



## Request for Proposals

For

# THE NEVADA STATE RAILROAD MUSEUM - BOULDER CITY RAIL BIKE TOURS LEASE

Deadline for Submission January 6, 2023, at 3:00 PM  
Opening Date and Time: January 12, 2023, at 1:00 PM

For additional information, please contact:

Karen Gonzalez, Land Agent II  
Nevada Division of State Lands  
901 S. Stewart Street, Suite 5003  
Carson City, NV 89701

Email address: [kdgonzalez@lands.nv.gov](mailto:kdgonzalez@lands.nv.gov)

## 1. PROJECT OVERVIEW

The State of Nevada, Division of State Lands (NDSL) on behalf of the Department of Tourism and Cultural Affairs, Division of Museums and History (Museums), is seeking proposals from qualified businesses to provide rail bike tours to museum visitors at the Nevada State Railroad Museum – Boulder City.

- 1.1 NDSL and Museums desire to lease state property to a qualified rail bike business for the purpose of providing tours to visitors. The lease will be located at the Nevada State Railroad Museum – Boulder City (Museum), 601 Yucca Street, Boulder City, Nevada 89005.
- 1.2 The Museum offers train rides, exhibits, historic interpretation, and an array of events. The State’s railroad Right-of-Way includes tracks that were installed to support the construction of the Hoover Dam. It is a very popular area, located in proximity to several significant population centers. The Museum is open 7 days per week, excluding holidays.
- 1.3 On behalf of Museums, NDSL is soliciting proposals for a lease. NDSL will issue one lease to the successful bidder resulting from this RFP. The lease will include the use of up to 128 acres of property, including the State’s railroad Right-of-Way extending east of Yucca Street to west of Railroad Pass at I-11 (Exhibits A and B). The lease is anticipated to begin May 1, 2023, subject to the Nevada Board of Examiners and Interim Finance Committee’s approval. The lease will have an initial term of FIVE (5) years, with an option to renew for TWO (2) additional FIVE (5) year terms.
- 1.4 The Lessee must be able to begin its onsite business operations upon approval of the Interim Finance Committee and successfully function within the Museum environment and under variable conditions. Responses to this RFP should carefully evaluate market and Museum conditions and respond accordingly.

## 2. PROJECT SPECIFIC TERMS AND CONDITIONS

- 2.1 The Lessor will provide exclusive use of 5,705sf of platform space for office use and a picnic area. Lessee will provide their own office facility stationed on the platform. In addition to the exclusive use of platform space, the lease will include joint use of railroad tracks, remaining platform area, and restroom facilities totaling 393,443sf. These joint use areas will be used by Museums and the Lessee. The Lease will include an option to extend use of the railroad tracks into Henderson APN’s 189-02-198-001, 189-03-601-001, 189-03-110-002, 179-34-898-001, upon City of Henderson’s approval (**Exhibits A and B**).
- 2.2 The Lessee may set up a shade tent or similar removable structure with table and chairs in the designated lease area. Lessor will provide access to water and electricity. Internet access will be at the Lessee’s expense.
- 2.3 Parking in the Museum’s parking area is available for rail bike tour customers and staff.
- 2.4 Please see ‘Rail Bike Vendor Lease Requirements’ attached as **Exhibit C** for additional requirements.

- 2.5** The Museum will pre-approve rail bike tour schedules quarterly. This is to ensure coordination and avoid conflict with the Museum's use of the railroad tracks. The Museum will provide a 30-day notice to the Lessee of any modifications to the schedule.
- 2.6** Should Lessee utilize the leased premises for onsite storage, it should be noted that storage would be under limited security conditions and that the Museum will assume no responsibility for vandalism or loss. Storage of lithium batteries must be stored within the exclusive use area in fireproof containers at least 25 feet away from any structure or railroad equipment. Employee vehicles can be parked onsite during operating hours but must be removed during the Museum's closed hours.

### **3. RFP SUBMITTAL REQUIREMENTS**

NDSL on behalf of Museums is seeking a highly qualified rail bike tour business with the knowledge, enthusiasm, creativity, and resources to successfully provide high-quality services to the public. Eligible businesses must submit a bid package that includes all required items described in Section 3 below.

#### **3.1 RFP COVER SHEET**

Complete the form below and include as the cover sheet to your RFP proposal package.

**THE NEVADA STATE RAILROAD MUSEUM - BOULDER CITY RAIL BIKE TOURS  
LEASE PROPOSAL**

1	<b>Company Name</b>	

2	<b>Company Address and Telephone Number</b>	
	Street Address:	
	City, State, Zip Code:	
	Telephone Number:	

4	<b>Contact Person for Questions / Lease Coordination, including address if different than above</b>	
	Name:	
	Title:	
	Address:	
	Email Address:	
	Telephone Number:	

5	<b>Name of Individual Authorized to Bind the Organization</b>	
	Name:	
	Title:	

6	<b>Signature (Individual legally authorized)</b>	
	Signature:	Date:

## 3.2 SCOPE OF WORK

Submit a narrative description of your rail bike tour business. Ensure the following factors are included:

### Company History

- 3.2.1 Company history, background, and why your company is qualified to provide the services described in this RFP.
- 3.2.2 Describe whether your company operates services on other state-owned or federally-owned property.
- 3.2.3 The length of time your company has been in business providing rail bike tour services described in this RFP.
- 3.2.4 Regional knowledge. Describe your understanding of the regional market for a rail bike tour business and visitation patterns to the Museum.

### Safety

- 3.2.5 Safety record. Describe your company's safety record operating a rail bike tour business. Describe how you will promote a safe, enjoyable, and high-quality experience for a variety of visitors to the Museum.
- 3.2.6 Rail bike safety features. Describe your company's rail bike equipment. At a minimum, rail bikes must include steel wheels, and electric peddle assist capable of 10-miles round trip with 4 miles of steady 2% grade. Confirm whether your company currently utilizes rail bikes that meet the standards and any possible additional modifications you will implement by the time the lease is approved.
- 3.2.7 High quality, reliable, and safe equipment. Identify other equipment your company utilizes, including its reliability and quality. Describe where and how rail bike batteries will be charged.
- 3.2.8 Safety plan. Discuss the safety plan your company will implement at the Museum. A safety lesson for every customer must be included. The Safety Plan should also include procedures for ensuring the safety of customers and contemplate weather conditions and equipment retrieval.
- 3.2.9 Working environment. Describe how your company promotes a safe working environment for employees. Describe how your company maintains an awareness of and respect for natural resources and the environment.

### Business Operations

- 3.2.10 Coordination. Describe how your company will coordinate with the Nevada State Railroad Museum - Boulder City to ensure a quality experience for visitors while honoring Museum's mission and upholding the rules, policies, and overall objectives of the Museum (Exhibit C).

- 3.2.11 Customer service. Describe how your company ensures and a knowledgeable and friendly staff. Discuss your methods resolving customer services issues as they arise.
- 3.2.12 Accounting. Describe what systems your company uses for accurate accounting of customers, rental fees, and tracking of equipment.

### 3.3 MONTHLY LEASE BID

The base monthly lease rate is \$16,925 per month for use of state property, as determined by appraisal dated October 31, 2022, plus a minimum 10% of all annual gross receipts for rail bike rental fees and ancillary sales.

- 3.3.1 Lease Bid. Submit a bid for the lease payment your company will pay monthly to use state property for a rail bike tour operation. Your bid must include:
  - 3.3.1.1 The cost of appraisal and publication of notice of this lease, pursuant to NRS 321.335(2).
  - 3.3.1.2 The base monthly lease rate of \$16,925
  - 3.3.1.3 The percentage of all annual gross receipts for rail bike rental fees and ancillary sales. The percentage must be at least 10%. Identify the percentage. In addition, convert the percentage into an estimated monthly payment.
  - 3.3.1.4 Your lease bid is the cost of appraisal and publication notice plus the monthly base lease rate plus your estimated monthly gross revenue payment.

Lease Rate Element	Monthly Lease Rate Bid
a. A one-time reimbursement for lease appraisal and publication noticing expenses	\$4,274
b. Base Lease	\$16,925
c. % Annual Gross Revenue (minimum 10%)	____%
d. Estimated Monthly Gross Revenue Payment (____% Annual Gross Revenue* Annual Gross Revenue/12 months)	\$_____
<b>Total (a + b + d)</b>	<b>\$_____</b>

### 3.4 COMPANY BACKGROUND AND REFERENCES

- 3.4.1 Complete your company profile in the table format below.

Question	Response
Company name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
# of years in business:	
List of top officers:	

Question	Response
Location of company headquarters:	
Location(s) of the office(s) that will provide the services described in this RFP:	
Number of local employees who will operate the rail bike business onsite:	
Number of employees regionally and/or nationally who will support the onsite rail bike business and ensure fulfillment of lease requirements:	

3.4.2 Complete the following corporate entity questions below.

**Please be advised:** Pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State’s Office as a foreign corporation before a lease can be executed between the State of Nevada and the awarded business, unless specifically exempted by NRS 80.015.

The selected bidder, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://nvsos.gov>.

In addition, the selected bidder, at their expense, will insure the building, structures and its tangible assets located within the described property against any loss with extended coverage property policies. Such insurance shall be in an amount not less than six million dollars (\$6,000,000) per occurrence.

Question	Response
Nevada Business License Number:	
Legal Entity Name:	
Ability to provide proof of Insurance at Lease approval?	

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes		No	
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If “No”, provide explanation.

3.4.3 Has your company ever been engaged under contract by any State of Nevada agency?

Yes		No	
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If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the lease:	

3.4.4 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	
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If “Yes”, please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.4.5 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	
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If “Yes”, please provide the following information. Table can be duplicated for each issue identified.

Question	Response
Date of alleged lease failure or breach:	
Parties involved:	
Description of the contract failure, lease breach, or litigation, including the products or services involved:	
Amount in controversy:	
Resolution or current status of the dispute:	



Question	Response	
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

3.4.6 Bidders shall review and, if awarded, provide the insurance requirements as specified in the example lease attached (**Exhibit D**).

3.4.7 Financial information and documentation to be included in accordance with

3.4.7.1 Dun and Bradstreet Number

3.4.7.2 Federal Tax Identification Number

3.4.7.3 The last two (2) years and current year interim:

A. Profit and Loss Statement

B. Balance Statement

### 3.5 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the bidding business, who would provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.5.1 Does this proposal include the use of subcontractors?

Yes		No	
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If “Yes”:

3.5.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor is contemplated to perform services.

3.5.1.2 If any tasks are to be completed by subcontractor(s), bidder shall:

A. Describe how the work of any subcontractor(s) will be supervised, channels of communication maintained and compliance with contract terms assured; and

B. Describe your previous experience with subcontractor(s).

3.5.1.3 Complete the table and questions under **Section 3.4, Company Information** for each subcontractor(s).

3.5.1.4 Subcontractor(s) will be subject to and must adhere to all Lease terms.

### 3.6 BUSINESS REFERENCES

3.6.1 Provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last three (3) years.

The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

### 3.7 OWNER/OPERATOR RESUMES

Submit resumes for the key personnel who will be responsible for performance of the lease resulting from this RFP.

## 4. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Standard Time. These dates represent the currently planned schedule of events. The State reserves the right to modify these dates at any time.

<b>Task</b>	<b>Date/Time</b>
Deadline for proposal submission	No later than 3:00 PM on January 6, 2023
Opening of proposals	January 12, 2023, at 1:00 PM
Call for oral offers	January 12, 2023, at 1:00 PM
Selection of successful bidder	January 12, 2023, at 1:00 PM
Anticipated BOE and IFC approval	April 2023
Lease start date	May 1, 2023

4.1 RFP submittals will be kept sealed until the opening of proposals.

4.2 Proposals will be opened in person at the Nevada State Railroad Museum – Boulder City, 601 Yucca Street, Boulder City, Nevada 89005 at the date and time indicated above.

4.3 Before a written proposal is finally accepted, there will be a call for oral offers. Oral offers must be accompanied by a fully responsive RFP submittal.

4.4 An oral offer may be finally accepted if it is made by a responsible person upon the terms and conditions specified in this Request for Proposals and for a price exceeding by at least 5% the highest written bid (NRS 321.335(6)).

4.5 Once an offer is finally accepted, a lease will be executed between the State of Nevada and the successful bidder. The lease will be subject to Nevada Board of Examiners and Interim Finance Committee approval before its term can commence.

## 5. RFP SUBMISSION CHECKLIST

This checklist is provided for the bidder's convenience only. It identifies documents that should be included in the bid package in order to be considered responsive. Any proposals received without these documents may be deemed non-responsive and not considered for lease award.

RFP Submission Checklist		Completed
Section 3.1	RFP Cover Sheet	
Section 3.2	Scope of Work Narrative	
Section 3.3	Monthly Lease Payment Bid	
Section 3.4	Company Information	
Section 3.5	Sub-Contractor Information (if applicable)	
Section 3.6	References	
Section 3.7	Resumes	

## 6. RFP SUBMITTAL INSTRUCTIONS

- Mail or deliver in person one (1) original and three (3) copies of your RFP submittal package to:

Nevada Division of State Lands  
Attn: Karen Gonzalez, Land Agent  
901 S. Stewart Street, Suite 5003  
Carson City, NV 89701

- Mark in bold letters on the front of the envelope:

**DO NOT OPEN**  
**NEVADA STATE RAILROAD MUSEUM - BOULDER CITY RAIL BIKE TOURS LEASE**  
**PROPOSAL ENCLOSED**

- Proposals must be received by NDSL no later than 3:00pm January 6, 2023
- Questions must be submitted in writing to Karen Gonzalez at [kdgonzalez@lands.nv.gov](mailto:kdgonzalez@lands.nv.gov) by January 2, 2023, by 5:00pm. Responses will be posted to the NDSL website <https://lands.nv.gov/#newsandnotes>