

## **CMAR PRE-PROPOSAL MEETING AGENDA**

### **Project Identification**

Project Name: Culinary Renovation (Lovelock Correctional Center)  
Project Address: 1200 Prison Road, Lovelock, Nevada 89419  
SPWD Project No.: 25-M17

Meeting Date: October 2, 2025

### **State Public Works Division**

SPWD Project Manager: Marc Burgess  
Project Manager  
T: (775) 684-4141  
C: (775) 431-0256  
E: [marcburgess@admin.nv.gov](mailto:marcburgess@admin.nv.gov)

### **Consulting Team**

Architect: Van Woert Bigotti Architects  
Programming: Van Woert Bigotti Architects

### **State Agency**

Owner: Nevada Department of Corrections  
Building Manager: Nevada Department of Corrections

### **Introductions**

1. Distribute Sign-In Sheet
2. Introductions

### **Project Brief**

3. Established Construction Budget: \$7,467,004.00
4. Gross Building Area: 32,000 square feet
5. Description:

This project will design and construct a renovation to the Culinary at Lovelock Correctional Center. This project will remove and replace quarry tile flooring, install stainless steel cove base (including coolers and freezers), and replace the ceiling and lighting. This project will also replace the waste piping, floor drains, floor sinks, and kitchen exhaust fans. Additionally, kitchen cooking equipment will be replaced as part of this project.

### Overall Project Schedule

6. See attached preliminary project schedule.

### Site

7. The Lovelock Correctional Center is located at 1200 Prison Rd, Lovelock, Nevada 89419. The project will take place within the secure facility at Building #3. The CMAR will coordinate temporary kitchen facilities at Building #3 within the secure facility.

### Project Challenges

8. Four year design and construction timeline
9. Secured Facility
10. CMAR shall coordinate temporary kitchen facilities.

### Project Questions and Notes

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### Proposal Procedure

11. Proposals are due October 10, 2025 at 5:00 PM (local time).
12. Please email your electronic submittal to Mike Brown at [mcbrown@admin.nv.gov](mailto: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 in Carson City or Las Vegas as specified in CMAR Special Notice #3 (9.30.2025).

### SPWD Chief of Planning

Michael Brown Jr, PE

T: (775) 684-4141

C: (775) 434-3781

E: [mcbrown@admin.nv.gov](mailto:mcbrown@admin.nv.gov)

## Proposal Schedule

13. 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 7, 2025
Pre-Construction Contract Approval	January 13, 2026

## Requests for Information

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

Marc Burgess (Project Manager): [marcburgess@admin.nv.gov](mailto:marcburgess@admin.nv.gov)

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

15. Request for Information Deadline: October 6, 2025

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

## Other Information

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

### Proposal Questions and Notes

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## PROJECT SCHEDULE (CMAR PROJECT FORMAT)

Project Name:	Culinary Renovation (Lovelock Correctional Center)
Project Location:	Lovelock, Nevada
Project No:	25-M17
Date:	6/19/2025
<b>Professional Services Agreement Executed:</b>	Tuesday, January 13, 2026
<i>Approximate Duration (between previous item and following item)</i>	6
<b>Begin Programing Evaluation Phase</b>	Monday, January 19, 2026
<i>Approximate Duration (between previous item and following item)</i>	36
<b>Programing Evaluation Delivery (to State Public Works Division)</b>	Tuesday, February 24, 2026
<i>Approximate Duration (between previous item and following item)</i>	2
<b>Programing Evaluation Presentation Meeting</b>	Thursday, February 26, 2026
<i>Approximate Duration (between previous item and following item)</i>	14
<b>CMAR Agreement Executed: 3/10/2025</b>	
<b>Programing Evaluation Review Comments Issued</b>	Thursday, March 12, 2026
<i>Approximate Duration (between previous item and following item)</i>	0
<b>Begin Schematic Design Phase</b>	Thursday, March 12, 2026
<i>Approximate Duration (between previous item and following item)</i>	40
<b>Schematic Design Delivery (to State Public Works Division and CMAR)</b>	Tuesday, April 21, 2026
<i>Approximate Duration (between previous item and following item)</i>	16
<b>Schematic Design Presentation Meeting (With Reconciled Cost Estimates)</b>	Thursday, May 7, 2026
<i>Approximate Duration (between previous item and following item)</i>	21
<b>Schematic Design Review Comments Issued</b>	Thursday, May 28, 2026
<i>Approximate Duration (between previous item and following item)</i>	0
<b>Begin Design Development Phase</b>	Thursday, May 28, 2026
<i>Approximate Duration (between previous item and following item)</i>	54
<b>Design Development Delivery (to State Public Works Division and CMAR)</b>	Tuesday, July 21, 2026
<i>Approximate Duration (between previous item and following item)</i>	23
<b>Design Development Presentation Meeting (With Reconciled Cost Estimates)</b>	Thursday, August 13, 2026
<i>Approximate Duration (between previous item and following item)</i>	21
<b>Design Development Review Comments Issued</b>	Thursday, September 3, 2026
<i>Approximate Duration (between previous item and following item)</i>	0
<b>Begin 100% Construction Documents Phase</b>	Thursday, September 3, 2026
<i>Approximate Duration (between previous item and following item)</i>	54
<b>100% Construction Documents Delivery (to State Public Works Division)</b>	Tuesday, October 27, 2026
<i>Approximate Duration (between previous item and following item)</i>	23
<b>100% Construction Documents Presentation Meeting (With Reconciled Cost Estimates)</b>	Thursday, November 19, 2026
<i>Approximate Duration (between previous item and following item)</i>	0
<b>100% Construction Documents Delivery (to Plan Checking Firms/Agencies)</b>	Thursday, November 19, 2026
<i>Approximate Duration (between previous item and following item)</i>	49
<b>Responses to Review Comments Incorporated and Bid Documents Issued</b>	Thursday, January 7, 2027
<i>Approximate Duration (between previous item and following item)</i>	56
<b>Advertise for Subcontractor Bids</b>	Thursday, March 4, 2027
<i>Approximate Duration (between previous item and following item)</i>	29
<b>Bid Opening</b>	Friday, April 2, 2027
<i>Approximate Duration (between previous item and following item)</i>	14
<b>CMAR Provides 1% Subcontractor List to the State Public Works Division</b>	Friday, April 16, 2027
<i>Approximate Duration (between previous item and following item)</i>	7
<b>Guaranteed Maximum Price Proposal Due</b>	Friday, April 23, 2027
<i>Approximate Duration (between previous item and following item)</i>	33
<b>Final Guaranteed Maximum Price Proposal Due (with Bonds)</b>	Wednesday, May 26, 2027
<i>Approximate Duration (between previous item and following item)</i>	6
<b>Owner-CMAR Construction Agreement Signed by All Parties Except BOE</b>	Tuesday, June 1, 2027
<i>Approximate Duration (between previous item and following item)</i>	42
<b>Board of Examiners Meeting (Approval of Owner-CMAR Construction Agreement)</b>	Tuesday, July 13, 2027
<i>Approximate Duration (between previous item and following item)</i>	6
<b>Owner-CMAR Construction Agreement Executed and Distributed</b>	Monday, July 19, 2027

<i>Approximate Duration (between previous item and following item)</i>	91
<b>Notice to Proceed / Begin Construction</b>	Monday, October 18, 2027
<i>Approximate Duration (between previous item and following item)</i>	207
<b>Certificate of Substantial Completion / Certificate of Occupancy Issued</b>	Friday, May 12, 2028
<i>Approximate Duration (between previous item and following item)</i>	14
<b>Agency Move-In</b>	Friday, May 26, 2028
<i>Approximate Duration (between previous item and following item)</i>	0
<b>Building Open for Intended Use</b>	Friday, May 26, 2028
<b>Funding Expiration</b>	Saturday, June 30, 2029



## Untitled Map

Lovelock Correctional Center  
1200 Prison Rd.  
Lovelock, Nevada 89419

Legend



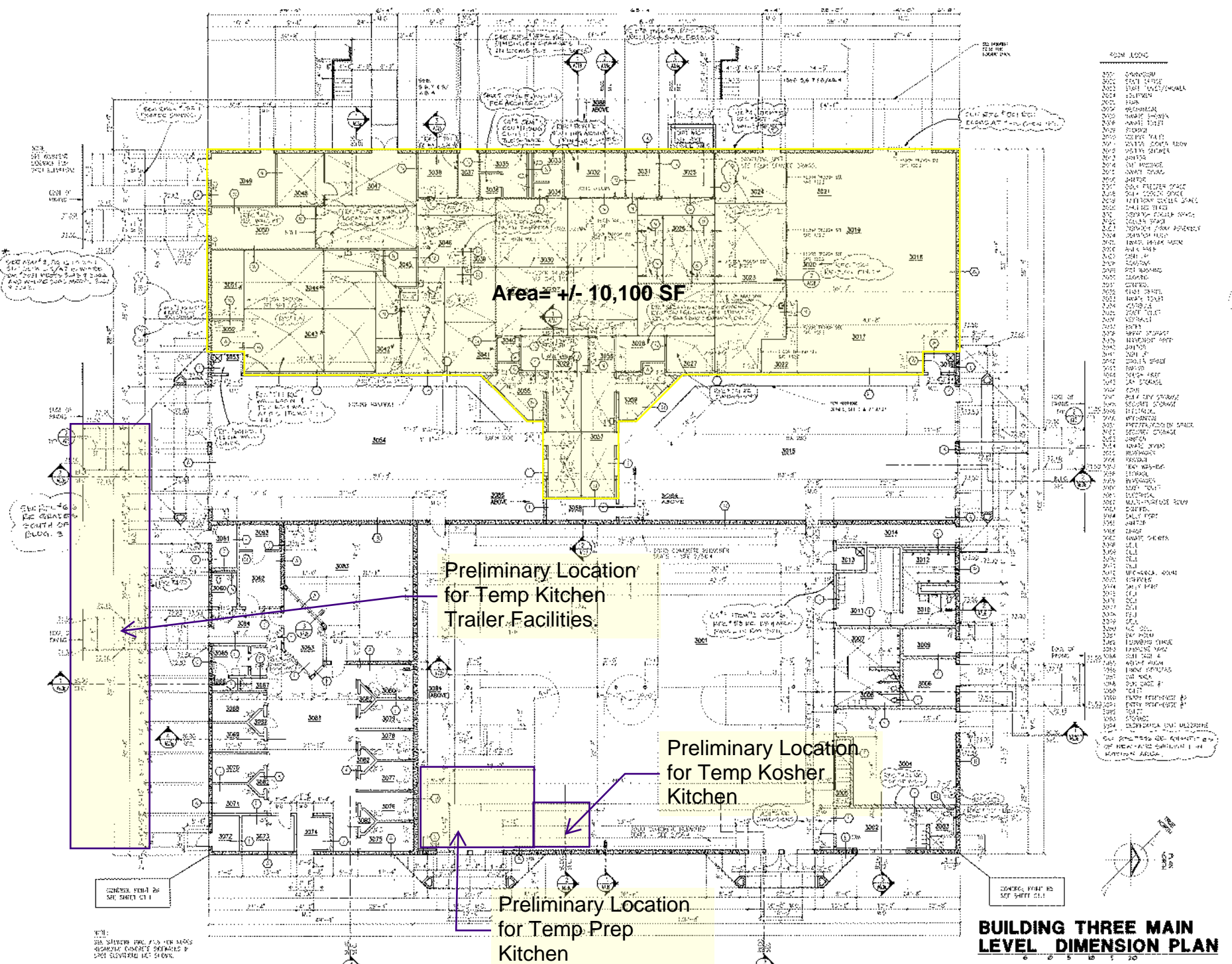
Google Earth

Image © 2025 Airbus

2000 ft

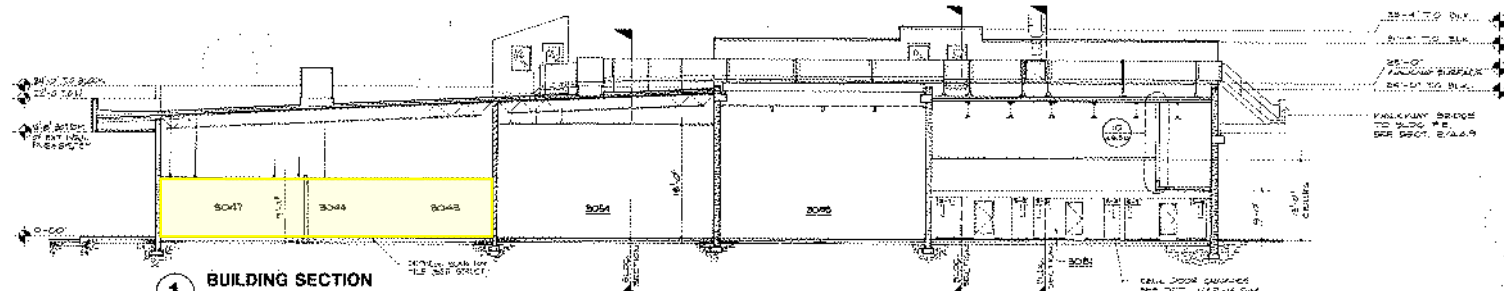




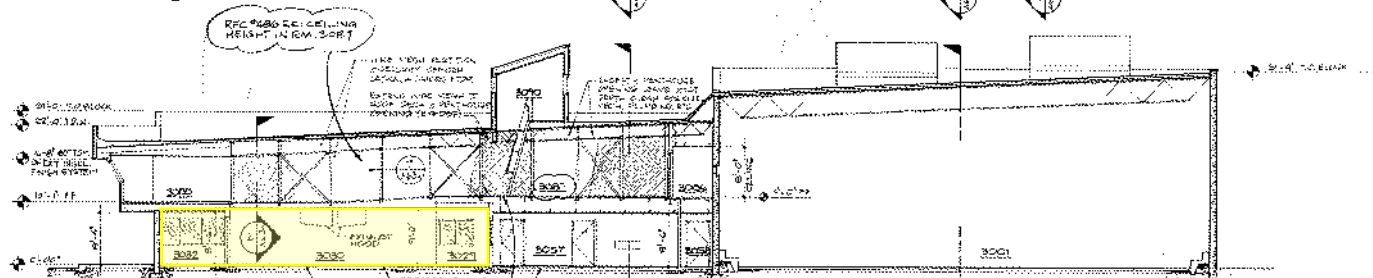




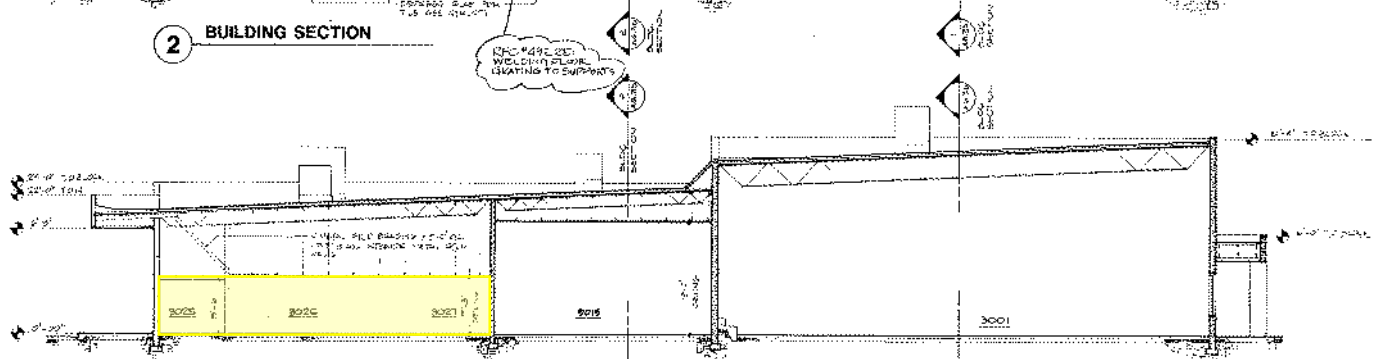




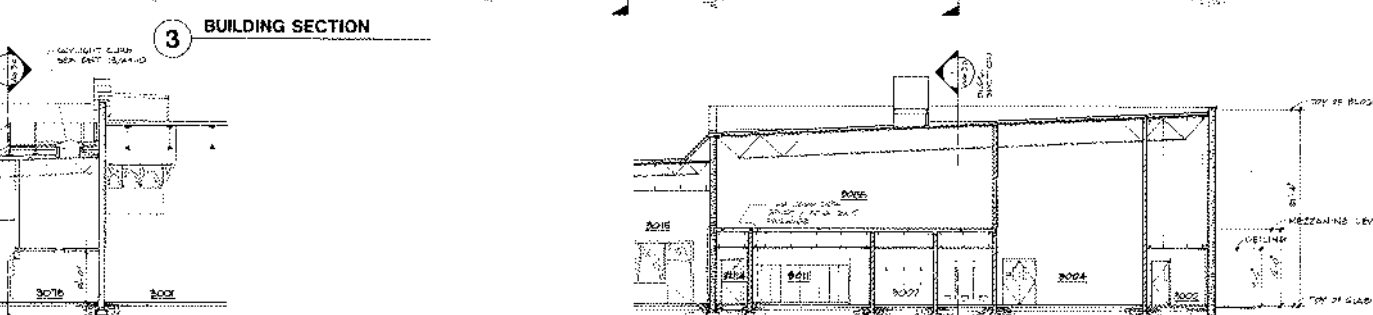
## 1 BUILDING SECTION



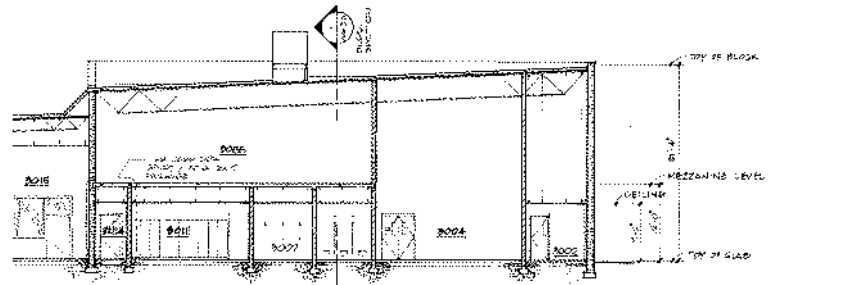
## 2 BUILDING SECTION



### 3 BUILDING SECTION

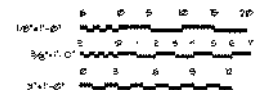


#### 4 BUILDING SECTION



**5 BUILDING SECTION**

### BUILDING THREE





**State Public Works**

**CMAR Selection**

**for the**

**Culinary Renovation  
(Lovelock Correctional Center)  
1200 Prison Rd  
Lovelock, NV 89419  
SPWD Project No. 25-M17**

**FORMAL SELECTION PROCESS**

**Issue Date: September 22, 2025**

# CMAR REQUEST FOR PROPOSALS

Date: September 22, 2025

## **Project Identification**

Project Name: Culinary Renovation (Lovelock Correctional Center)

Project Address: 1200 Prison Rd, Lovelock, NV 89419

SPWD Project No.: 25-M17

## **Owner**

Department of Corrections – Lovelock Correctional Center

1200 Prison Rd

Lovelock, Nevada 89419

(775) 977-5350

SPWD Project Manager: Marc Burgess

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 [mcbrown@admin.nv.gov](mailto:mcbrown@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: Nevada Department of Corrections – Lovelock Correctional Center

## **Architect**

Firm Name: Van Woert Bigotti Architects

Address: 1400 S Virginia St #C

City, State, Zip Code: Reno, NV 89502

Phone: (775) 328-1010

## **Delivery Deadline for Proposals**

Please email your electronic submittal to Mike Brown at [mcbrown@admin.nv.gov](mailto: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: Lovelock Correctional Center – Culinary/Gym/Dining Bldg. #3

Gross Building Area: 32,000 square feet (total Bldg. #3)

Established Construction Budget: \$7,467,004

General Project Description:



This project will design and construct a renovation to the Culinary at Lovelock Correctional Center. This project will remove and replace quarry tile flooring, install stainless steel cove base (including coolers and freezers), and replace the ceiling and lighting. This project will also replace the waste piping, floor drains, floor sinks, and kitchen exhaust fans. Additionally, kitchen cooking equipment will be replaced as part of this project.

The condition of the original tile presents safety (tripping and standing water) and health (bacteria and mold) issues. The culinary floor is missing tiles and has low and high spots. The Culinary ceiling and lighting are in poor condition and need replacement. The kitchen exhaust fans are original to the building and most of the fans are not functional. Most of the kitchen cooking equipment is original to the building and is failing. The Lovelock Correctional Center Building #3 (Gym / Culinary / Dining) was constructed in 1993.

## **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 (At SPWD Carson City Office Conference Room #1 680 W Nye Lane, Ste. 103, Carson City, NV 89703)	10/2/25 at 2:30 PM (local time)
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.

# CMAR PRE-PROPOSAL MEETING SIGN-IN SHEET

## Project Identification

Project Name: Culinary Renovation (Lovelock Correctional Center)  
 Project Address: 1200 Prison Road, Lovelock, Nevada 89419  
 SPWD Project No.: 25-M17  
 Meeting Date: October 2, 2025  
 SPWD Project Manager: Marc Burgess

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Email</u>
Gonzalo Arellano	Gilbane Building Company	775-527-6165	garellano@gilbaneco.com
TOBY BASTA	PREMIUM BUILDERS	(775) 302-6554	TBASTA@PREMIUMBUILDERS.COM
TJ DOBSON	SPWD	775-315-7046	TJDOBSON@ADMIN.NV.GOV
Alex Malin	SPWD	775-315-0909	AMALIN@ADMIN.NV.GOV
Crowell Collins	SLETTEN CONSTRUCTION	702-739-8770	CCollins@sletteninc.com
Shriraj Shah	Sletten Construction	725-268-3637	Sshah@sletteninc.com
MARC BURGESS	SPWD	775 431 0256	MARC.BURGESS@ADMIN.NV.GOV