the next finalist.

Complaints – All complaints concerning this RFP shall be directed solely to the Project Lead and Purchasing Program Manager. Any other method of communication may be deemed disruptive to the RFP process by the City of Reno and may be cause for grounds for rejection of the proposer's proposal. All complaints must be done in writing (e-mail, fax or written correspondence), be sent to both the Project Lead and the Purchasing Project Manager and identify the author, proposer and issue in order to be considered valid.

5) MINIMUM QUALIFICATIONS

Proposers interested in this RFP must meet the following minimum qualifications listed in the previous pages of the Request for Proposal.

- Must provide proof of compliance with all applicable licenses and requirements per Chapter 645 of the NRS regarding Real Estate Brokers and Salesman.
- Must be licensed to do business in the City of Reno as required by Law.
- Responses should be in a sealed box or envelope clearly marked and addressed with the Purchasing Manager (Laurel Pedrick), RFP number and title. If RFPs are not clearly marked, the Proposer has risk of the proposal being misplaced and not properly delivered. The City Clerk is not responsible for identifying proposals submitted that are not properly marked.
- It is the responsibility of the submitter to ensure that the proposal arrives to the City of Reno within the deadline. Proposer should allow sufficient time for proper delivery. The City of Reno assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the City of Reno. If Proposers choose to mail in their proposal, proposers are cautioned that the City of Reno courier receives mail from the U.S. Post Office at approximately 7:15 a.m. Monday through Friday with the exception of holidays. Proposals that are not received by the City of Reno courier the morning proposals are due will be considered late. Every proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.
- RFP responses shall be signed by an official authorized to legally bind the proposer.
- Efforts have been made to provide this RFP electronically to allow proposer's to include responses below the actual question. This is the preferred method of response for ease of review.
- The preferred order of all responses by Major Section is:
 - Cover Letter
 - Signed RFP cover
 - Signed RFP Requirements and Exceptions to Minimum Requirements (if any)
 - References
 - Attachment A
 - Attachment B
 - Attachment C
 - Addenda acknowledgement of receipt and understanding (if applicable)
 - Proposer's material (brochures etc.)

6) ACCEPTANCE OF RFP REQUIREMENTS

Please acknowledge the requirements listed within the RFP # 030059 and any exceptions below:

Signature_____

Name_____

Title_____

Company Name_____

Date_____

Exceptions to the RFP Mandatory Requirements, if any:

ATTACHMENT D – City of Reno Buildings

CITY OF RENO BUILDINGS					
NO. BLDG#	BUILDING	ADDRESS	STORIES	DESCRIPTION	USE
1	210 PD - SUBSTATION, 1ST & SIERRA (LEASED)	10 N. SIERRA ST		?	?
2	178 VACANT BUILDING (R&TRAC)	300 VINE ST		?	POLICE EVIDENCE
3	179 VACANT BUILDING (R&TRAC)	260 WINTER ST		?	FIRE / HSD
4	180 KEYSTONE	264 KEYSTONE AVE			
5	189 WEST ST PLAZA (LEASED)	200 W. 1ST ST	?	?	POLICE EVIDENCE
6	181 VACANT BUILDING (R&TRAC)	265 KEYSTONE AVE		?	?
7	170 YMCA	1300 FOSTER DR	2	?	Non-Profit Lease
8	WEIGAND CHILD CARE - LEASED	1270 FOSTER DR		?	?
9	CITY HALL - 1E1	1 E. FIRST ST	16/B	OFFICE	?
10	016 COMMUNITY DEVELOPMENT - ANNEX	450 SINCLAIR	3/B	OFFICE	ADMINISTRATION
11	098 CY - FRONT OFFICE, LC, RESTROOMS, SEC. & DIR.	1640 E. COMMERCIAL ROW		PW	ADMINISTRATION
12	054 IDLEWILD PARK - PARK DEPT STORAGE	2055 IDLEWILD DR		PARK	ADMINISTRATION
13	055 IDLEWILD PARK - PARK OFFICE & MAINT BLDG	2055 IDLEWILD DR		PARK	ADMINISTRATION
14	068 MCKINLEY ARTS & CULTURE	925 RIVERSIDE DR	1/B	REC	ADMINISTRATION
15	075 PD - EXPANSION	33 HIGH ST	3/B	RPD	ADMINISTRATION
16	091 PD - MAIN STATION	455 E. SECOND ST	3	RPD	ADMINISTRATION
17	095 PD - SUBSTATION CENTRAL (BOWLING STADIUM)	199 E. PLAZA ST		RPD	ADMINISTRATION
18	094 PD - SUBSTATION, NEIL RD	3905 NEIL RD		RPD	ADMINISTRATION
19	093 PD - SUBSTATION, STEAD (LEASED)	10556A STEAD BLVD		RPD	ADMINISTRATION
20	017 SOUTHSIDE SCHOOL	190 E. LIBERTY	2	REC	ADMINISTRATION
21	042 GOVERNOR'S BOWL - SCORE BOOTH	1498 E. 7TH ST		REC	ADMINISTRATION
22	051 MOANA STADIUM	240 W. MOANA LN		REC	BASEBALL
23	043 NATIONAL BOWLING STADIUM (Leased Out)	300 N. CENTER ST	5	RSCVA	BOWLING
24	112 ROSEWOOD LAKES GOLF COURSE - CLUBHOUSE	6800 PEMBROKE DR		REC	CLUBHOUSE
25	138 TERRACE SPORTS COMPLEX	2325 ROBB DR		PARK	COMPLEX
26	039 FIRE STATION 10	5250 N. VIRGINIA ST	2	RFD	ENGINES
27	200 FIRE STATION 11	705 MAE ANN AVE		RFD	ENGINES
28	223 FIRE STATION 13	10576 SILVER LAKE RD		TMFD	ENGINES
29	224 FIRE STATION 14	13060 OLD VIRGINIA RD		TMFD	ENGINES
30	225 FIRE STATION 15	110 QUARTZ LN		TMFD	ENGINES
31	226 FIRE STATION 16	1240 E. LAKE BLVD		TMFD	ENGINES
32	227 FIRE STATION 17	500 ROCKWELL BLVD		TMFD	ENGINES
33	228 FIRE STATION 18	3680 DIAMOND PEAK DR		TMFD	ENGINES
34	229 FIRE STATION 19	2105 HAWK MEADOW TRAIL		TMFD	ENGINES
35	031 FIRE STATION 2	2500 SUTRO ST		RFD	ENGINES
36	032 FIRE STATION 3	550 W. MOANA LN	2	RFD	ENGINES
37	033 FIRE STATION 4	1096 RALSTON		RFD	ENGINES
38	034 FIRE STATION 5	1500 MAYBERRY DR		RFD	ENGINES
39	035 FIRE STATION 6	3570 MIRA LOMA		RFD	ENGINES
40	036 FIRE STATION 7	3030 SAYLOR BLVD		RFD	ENGINES
41	037 FIRE STATION 8	3500 KINGS ROW		RFD	ENGINES
42	038 FIRE STATION 9	14005 MT VIDA		RFD	ENGINES
43	190 ICE RINK	10 N. VIRGINIA ST		REC	RECREATION
44	GREENHOUSE	190 TELEGRAPH RD		PARK	FLOWERS
45	165 MIRA LOMA PARK - SCORE BOOTHS & BLEACHERS	3000 S. MCCARRAN BLVD		PARK	FOOTBALL

9/29/2009

1 of 5

CITY OF RENO BUILDINGS

NO.	BLDG#	BUILDING	ADDRESS	STORIES	DESCRIPTION	USE
46	204	NEIL RD - GYM	3925 NEIL RD		REC	GYMNASIUM
47	009	PLUMAS GYM	575 MONROE ST		REC	GYMNASIUM
48	182	NORTHEAST COMMUNITY CENTER	1301 VALLEY RD	2	REC	GYMNASIUM-CTR
49	046	HILLTOP PARK - SCORE BOOTH 1	3950 BUCKINGHAM		REC	LITTLE LEAGUE
50	047	HILLTOP PARK - SCORE BOOTH 2	3950 BUCKINGHAM		REC	LITTLE LEAGUE
51	071	JACK TIGHE PARK - SCORE BOOTH/DUGOUTS	323 BURRIS LN		REC	LITTLE LEAGUE
52	080	NORTHWEST PARK - SCORE BOOTH, LOWER FIELD	2925 APOLLO WAY		REC	LITTLE LEAGUE
53	081	NORTHWEST PARK - SCORE BOOTH, UPPER FIELD	2925 APOLLO WAY		REC	LITTLE LEAGUE
54	212	FIRE MAINTENANCE - EDISON (LEASED)	315 EDISON ST		RFD	MAINTENANCE
55	087	CORPORATION YARD - BOILER ROOM	1640 E. COMMERCIAL ROW		PW	MECH
56	141	FIRE STATION 1 - BOILER ROOM (BLDG #30)	260 EVANS AVE		RFD	MECH
57	028	FIRE STATION 1 - GENERATOR ROOM	200 EVANS AVE		RFD	MECH
58	114	ROSEWOOD LAKES - MAINTENANCE BLDG	6800 PEMBROKE DR		REC	MECH
59	115	ROSEWOOD LAKES - PUMP HOUSE	6800 PEMBROKE DR		REC	MECH
60	103	RSC - POWER BLDG	2975 N. VIRGINIA ST		REC	MECH
61	117	SKY TAVERN - EQUIPMENT BLDG	10000 MT ROSE HWY		REC	MECH
62	127	TRAINER POOL - BOILER & CHEMICAL BLDG	1690 CARVILLE	2	REC	MECH
63	203	NEIL RD - ST MARY'S (Leased Out)	3915 NEIL RD		LEASED	MEDIC CENTER
64	052	CALIFORNIA BUILDING	1000 WHITMORE		REC	MEETING
65	048	HORSEMAN'S PARK - HALL & STADIUM	2800 PIONEER DR		REC	MEETING
66	083	PARADISE PARK COMMUNITY CENTER	3750 ELEMENTARY DR		REC	MEETING
67	082	OXBOW PARK - NATURE ROOM	3100 DICKERSON		REC	NATURE WALK
68	056	IDLEWILD PARK - PARK DEVELOPMENT	1005 WHITMORE		REC	OFFICE
69	137	PARKING GALLERY (NO ROOF)	135 S SIERRA ST	5	REDEVEL	PARKING
70	018	STEP 2 HOUSE (Leased Out to RHA)	1435 N. VIRGINIA ST		HOUSE	REHAB
71	088	PEAVINE TRANSMITTER	PEAVINE MOUNTAIN		RADIO	RF SIGNAL
72	196	NEIL RD - HISPANIC SERVICES (Leased Out)	3905 NEIL RD		LEASED	SERVICES
73	239	CORPORATION YARD - SEWER LINES	1640 E. COMMERCIAL ROW		PW	SEWER DEPT
74	236	STEAD PLANT - POWER CONTROLS 1	4250 NORTON RD		PW	SEWER PLANT
75	233	STEAD PLANT - BLOWER	4250 NORTON RD		PW	SEWER PLANT
76	119	STEAD PLANT - CHEMICAL	4250 NORTON DR		PW	SEWER PLANT
77	122	STEAD PLANT - DEWATERING	4250 NORTON DR		PW	SEWER PLANT
78	123	STEAD PLANT - GENERAL STORAGE	4250 NORTON DR		PW	SEWER PLANT
79	232	STEAD PLANT - HEADWORKS	4250 NORTON RD		PW	SEWER PLANT
80	238	STEAD PLANT - MAIN GENERATOR	4250 NORTON RD		PW	SEWER PLANT
81	120	STEAD PLANT - MOTOR CONTROL	4250 NORTON DR		PW	SEWER PLANT
82	121	STEAD PLANT - OFFICE & MAINT	4250 NORTON DR		PW	SEWER PLANT
83	217	STEAD PLANT - OIL STORAGE	4250 NORTON DR		PW	SEWER PLANT
84	235	STEAD PLANT - OPS	4250 NORTON RD		PW	SEWER PLANT
85	237	STEAD PLANT - POWER CONTROLS 2	4250 NORTON RD		PW	SEWER PLANT
86	234	STEAD PLANT - WATER REUSE	4250 NORTON RD		PW	SEWER PLANT
87	093	CORPORATION YARD - FLEET MAINTENANCE	1640 E. COMMERCIAL ROW		PW	SHOP
88	144	CORPORATION YARD - FACILITY MAINTENANCE	1640 E. COMMERCIAL ROW		PW	SHOPS
89	145	CORPORATION YARD - PAINT & SIGN METERS	1640 E. COMMERCIAL ROW		PW	SHOPS
90	148	CORPORATION YARD - STREET MAINTENANCE	1640 E. COMMERCIAL ROW		PW	SHOPS

acdb

2 of 5

3/29/2009

CITY OF RENO BUILDINGS						
NO.	BLDG#	BUILDING	ADDRESS	STORIES	DESCRIPTION	USE
91	221	MEN'S DROP - IN CENTER (Leased Out)	315 RECORD ST	3	LEASED	SLEEPING
92	218	IDLEWILD PARK - FIELD 1, UNR			REC	SOFTBALL
93	219	IDLEWILD PARK - FIELD 2			REC	SOFTBALL
94	220	IDLEWILD PARK - FIELD 3			REC	SOFTBALL
95	067	MAYOR'S PARK			REC	SOFTBALL
96	104	RSC - SCORE BOOTH 1	12000 MT CHARLESTON		REC	SOFTBALL
97	105	RSC - SCORE BOOTH 2	2975 N. VIRGINIA ST		REC	SOFTBALL
98	106	RSC - SCORE BOOTH 3	2975 N. VIRGINIA ST		REC	SOFTBALL
99	107	RSC - SCORE BOOTH 4	2975 N. VIRGINIA ST		REC	SOFTBALL
100	147	CORPORATION YARD - EQUIPMENT BARN	1640 E. COMMERCIAL ROW		PW	STORAGE
101	146	CORPORATION YARD - TRAFFIC SHELTER	1640 E. COMMERCIAL ROW		PW	STORAGE
102	163	MIRA LOMA PARK - MAINT BLDG	3000 S. MCCARRAN BLVD		PARK	STORAGE
103	073	MOANA SATELITE - SALT/SAND	240B W. MOANA LN		PW	STORAGE
104	201	PD - EVIDENCE FACILITY	435 EUREKA		RPD	STORAGE
105	177	PD - GRAFFITI TEAM	265 WASHINGTON		RPD	STORAGE
106	195	RECORDS MANAGEMENT	435 EUREKA		RPD	STORAGE
107	113	ROSEWOOD LAKES - CART BLDG	6800 PEMROKE DR		REC	STORAGE
108	213	RIVERWALK			DTM	STROLLING
109	057	IDLEWILD PARK - POOL	1805 IDLEWILD DR		REC	SWIMMING
110	150	MOANA POOL	240 W. MOANA LN		REC	SWIMMING
111	078	NORTHWEST POOL - OFFICE, LOCKER ROOMS	2925 APOLLO WAY		REC	SWIMMING
112	128	TRAINER POOL - OFFICE & LOCKER ROOMS	1690 CARVILLE		REC	SWIMMING
113	187	RENO TENNIS CENTER - COURTS	2801 PLUMAS ST		REC	SWIMMING
114	231	AMTRAK	280 N. CENTER ST		REC	TENNIS
115	110	NEIL RD - BOYS & GIRLS CLUB (Leased Out)	3905 NEIL RD		LEASED	TRANSPORTATION
116	074	SKY TAVERN SKI RESORT	10000 MT ROSE HWY		LEASED	YOUTH CENTER
117	008	BARBARA BENNET PARK	400 ISLAND DR		PARK	YOUTH SKIING
118	012	CANYON CREEK PARK - PAVILION 1	1485 ROBB DRIVE		PARK	
119	013	CANYON CREEK PARK - PAVILION 2	1485 ROBB DRIVE		PARK	
120	014	CANYON CREEK PARK - RESTROOMS	1485 ROBB DRIVE		PARK	
121	205	COMSTOCK PARK	1650 CARAT DR		PARK	
122	021	CRISSIE CAUGHLIN PARK - SHELTER	3415 IDLEWILD DR		PARK	
123	020	CRISSIE CAUGHLIN PARK-RESTROOMS	3415 IDLEWILD DR		PARK	
124	182	CRYSTAL LAKE PARK	1190 COUNTRY ESTATES CIR		PARK	
125	240	CORPORATION YARD - ALL AREAS	1640 E. COMMERCIAL ROW		PW	
126	002	DAMONTE RANCH PARK (TBA)	STEAMBOAT PKWY		PW	
127	022	DICK TAYLOR PARK - PAVILION EAST	BEECH & HIGHLAND ST		PARK	
128	023	DICK TAYLOR PARK - PAVILION WEST	BEECH & HIGHLAND ST		PARK	
129	024	DICK TAYLOR PARK - RESTROOM EAST	BEECH & HIGHLAND ST		PARK	
130	025	DICK TAYLOR PARK - RESTROOM WEST	BEECH & HIGHLAND ST		PARK	
131	003	DOROTHY MacALINDER PARK	1200 MT CHARLESTON		PARK	
132	026	EVANS PARK	200 E. 9TH ST		PARK	
133	040	FISHERMAN'S PARK	PUBLIC WORKS LN		PARK	
134	041	GOVERNOR'S BOWL - RESTROOMS	1498 E. 7TH ST		PARK	
135	044	HILLTOP PARK - PAVILION	3950 BUCKINGHAM		PARK	

3 of 5

3 of 5

9/29/2009

CITY OF RENO BUILDINGS				
NO.	BLDG#	BUILDING	ADDRESS	STORIES DESCRIPTION USE
136	045	HILLTOP PARK - RESTROOMS	3850 BUCKINGHAM	PARK
137	051	HUFFAKER PARK - RESTROOMS	1160 E. HUFFAKER LN	PARK
138	060	HUFFAKER PARK - SHELTER	1160 E. HUFFAKER LN	PARK
139	062	IDLEWILD PARK - PAVILION	IDLEWILD DR	PARK
140	068	IDLEWILD PARK - RESTROOMS	IDLEWILD DR	PARK
141	059	IDLEWILD PARK - RESTROOMS	IDLEWILD DR	PARK
142	060	IDLEWILD PARK - RESTROOMS KID DIE PARK	IDLEWILD DR	PARK
143	053	IDLEWILD PARK - SKATE PARK	IDLEWILD DR	PARK
144	061	IDLEWILD PARK - STORAGE (FORMER RESTROOM)	IDLEWILD DR	PARK
145	063	IVAN SACK PARK	3005 IDLEWILD DR	PARK
146	070	JACK TIGHE PARK - CONCESSION	325 BURRIS LN	PARK
147	072	JACK TIGHE PARK - CONCESSION RESTROOMS	325 BURRIS LN	REC
148	064	JACK TIGHE PARK - RESTROOMS	325 BURRIS LN	REC
149	157	JACK TIGHE PARK - STORAGE BLDG	325 BURRIS LN	REC
150	065	JAMAICA PARK - SHELTER	100 JAMAICA AVE	PARK
151	019	LAS BRISAS PARK	5350 LAS BRISAS BLVD	PARK
152	167	MANZANITA PARK - RESTROOMS	630 MANZANITA LN	PARK
153	066	MANZANITA PARK - SHELTER	630 MANZANITA LN	PARK
154	049	MARY GO JACK PARK	3100 PIONEER DR	PARK
155	208	MELODY LANE PARK	2370 SCOTTS DALE RD	PARK
156	241	MIGUEL RIBERA PARK	3905 NEIL ROAD	PARK
157	164	MIRA LOMA PARK - CONCESSION & RESTROOM	3000 S. MCCARRAN BLVD	PARK
158	069	MIRA LOMA PARK - RESTROOM & SHELTER	3000 S. MCCARRAN BLVD	PARK
159	184	MISC LOCATIONS		
160	183	MISC LOCATIONS - PARKS & REC		
161	076	NORTHGATE PARK - PAVILION	6450 MOONRIDGE	PARK
162	077	NORTHGATE PARK - RESTROOMS	6450 MOONRIDGE	PARK
163	079	NORTHWEST PARK - RESTROOMS/CONCESSION	2925 APOLLO WAY	PARK
164	092	PANTHER VALLEY PARK	850 LINK LN	PARK
165	084	PARADISE PARK - RESTROOMS 1	2750 ELEMENTARY DR	PARK
166	085	PARADISE PARK - RESTROOMS 2	2750 ELEMENTARY DR	PARK
167	086	PARADISE PARK - SHELTER	2750 ELEMENTARY DR	PARK
168	087	PARADISE PARK - STORAGE	2750 ELEMENTARY DR	PARK
169	006	PAT BARKER PARK - PAVILION	1910 BISHOP	PARK
170	007	PAT BARKER PARK - RESTROOMS	1910 BISHOP	PARK
171	089	PEAVINE PARK	825 WYOMING ST	PARK
172	090	PICKETT PARK	250 KIRMAN AVE	PARK
173	010	PLUMAS PARK - RESTROOMS	575 MONROE ST	PARK
174	096	RAINBOW RIDGE PARK	1355 RAINBOW RIDGE DR	PARK
175	100	RALIEGH HEIGHTS PARK - PAVILION	825 BURGESS PL	PARK
176	101	RALIEGH HEIGHTS PARK - RESTROOMS	825 BURGESS PL	PARK
177	108	RENO TENNIS CENTER - RESTROOMS	2601 PLUMAS ST	PARK
178	143	RIVERSIDE PARK	160 W. 1ST ST	PARK
179	209	ROBINHOOD PARK	ROBINHOOD DR	PARK
180	102	RSC-CONCESSION & RESTROOMS	2975 N. VIRGINIA ST	REC

800

4 of 5

9/29/2009

CITY OF RENO BUILDINGS						
NO.	BLDG#	BUILDING	ADDRESS	STORIES	DESCRIPTION	USE
181	116	SAGE STREET PARK	790 SAGE ST		PARK	
182	171	SILVERLAKE PARK - PAVILION	8745 1/2 RED BARON		PARK	
183	172	SILVERLAKE PARK - RESTROOMS	8745 1/2 RED BARON		PARK	
184	135	SOMERSETT PARK - EAST (TBA)	SOMERSETT PKWY			
185	136	SOMERSETT PARK - WEST (TBA)	SOMERSETT PKWY			
186	125	STEWART PARK - RESTROOMS	400 STEWART ST		PARK	
187	168	STEWART PARK - SHELTER	400 STEWART ST		PARK	
188	206	SUMMIT RIDGE PARK	4560 SUMMIT RIDGE DR		PARK	
189	139	UNIVERSITY RIDGE PARK	990 S UNIV. PARK LOOP NW		PARK	
190	140	VALLEYWOOD PARK	6555 VALLEY WOOD DR		PARK	
191	149	VIRGINIA LAKE PARK - BBQ & STORAGE	LAKESIDE S OF PL		PARK	
192	130	VIRGINIA LAKE PARK - RESTROOMS & STORAGE	1980 LAKESIDE DR		PARK	
193	131	VIRGINIA LAKE PARK - SHELTER	1980 LAKESIDE DR		PARK	
194	207	WHEATLAND PARK	990 WHEATLAND RD		PARK	
195	132	WHITAKER PARK - PAVILION	550 UNIVERSITY TERRACE		PARK	
196	133	WHITAKER PARK - RESTROOMS	550 UNIVERSITY TERRACE		PARK	
197	134	WILKINSON PARK	1201 E TAYLOR		PARK	
198	197	WINGFIELD PARK	1ST & ARLINGTON		PARK	
199	142	YORI PARK	2800 YORI AVE		PARK	
* Amtrak two stories below ground level						
Parks Police Public Works/Leased Properties Fire Department Other						

add

5 of 5

9/26/2009