

CMAR PRE-PROPOSAL MEETING AGENDA

Project Identification

Project Name: Renovate Customer Counter Casework (Department of Motor Vehicles, Decatur)
Project Address: 7170 North Decatur Blvd., Las Vegas, Nevada
SPWD Project No.: 25-C18

Meeting Date: September 30, 2025

State Public Works Division

SPWD Project Manager: Jeremy Strawn
Project Manager
T: (702) 486-5115
C: (702) 664-9120
E: jstrawn@admin.nv.gov

Consulting Team

Architect:	TSK
Programming:	TSK
Civil Engineering:	N/A
Landscape Architecture:	N/A
Structural Engineering:	N/A
MEPT Engineering:	TJK
Construction Cost Estimating:	CMAR
Fire Protection Engineering:	N/A
Acoustical Engineering:	N/A
Exterior Signage & Wayfinding:	TSK
Entitlement Services:	N/A
FF&E Coordination:	TSK
Vertical Transportation:	N/A

State Agency

Owner: Department of Motor Vehicles
Building Manager: Buildings and Grounds

Introductions

1. Distribute Sign-In Sheet
2. Introductions

Project Brief

- | | |
|-------------------------------------|--------------------|
| 3. Established Construction Budget: | \$1,563,026.00 |
| 4. Gross Building Area: | 23,568 square feet |
| 5. Description: | |

This project will replace the plastic laminate counter tops and damaged casework with a solid surface counter top and new casework.

Overall Project Schedule

6. See attached preliminary project schedule.

Site

7. The Decatur DMV was constructed in 2006, and the project scope will be interior only.

Project Challenges

- ## 8. Continuous operations and phasing of construction.

Project Questions and Notes

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice. There are no margins, text, or other markings on the page.

Proposal Procedure

9. Proposals are due October 10, 2025 at 5:00 PM (local time).
10. An electronic copy shall be submitted to the SPWD Chief of Planning (Mike Brown – mcbrown@admin.nv.gov) in PDF format (attachments are limited to 20 MB and download links are accepted). Provide five (5) hardcopies to the State Public Works Division office in Carson City (680 West Nye Lane, Ste. 103, Carson City, Nevada 89703).

SPWD Chief of Planning

Mike Brown, PE

T: (775) 684-4141

C: (775) 434-3781

E: mcbrown@admin.nv.gov

Proposal Schedule

11. Request for Info Deadline	October 6, 2025
Proposal Deadline	October 10, 2025
Shortlist Notification	October 15, 2025
Fee Proposal Submittal	October 24, 2025
Interviews	November 5, 2025
Pre-Construction Contract Approval	January 13, 2025

Requests for Information

12. Send questions via email to the Project Manager and copy the Chief of Planning:

Jeremy Strawn (Project Manager): jstrawn@admin.nv.gov

Mike Brown (Chief of Planning): mcbrown@admin.nv.gov

13. Request for Information Deadline: October 6, 2025

14. RFI responses will be posted on the “Special Notices” on SPWD website.

Other Information

15. Check SPWD Bidder Qualification Status: Kathi Pasciak (kpasciak@admin.nv.gov)

16. Additional Information:

- a. CMAR General Conditions
- b. Adopted Standards
- c. Scope of Professional Services

Proposal Questions and Notes

PROJECT SCHEDULE (CMAR PROJECT FORMAT)	
Project Name:	Renovate Customer Counter Casework (Department of Motor Vehicles, Decatur)
Project Location:	Las Vegas, Nevada
Project No:	25-C18
Date:	6/25/2025
Professional Services Agreement Executed:	Tuesday, January 13, 2026
<i>Approximate Duration (between previous item and following item)</i>	6
Begin Schematic Design Phase	Monday, January 19, 2026
<i>Approximate Duration (between previous item and following item)</i>	36
Schematic Design Delivery (to State Public Works Division and CMAR)	Tuesday, February 24, 2026
<i>Approximate Duration (between previous item and following item)</i>	2
Schematic Design Presentation Meeting (With Reconciled Cost Estimates)	Thursday, February 26, 2026
<i>Approximate Duration (between previous item and following item)</i>	14
Schematic Design Review Comments Issued	Thursday, March 12, 2026
<i>Approximate Duration (between previous item and following item)</i>	4
Begin Design Development Phase	Monday, March 16, 2026
<i>Approximate Duration (between previous item and following item)</i>	36
Design Development Delivery (to State Public Works Division and CMAR)	Tuesday, April 21, 2026
<i>Approximate Duration (between previous item and following item)</i>	2
Design Development Presentation Meeting (With Reconciled Cost Estimates)	Thursday, April 23, 2026
<i>Approximate Duration (between previous item and following item)</i>	14
Design Development Review Comments Issued	Thursday, May 7, 2026
<i>Approximate Duration (between previous item and following item)</i>	4
Begin 100% Construction Documents Phase	Monday, May 11, 2026
<i>Approximate Duration (between previous item and following item)</i>	36
100% Construction Documents Delivery (to State Public Works Division)	Tuesday, June 16, 2026
<i>Approximate Duration (between previous item and following item)</i>	2
100% Construction Documents Presentation Meeting (With Reconciled Cost Estimates)	Thursday, June 18, 2026
<i>Approximate Duration (between previous item and following item)</i>	0
100% Construction Documents Delivery (to Plan Checking Firms/Agencies)	Thursday, June 18, 2026
<i>Approximate Duration (between previous item and following item)</i>	28
Responses to Review Comments Incorporated and Bid Documents Issued	Thursday, July 16, 2026
<i>Approximate Duration (between previous item and following item)</i>	7
Advertise for Subcontractor Bids	Thursday, July 23, 2026
<i>Approximate Duration (between previous item and following item)</i>	34
Bid Opening	Wednesday, August 26, 2026
<i>Approximate Duration (between previous item and following item)</i>	14
CMAR Provides 1% Subcontractor List to the State Public Works Division	Wednesday, September 9, 2026
<i>Approximate Duration (between previous item and following item)</i>	7
Guaranteed Maximum Price Proposal Due	Wednesday, September 16, 2026
<i>Approximate Duration (between previous item and following item)</i>	35
Final Guaranteed Maximum Price Proposal Due (with Bonds)	Wednesday, October 21, 2026
<i>Approximate Duration (between previous item and following item)</i>	7
Owner-CMAR Construction Agreement Signed by All Parties Except BOE	Wednesday, October 28, 2026
<i>Approximate Duration (between previous item and following item)</i>	41
Board of Examiners Meeting (Approval of Owner-CMAR Construction Agreement)	Tuesday, December 8, 2026
<i>Approximate Duration (between previous item and following item)</i>	6
Owner-CMAR Construction Agreement Executed and Distributed	Monday, December 14, 2026
<i>Approximate Duration (between previous item and following item)</i>	56
Notice to Proceed / Begin Construction	Monday, February 8, 2027
<i>Approximate Duration (between previous item and following item)</i>	157
Certificate of Substantial Completion / Certificate of Occupancy Issued	Thursday, July 15, 2027

State Public Works

CMAR Selection

for the

**Renovate Customer Counter Casework
(Department of Motor Vehicles, Decatur)**

7170 N Decatur Blvd

Las Vegas, NV 89131

SPWD Project No. 25-C18

FORMAL SELECTION PROCESS

Issue Date: September 22, 2025

CMAR REQUEST FOR PROPOSALS

Date: September 22, 2025

Project Identification

Project Name: Renovate Customer Counter Casework (Department of Motor Vehicles, Decatur)

Project Address: 7170 N Decatur Blvd, Las Vegas, NV 89131

SPWD Project No.: 25-C18

Owner

Department of Motor Vehicles - Decatur

7170 N Decatur Blvd

Las Vegas, Nevada 89131

(702) 486-4368

SPWD Project Manager: Jeremy Strawn

The CMAR shall be qualified to bid on public work in accordance with Nevada Revised Statutes Section 338.1379 prior to submitting a response to this Request for Proposals.

SPWD RFP/Interview Submittal Contact: Mike Brown at mbrown@admin.nv.gov or (775) 434-3781

All questions or comments pertaining to the RFP and/or the Interview Submittal shall be directed to the State Public Works Division RFP/Interview Submittal Contact listed above.

Using Agency: Department of Motor Vehicles

Architect

Firm Name: TSK Architects

Address: 314 S Water St

City, State, Zip Code: Henderson, NV 89015

Phone: (702) 456-3000

Delivery Deadline for Proposals

Please email your electronic submittal to Mike Brown at mcbrown@admin.nv.gov in PDF format (attachments are limited to 20 MB and download links are accepted) and provide five (5) hardcopies to the State Public Works Division office (address listed above) until:

Date: October 10, 2025

Time: 5:00 PM (local time)

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

Building Name: Department of Motor Vehicles - Decatur

Gross Building Area: 23,568 square feet

Established Construction Budget: \$1,147,965

General Project Description:

This project will replace the plastic laminate counter tops and damaged casework with a solid surface countertop and new casework.

The cabinets and countertops in the Decatur DMV office need replacement. The cabinets are damaged, and the countertops are broken and chipped, which presents a safety hazard. The Decatur DMV was constructed in 2006.

ARTICLE 2 PAYMENT TERMS AND DEFINITIONS

See CMAR General Conditions of the Contract (Section 7.5).

ARTICLE 3 CMAR PRE-CONSTRUCTION SERVICES

See Owner-CMAR Pre-Construction Agreement for description of required services.

The CMAR's participation will commence immediately upon contract execution.

ARTICLE 4 PROJECT AND RFP TIME SCHEDULE

See Baseline Project Schedule (Article 9). The Baseline Project Schedule includes a tentative schedule of events and dates. The Baseline Project Schedule is subject to change as deemed appropriate by the Owner.

ARTICLE 5 CMAR REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

The submittal shall be bound and indexed, shall be separated into the following specific categories, and the information within each category shall be ordered to match those listed in this request for proposals.

A cover letter shall be included that addresses pertinent general information as deemed appropriate by the CMAR. The cover letter shall also include the appropriate contact person at the CMAR firm, along with their phone number and e-mail address, and a list of 3 references with their contact information.

CMAR Firm General Information

Firm Information

Provide firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel.

Firm Organizational Chart

Indicate lines of responsibility and/or communication.

Current Workload

Provide a list and a summary paragraph describing the firm's current workload, including a list of project names and the associated contract values.

1. Key Personnel Qualifications

- a. Provide a resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of construction experience, years of experience with CMAR, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses including the number and State, other qualifications, and experience. Also, provide a summary of any experience with CMAR pre-construction services.
- b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.
- c. As a minimum, provide resumes (that include qualifications and experience) for the Project Manager, Superintendent, Estimator, and Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
- d. Provide a project-specific organizational chart.

2. Project Experience (Similar Projects)

- a. Include experience on up to 10 projects of similar size and scope in either public or private sector. Include project name, project description, client references for each project (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
- b. Include any applicable experience in the State of Nevada.
- c. Include a statement as to whether the proposed key personnel were involved in any of the listed projects.
- d. Specify the delivery method utilized for each of the listed projects. Relevant project experience may include projects using any delivery method, including without limitation, CMAR, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

3. Past Performance

For each project listed under project experience (above) provide the following information:

- a. List the name, location, and a general description of each project.
- b. List your firm's record of cost performance (list contract award amount versus final construction cost). Explain any cost deviations.
- c. List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.

4. Project Implementation Plan

- a. Describe your approach to performing pre-construction services.
- b. Describe your subcontractor qualification process.
- c. Describe how you will involve subcontractors in the pre-construction process.
- d. Describe how you will obtain subcontractor bids (in accordance with CMAR General Conditions Section 3.17 and with Nevada Revised Statutes Sections 338.16991 and 338.16995).
- e. Describe your approach to incorporating Virtual Construction and Building Information Modeling (BIM).
- f. Describe your approach to performing construction administration and management.
- g. Describe your approach to controlling the project construction budget and schedule.
- h. Describe your approach to performing quality assurance/quality control during construction.
- i. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work).
- j. Describe your approach to achieving compliance with Nevada Revised Statutes Section 338.130 (which requires the preferential employment of honorably discharged veterans and citizens of the State of Nevada in the construction of public works).

5. Safety Program

- a. Provide a summary description of your safety program including sample documentation/forms.
- b. Provide a summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that will be allocated to this project.
- c. Provide your safety record for the last 5 years.

6. Miscellaneous Submittal Requirements

- a. CMAR shall include a copy of his current Certificate of Eligibility (when/if applicable).
- b. CMAR shall include a copy of the signed Affidavit of Compliance (when/if applicable).
- c. CMAR shall include a copy of his current Nevada Contractor's License.
- d. CMAR shall include a copy of his current Qualified Bidder Status letter (per NRS 338.1379).

- e. CMAR shall submit a statement as to whether his firm has been found liable for breach of contract with respect to a previous project, other than breach for legitimate cause, during the 5 years preceding the date of this Request for Proposals.
- f. CMAR shall submit a statement as to whether his firm has been disqualified from being awarded a contract pursuant to Nevada Revised Statutes Sections 338.017 or 338.13895.

7. **Insurance and Bonding Capacity**

- a. Submit evidence of ability to obtain all insurance as stipulated in the CMAR General Conditions of the Contract.
- b. Submit evidence of the financial capability of your bonding company.
- c. Submit evidence that your bonding company is listed by the United States Treasury.
- d. Submit written certification or other appropriate evidence from your bonding company confirming that your firm will have bonding capacity if this project, estimated at the value listed in Article 1 of this Request for Proposals, is added to your current and anticipated workload.
- e. Submit evidence that your firm is covered by workers compensation insurance as stipulated in the CMAR General Conditions of the Contract.

ARTICLE 6 CMAR SELECTION SCHEDULE

The following dates are tentative and are subject to revision by the Owner:

	<u>Date</u>
Pre-Proposal Meeting	9/30/25 at
(At SPWD Las Vegas Office Conference Room	10:00 AM(local time)
7115 Amigo Street, Ste. 100, Las Vegas, NV 89119)	
Notification Letter Issued to Short-Listed CMAR Firms	10/15/25
CMAR Interview Submittal due in SPWD Office	10/24/25
Board of Examiners Approval of Owner-CMAR Pre-Construction Agreement	1/13/25 (Tentative)

ARTICLE 7 CMAR SELECTION PROCESS

The CMAR selection process will be conducted in accordance with all of the requirements stipulated in Nevada Revised Statutes Chapters 338 and 341 and Nevada Administrative Code Chapters 338 and 341.

A short-list of between 2 and 5 CMAR firms will be determined based on proposals only. Each of the short-listed firms will be asked to prepare and submit a CMAR Fee Proposal responding to the CMAR Interview Submittal. The final selection will be based on the interview and the CMAR Fee Proposal (see Final Selection Criteria and Weighting listed in Article 8).

ARTICLE 8 CMAR EVALUATION AND SELECTION CRITERIA

Evaluation of the CMAR firms will be based on the information requested and provided in the CMAR's Proposal. The defined categories will be evaluated on a percentage score or on a pass/fail basis, as may be applicable. All proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The final ranking of each firm will be based on a combined evaluation of all applicable criteria. By submitting a Proposal, the proposer acknowledges that the State Public Works Division has sole and absolute discretion in determining the selection criteria and in evaluating the proposer based on the selection criteria in each category.

Short-List Selection Criteria and Weighting

1. Key Personnel Qualifications	25 Points
2. Project Experience (Similar Projects)	20 Points
3. Past Performance	20 Points
4. Project Implementation Plan	25 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	<u>5 Points</u>
Short-List Selection Point Subtotal	100 Points
Nevada Licensed Contractor	Pass/Fail
Qualified Bidder Status	Pass/Fail
Prior Breach of Contract	Pass/Fail
Prior Disqualification	Pass/Fail

Final Selection Criteria and Weighting

1. Key Personnel Qualifications	20 Points
2. Project Experience (Similar Projects)	10 Points
3. Past Performance	10 Points
4. Project Implementation Plan	20 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	5 Points
7. CMAR Fee Proposal	20 Points
8. Interview	<u>10 Points</u>
Final Selection Point Total	100 Points

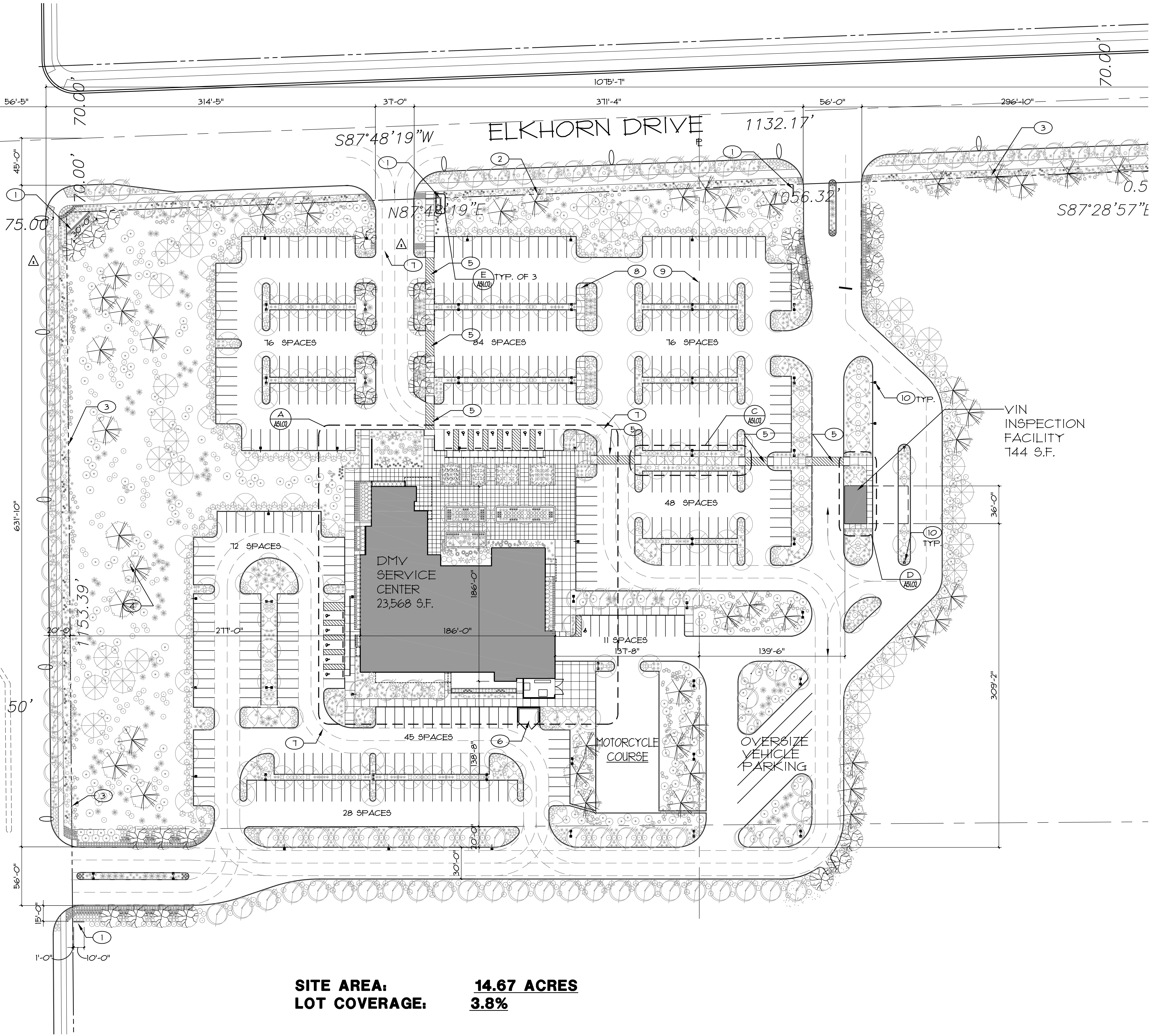
The CMAR Fee Proposal will be evaluated and scored based on the costs and fees listed in Articles No. 2 thru 6 in the CMAR Fee Proposal.

Scores will be calculated by dividing the lowest Proposed Fee Arrangement by the applicant's Proposed Fee Arrangement multiplied by the total possible 20 points.

ARTICLE 9 SAMPLE CMAR PROJECT SCHEDULE

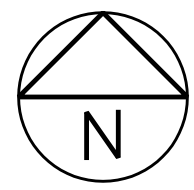
Attached with this agreement is an example project schedule with example durations for tasks expected with this project.

DECATUR ROAD



SITE AREA: 14.67 ACRES
LOT COVERAGE: 3.8%

SITE PLAN
SCALE: 1" = 40'-0"



KEYNOTES

- 1 MONUMENT SIGN SEE DETAIL 1/A91.04
- 2 PROPERTY LINE
- 3 RIGHT OF WAY GRANT FOR ROADWAY AND UTILITIES
- 4 LANDSCAPED AREA
- 5 8' WIDE ACCESSIBLE PATH OF TRAVEL STRIPE SIMILAR TO ACCESSIBLE AISLE.TYP.
- 6 TRASH ENCLOSURE
- 7 FIRE TRUCK LANE TYPICAL
- 8 SIDEWALK TYPICAL
- 9 ASSUMED PROPERTY LINE
- 10 FOR LIGHTING TYPE & LOCATION SEE ELECTRICAL DRAWINGS

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SUBCONTRACTOR

MARTIN HARRIS CONSTRUCTION

DATE

DATE

ARCHITECTS

TATE SNYDER KIMSEY

Consultant

Sheet Title
SITE PLAN

Project
**NORTH DECATUR
DMV SERVICES CENTER
NORTH LAS VEGAS, NEVADA**

Revisions

RECORD DRAWINGS

Date: 03.31.06

Job No.: 1003019

Sheet No.

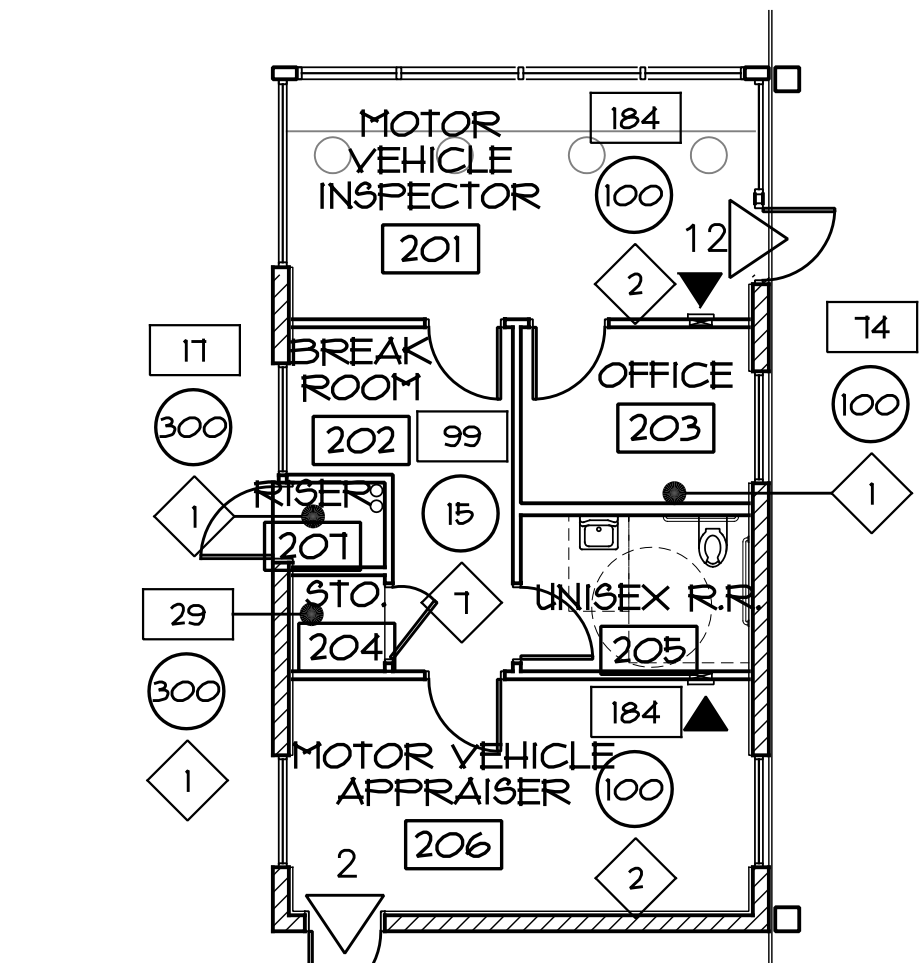
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703 Valle Verde Court Henderson, Nevada 89014 ph. 702.456.3000 fax 702.898.6209
www.tatesnyderkimsey.com

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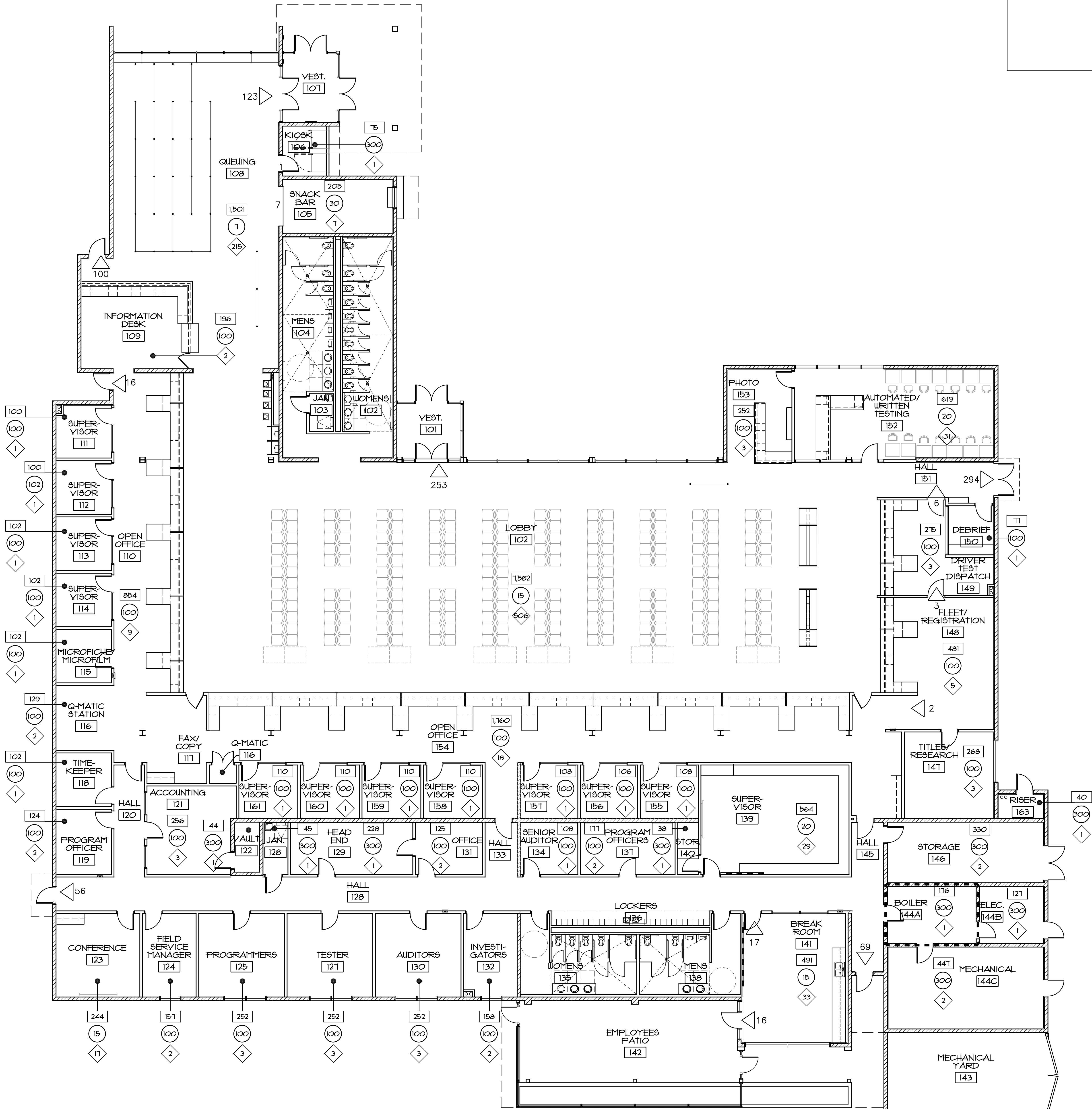
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**VIN BUILDING
LIFE SAFETY PLAN**
SCALE: 1/8" = 1'-0"

2



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SUBCONTRACTOR: _____ DATE: _____
MARTIN HARRIS CONSTRUCTION _____ DATE: _____

TATE SNYDER KIMSEY ARCHITECTS

Sheet Title
LIFE SAFETY PLAN

Project
**NORTH DECATUR
DMV SERVICES CENTER
NORTH LAS VEGAS, NEVADA**

Consultant

703 Valle Verde Court Henderson, Nevada 89014 ph. 702. 456. 3000 fax 702. 898. 6209
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RECORD DRAWINGS

Date: 03.31.06

Job No.: 1003019

Sheet No.

G1.10

CMAR PRE-PROPOSAL MEETING SIGN-IN SHEET

Project Identification

Project Name:	Renovate Customer Counter Casework (Department of Motor Vehicles, Decatur)
Project Address:	7170 North Decatur Blvd., Las Vegas, Nevada
SPWD Project No.:	25-C18
Meeting Date:	September 30, 2025
SPWD Project Manager:	Jeremy Strawn

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Email</u>
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Jeremy Strawn	SPWD	(702) 664-9120	jstrawn@admin.nv.gov
Rob Murphy	Sletten Const.	702-419-0565	rmurphy@sletteninc.com
Kelvin Hyndoo	Tsk	702/499/1660	kelvin.hyndoo@tsk.com