

NOTICE OF PUBLIC MEETING:

**NEVADA COMMISSION for the
RECONSTRUCTION of the
V&T RAILWAY
("V&T Railway Commission")**



MEETING LOCATION:

**Carson City Community Center Robert
"Bob" Crowell Board Room
851 E. William St.
Carson City, NV 89701**

THURSDAY, MARCH 25th, 2021 11:00 AM

Commission Members

Deny Dotson

Stephanie Hicks

Clay Mitchell

David Peterson

Jim Wells

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify the V&T Railway Commission in writing at 4650 Eastgate Siding Depot, Carson City, NV, 89701, or by calling (775) 291-0208 at least 24 hours in advance.

AGENDA

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of the V&T Railway Commission will NOT have a physical location open to the public until such time this Directive is removed.

- Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the V&T Railway Commission meeting at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191.
- The public may provide public comment in advance of a meeting by written submission to the following email address: info@vtrailway.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.
- Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:

Phone Number: +1-408-418-9388

Access Code: 187 188 9570

1. **CALL TO ORDER**
2. **ROLL CALL AND DETERMINATION OF A QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT:**** The public is invited at this time to comment on and discuss any topic that is relevant to or within the authority of this public body.
5. **FOR POSSIBLE ACTION:** Approval of Minutes – March 3, 2021, V&T Railway Commission meeting.
6. **FOR POSSIBLE ACTION:** Review and possible approval of a Mission Statement, Goals and Objectives for the V&T Railway.

Staff summary: At the first Strategic Planning Workshop held March 3, 2021, the Commission discussed desired results for various stakeholder groups affected by the operation of the V&T Railway. From that discussion, a draft Strategy Map has been developed which includes a Mission Statement, Goals and Objectives.

7. **DISCUSSION ONLY:** Presentation of results of a public opinion survey regarding various aspects of the V&T Railway operation.

Staff summary: On Friday, March 12, 2021, a public opinion survey was placed on the V&T Railway website. This survey asked questions regarding positive and negative impressions of the Railway and its events and also asked for input into improvements for the future. Current V&T Railway service providers and public entity representatives working with the V&T Railway were asked to provide insight into what they felt were the strengths / weaknesses and opportunities / threats affecting each draft goal. Results of the survey will be provided to the Commission for their consideration as they develop tactics for inclusion in the Strategic Plan.

8. **DISCUSSION ONLY:** Discussion regarding internal strengths / weaknesses and external opportunities / threats impacting the goals of the V&T Railway.

Staff summary: An important consideration when developing strategy for future operations is consideration of current conditions. From input received from the survey, staff will present internal strengths and weaknesses and external opportunities and threats affecting each draft goal.

9. **FOR POSSIBLE ACTION:** Discussion and tentative approval of tactics for inclusion in the V&T Railway Strategic Plan.

Staff summary: A tactic is “an action or strategy carefully planned to achieve a specific end”. Tactics will be the basis for the development of a Work Plan which will guide the implementation of the Strategic Plan. Examining the Strength / Weakness / Opportunities / Threats for each goal, a “strategy matrix” will be presented which will provide insight into possible tactics.

- a) *Areas of Opportunity: Tactics that use strengths to pursue opportunities.*
- b) *Areas of Work: Tactics that use strengths to fortify against threats.*
- c) *Areas of Development: Tactics that focus on offsetting weaknesses in order to take advantage of opportunities.*

d) *Areas of Concern: This analysis will focus on threats to the Railway, and weaknesses that may amplify those threats. Examining these two factors result in a “heads up” and not necessarily any immediate tactics.*

10. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a Request for Proposal for the hiring of a V&T Railway Admin/Operations Coordinator.
11. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Fiscal Year 2021 financial reports of the V&T Railway Commission and a proposed tentative budget for Fiscal Year 2022.
12. **FOR POSSIBLE ACTION:** Discussion and possible action regarding reviewing all current contracts and month to month service agreements with V&T Railway.
13. **FOR POSSIBLE ACTION:** Discussion and possible action regarding Amendment One of Freedom Rail LLC’s “Independent Rail Bike Rides Services Agreement” with the V&T Railway Commission, effective April 1st, 2021.
14. **FOR POSSIBLE ACTION:** Discussion and possible action regarding a proposed new agreement with Roy L. Street for the final payment of \$431,489.71 due on January 1st, 2021 for property at the 3581 Drako Way in Carson City.

15. **FOR DISCUSSION ONLY:**

MONTHLY NON-ACTION ITEMS:

- A. General Manager’s Report
- B. Attorney’s Report
- C. Upcoming Meetings – V&T Railway Commission: April 29, 2021, at 1 pm.
- D. Commissioner comments, announcements, and requests for information from staff.

16. **PUBLIC COMMENT:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

17. **FOR POSSIBLE ACTION:** To Adjourn.

****PUBLIC COMMENT LIMITATIONS –** The V&T Railway Commission will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **Although it has been the ordinary practice of this public body to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic and is intended to achieve the efficient conduct of meetings while facilitating public participation via telephonic means.** No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:

www.carson.org/agendas
<http://notice.nv.gov>

To request a copy of the supporting materials for this meeting, contact Elaine Barkdull-Spencer at vandtrailway@gmail.com or call (775)291-0208. The agenda and supporting material are available on the V&T Railway Commission website: <https://vtrailway.com/about/vt-commission/> and at the office of the V&T Railway Commission - 4650 Eastgate Siding Depot, Carson City, Nevada.

**NEVADA COMMISSION for the RECONSTRUCTION of the V&T Railway
WEDNESDAY, MARCH 3, 2021 @ 11:00 a.m.
CARSON CITY COMMUNITY CENTER, BOB CROWELL BOARD ROOM**

MEETING MINUTES

1. CALL TO ORDER: 11:04 a.m.

2. ROLL CALL

Elaine Spencer called roll.

Chairperson: David Peterson – Present
Treasurer: Deny Dotson - Present
Board Members: Stephanie Hicks – Present
Clay Mitchell – Present

Others: Elaine Barkdull-Spencer, Mayor Lori Bagwell, Michael Smiley Rowe, Linda Ritter, Stan Jones, Gabe Willaman, Ken Dorr, Tom Gray, Chris Kipp, Angie Hoeger, Mike Zacarro, via webcast: Molly Ellery, Austin Osborne, Jennifer McCain, Nancy Paulson, Vinnie Ficchi, and Todd Lozo

3. PLEDGE OF ALLEGIANCE

4. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION’S ATTENTION: PUBLIC COMMENT ON NON-AGENDIZED ITEMS

No public comment.

5. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION’S ATTENTION: APPROVAL OF MEETING MINUTES AND AN AMENDMENT TO APPROVE THE AGENDA AS WAS POSTED.

D. Dotson made a motion to approve the January 28, 2021 meeting minutes and approve the agenda as was posted.

Second – S. Hicks

Approved – Unanimously

6. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION’S ATTENTION FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION CONCERNING DIRECTIVES OF THE V&T RAILWAY COMMISSION FOR THE PURPOSE OF STRATEGIC PLANNING CONCERNING THE SUSTAINABILITY OF THE RAILWAY-RELATED OPERATIONS, BY LINDA RITTER CONSULTING.

Summary of feedback and desired results provided by the V&T Commission and stakeholders as recorded:

- Visitors: *Make visitors ambassadors – willing to share their experience Authentic experiences Historic experience (rail bikes) Cultural / heritage Themed events Unique experiences – part of a different experience Easy ticketing options*

- Businesses: *Traffic to the business*
- Taxpayers: *Return on investment*
- Regional partners: *Visitor impact – part of a N Nevada package Assistance with grants*
- Lodging: *Overnight stays / Out of area visitors Options for visitor and convention packages*
- Tour operators: *Unique part of a tour package*
- Storey County Commission: *? Find out what they want*
- Carson City Board of Supervisors: *? Find out what they want*
- Virginia and Truckee Railroad: *Coordinated and successful operation*
- Railbike operators: *Successful operation*
- Rail enthusiast: *Authentic experience*
- Conventions / Groups / Organizations: *Convention event / experience*
- Volunteers and non-profit organizations: *Opportunity for donated services/ funds*
- Volunteers: *Opportunity to work on events*
- Nevada State Railroad Museum: *Coordinated experiences for visitors*
- Regional cultural assets

7. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR DISCUSSION AND POSSIBLE ACTION: REGARDING THE SCOPE OF SERVICES TO BE INCLUDED IN A REQUEST FOR PROPOSAL FOR THE HIRING OF A V&T RAILWAY OPERATIONS COORDINATOR.

E. Spencer handed out a list of tasks and scope of work for her replacement. She said the tasks will increase should the train be running again soon. There were two lists. One for the day to day administrative and reporting responsibilities and a second for depot operations, management and staff, duties.

Chairman Peterson stated that the lists of duties would help the commission to pull together an RFP for a contractor for independent services.

D. Dotson said his office has within the MOU a clause that they will be able to assist with some of the administration tasks during the transition as well as a tentative budget.

E. Spencer said she believed the MOU allowing VCTC to handle administration assistance was removed from the new MOU with Storey County.

D. Dotson said he believed it says 'Storey County' which would still allow VCTC to do the work as they are part of Storey County.

After consulting with M. Rowe, both Carson City and Storey County agree to work on the administrative items together.

C. Mitchell asked if there were any duties that were urgent and not considered as administrative duties.

Ken Dorr explained they were a historical railroad and were required to have a regulatory compliance officer for federal monthly safety reports. He went on to describe the required signal and track inspections, keeping records, and the unlikely possibility of fines for not adhering.

E. Spencer explained how she had the reports up to date and that inspection were being handled monthly by Gabe Willaman under his month-to-month agreement.

S. Hicks stated that she would like to look at the month-to-month contracts soon to make sure the procurement requirements are being met.

D. Dotson made a motion that both the Chairman Dave Peterson and himself rework the job description for the Railway Operations Coordinator/Admin knowing that both Storey County and Carson City with the Visitor Bureau in Carson City can assist with certain job duties on an interim basis.

Second – S. Hicks

Approved – Unanimously

8. CHAIRMAN PETERSON BROUGHT UP THE NEXT ITEM FOR POSSIBLE ACTION: FY21 FINANCIAL REPORTS OF THE V&T RAILWAY COMMISSION AND TENTATIVE BUDGET PREPARATION FOR FISCAL YEAR 2022.

E. Spencer presented the V&T Budget Report ending January 31, 2021. She stated the revenue was coming in light due to it being offseason and pre-season ticket sales for the regular season was not active. She estimated \$3,000 a month in revenue each month for February and March 2021.

D. Dotson recommended shutting down ticket sales for the Polar Express as well until it was known what direction the Commission would like to take on the event. He recommended she adjust the website to let customers know that V&T Railway was working on the 2021 season.

E. Spencer said that would take revenue down to Special License Plate revenue only which is approximately \$1,500 - \$2,000 a month. She said she could stop Polar Express rides tickets immediately and would change the website.

E. Spencer estimated about \$20,000 a month for standard non-train related expenses. She said she would be working with D. Dotson and Storey County on a tentative budget and would also provide them with projections for the final number for FY20-21. The projections would help if the commission decided to submit an augmented budget for FY20-21.

S. Hicks made a motion to approve FY21 reports for the V&T Railway Commission and the proposed procedure for working through the budget preparation for FY22.

Second – C. Mitchell

Approved - Unanimously

9. CHAIRMAN PETERSON BROUGHT UP THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR DISCUSSION AND POSSIBLE ACTION: A REQUEST BY FREEDOM RAIL, LLC TO AMEND "SCHEDULE A" TO THE "INDEPENDENT RAILBIKE RIDES SERVICES AGREEMENT," MADE EFFECTIVE ON AUGUST 1, 2020 AND ENTERED INTO BETWEEN THE V&T RAILWAY COMMISSION AND FREEDOM RAIL, LLC, TO REVISE AN EXISTING 40/60 PERCENTAGE GROSS REVENUE SHARE TO A 25/75 PERCENTAGE GROSS REVENUE SHARE WITH THE MAJORITY OF THE OPERATIONAL EXPENSES TO BE ASSUMED BY FREEDOM RAIL, LLC.

Freedom Rail LLC representatives Todd Lozo and Vincent Ficchi joined the meeting via WebEx.

E. Spencer briefly explained the new proposal. Freedom Rail would now take on and maintain their own management, their own will-call, and their own ticket sales. They would be handling all the things that V&T Railway was doing for them last year. She added under this new proposal for a 25/75 split, Freedom Rail would maintain the operations as far as overseeing their operations and the facilities and would be writing a check to the V&T Railway. However, if the Commission preferred to continue providing the marketing for the railbikes, they then would be open to a 30/70 split of ticket sales. She went on to explain that the new proposal provides them access to the tracks between Eastgate Depot, down to Eureka Siding and up to the Linehan Crossing. Also, it would give them access to the depot facility where they would run their own ticket sales and retail area in a corner area of the depot. They could start running in April continue through October. They would start moving their things out in November to make room for the Polar Express. This would allow for the loading area to be configured for the Polar Express. E. Spencer further added the V&T Railway did not need a loading area for the regular train season as passengers could wait inside the depot area and come out of the overhead doors on the backside of the depot that leads to the loading dock. Passenger cars are not assigned during the regular season. The railbikes and trains can operate together cohesively, and both utilize the depot during the regular season. They would be two operations independent of each other.

E. Spencer added the hours of operation for the railbikes were included in the amendment should the train come back to ensure there was room to have the train long gone before the railbikes on the tracks and then the railbike to be off the tracks when the train returns. The only cross-over decision to be made would be the wine trains. As an alternative the wine trains could be run towards Virginia City allowing the railbikes to maintain full use of the canyon.

Lastly, the new agreement would allow for Freedom Rail to start with the existing inventory and add railbikes in increments until June when they should have the fifteen railbikes in operation, as previously agreed.

V. Ficchi said they are starting in April with one staff railbike and nine railbikes for the customers. Weather permitting; he said they could be starting as early as the weekend of April 3, 2021.

T. Lozo said the new railbikes are in production now and they intend on having all 15 by June 1st, 2021.

V. Ficchi thanked everyone and reflected on how at the first meeting they made some promises stating this should be a joint venture and they wanted to make Freedom Rail and the V&T Railway a lot of money and help promote tourism. He added that they were confident that they had accomplished just that with the help of everyone who worked out here. He finished by saying they were grateful for the opportunity and they learned some things; he hopes everyone is happy and they are excited to start the new season.

V. Ficchi said they are improving their railbikes with a more durable hydraulic brake system and modifying the seatbelts to a retractable type – not because there was a safety issue, simply because the older type relied on the passenger to unbuckle and place it upon the seat when the ride was completed. They are also adding a handle in the back of the bike.

T. Lozo said they are also adding bumpers to the front of the bikes and decided to not turn the motors on until the bikes were in the canyon and that would help keep the railbike speeds down.

C. Mitchell asked Freedom Rail what they envision and if the facility will be sufficient for all the changes.

V. Ficchi said they learned things last year about efficiency; it would be good if things could be handled by one party. It would save labor for both parties. He said they could certainly handle the security responsibilities as well and encouraged the Commission to address any future questions or items to Freedom Rail and they would handle them.

C. Mitchell asked if the wording on the price for a ticket needed some changing as well so as not to keep a fixed price of \$45.

T. Lozo agreed, explaining that Special Events and holidays may require a different ticket price.

V. Ficchi thanked C. Mitchell stating that having the flexibility of pricing the rides would maximize the profit for everyone.

Chairman Peterson asked if Freedom Rail were comfortable with coming up with themed rides and said they could include that in the contract also.

V. Ficchi confirmed they could.

D. Dotson wanted to make sure they would work with Tom Gray on rail access and thanked them for the railbike improvements made.

V. Ficchi confirmed that it was important that Freedom Rail work with Tom Gray when sharing the track and scheduling of the railbikes.

V. Ficchi added that they would like to add a two-year extension to the 2021 contract under the same terms.

C. Mitchell made a motion to approve an amendment to be labeled Amendment 1 to the existing agreement between V&T Railway Commission and Freedom Rail, LLC as outlined in the agenda, additionally to include the following changes to allow the rate change in Schedule A of the agreement to allow Freedom Rail LLC the flexibility of the pricing at their discretion, and to include responsibility of security monitoring of the depot grounds, and to extend the contract agreement to December 31, 2023 and to authorize staff to make clerical corrections to the agreement and adjustments to reflect the intent of this agreement as discussed.

Second – S. Hicks

Approved - Unanimously

10. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION FOR POSSIBLE DISCUSSION ONLY: NON-ACTION ITEMS:

A. General Manager's Report

Elaine Spencer informed the commissioners that Jim Wells is the new State Representative on the Railway Commission. She said he comes from a background of state finances and he will be a welcomed addition.

Chairman Peterson added that J. Wells is the former budget director for former Governor Sandoval.

Elaine Spencer reported that they are working with a First American Title Company on a new note for the Drako property. It could be late March before they had all the paperwork. She said Mr. Street was to provide more information requested by the title company.

B. Attorney's Report

M. Rowe said they were to receive by mail the \$200,000 check and back interest fees. He said at this point Mr. Street is in default and the V&T Railway potentially could take the building back. He said if the check is deposited it is an assumption he is not in default. M. Rowe said he would prefer the process be completed and the check funds be verified, but not deposited in case the commission needs to foreclose on the property.

Chairman Peterson surveyed the Commissioners, and it was determined to hold the next meeting including the workshop on March 25, 2021 at 11 a.m.

11. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: PUBLIC COMMENT.

No public comment.

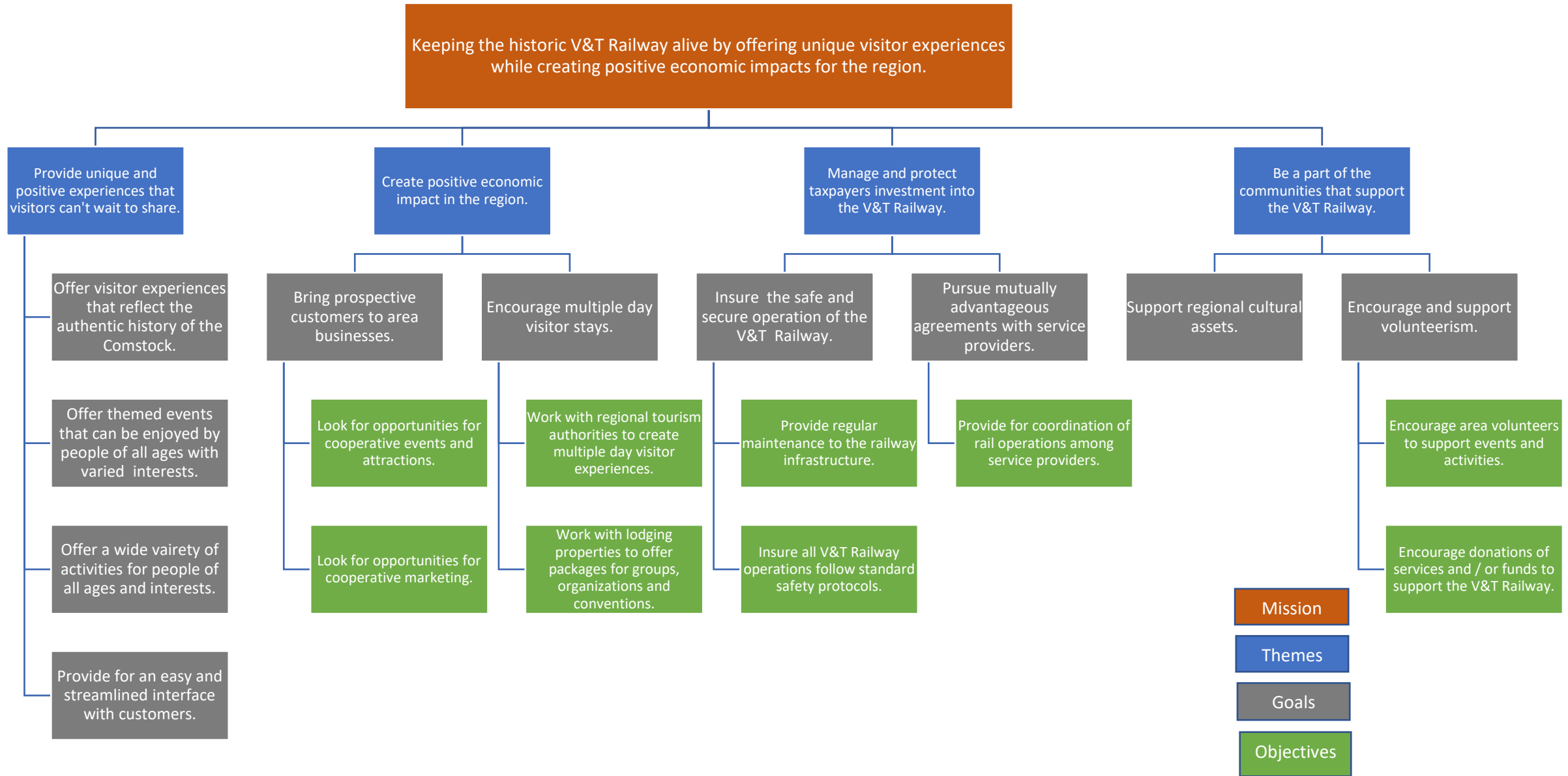
12. CHAIRMAN PETERSON BROUGHT THE NEXT ITEM TO THE COMMISSION'S ATTENTION: ADJOURNMENT OF THE MEETING.

Deny Dotson made a motion to adjourn the meeting.

Second – S. Hicks

Approved - Unanimously

Chairman Peterson adjourned the meeting at 3:10 p.m.





Nevada Commission for the Reconstruction of the V&T Railway (V&T Railway Commission)

Request for Proposal (RFP)

THIS IS NOT AN ORDER

ADVERTISED RFP V&T RAILWAY COMMISSION 2021-001

Admin/Operations Coordinator

ISSUE DATE: March 26, 2021

RFP SUBMISSION DUE: April 16, 2021

REPLY TO:

Nevada Commission for the Reconstruction of the V&T Railway

c/o David Peterson, Chair

716 N. Carson Street, Suite 100

Carson City, NV 89701

775-283-7681

dpeterson@visitcarsoncity.com

1. **OVERVIEW**

The Nevada Commission for the Reconstruction of the V&T Railway (V&T RAILWAY COMMISSION) invites qualified persons to submit proposals for an Admin/Operations Coordinator. The initial contract will be effective upon approval, anticipated to be April 29, 2021, through June 30, 2022. The contract may be renewed for up to three (3) additional years.

Proposals shall be submitted in accordance with the Documents and Requirements as set forth in this formal "Request for Proposal" (RFP). The Contract that will result from this RFP will include the scope of work outlined in Section 4.1.

2. **BACKGROUND INFORMATION**

The current contracted General Manager informed the V&T RAILWAY COMMISSION in February 2021 they would not be seeking an extension to their contract which expires as of March 31, 2021. As a result of the termination of this contract, the V&T RAILWAY COMMISSION decided to modify the scope of work and issue an RFP for Admin/Operations Coordinator.

3. **PROCEDURE**

- 3.1. A Selection Committee will evaluate the proposals submitted. There is no guarantee that the V&T RAILWAY COMMISSION will select any of the proposals and any proposals shall be submitted at a proposer's sole risk and cost.
- 3.2. The Selection Committee may create a short list of qualified proposals and call for presentations or interviews of those on the short list to present further details and/or respond to questions. The presentations or interviews are anticipated to be held on April 29, 2021. It is the expectation that the vendor will bring the proposed staff to the presentation/interview.
- 3.3. The V&T RAILWAY COMMISSION reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether said proposal is selected.
- 3.4. During the evaluation, the Selection Committee reserves the right, where it may serve the V&T RAILWAY COMMISSION's best interest, to request additional information or clarification from the person, or to allow corrections of errors or omissions.
- 3.5. Submission of a proposal indicates acceptance by the person of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant Contract(s) between V&T RAILWAY COMMISSION and the successful bidder.
- 3.6. The use of the term "person" herein refers to an individual, or a company or independent contractor/consultant firm with certified personnel doing business in the United States and duly registered in the State of Nevada, any of which will need to hold or obtain a business license from Carson City if they are selected as the successful vendor.
- 3.7. There is no expressed or implied intent or obligation for the V&T RAILWAY COMMISSION to reimburse responding persons for any expenses incurred in preparing proposals or any travel expenses during presentations/interviews in response to this RFP.

- 3.8. The V&T RAILWAY COMMISSION shall reserve the right to terminate any contract or agreement resultant from this solicitation and subsequent action for cause, including but not limited to inadequacy of performance.
- 3.9. The V&T RAILWAY COMMISSION reserves the right to reject any or all proposals and to award a contract to the proposer the V&T RAILWAY COMMISSION deems most qualified and whose award will accrue to the best interests of the V&T RAILWAY COMMISSION.
- 3.10. Until the receipt and opening of proposals, the proposers' principal contact with the V&T RAILWAY COMMISSION will be as listed below.

Nevada Commission for the Reconstruction of the V&T Railway
c/o David Peterson, Chair
716 N. Carson Street
Carson City, NV 89701
e-mail: dpeterson@visitcarsoncity.com
775-283-7681

- 3.11. All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other V&T RAILWAY COMMISSION staff or V&T RAILWAY COMMISSION officials may be disqualified for doing so.

4. SCOPE OF WORK

- 4.1. The scope of work for the Admin/Operations Coordinator will cover the following:
 - 4.1.1. OPERATIONS: Manage operational aspects of the Carson City Eastgate Depot, including scheduling seasonal utility services and purchasing depot supplies.
 - 4.1.2. CUSTOMER SERVICE: Answer incoming calls from customers, handle all customer questions and concerns.
 - 4.1.3. RIDES & SPECIAL EVENTS OVERSIGHT AND COORDINATION: Coordinate with contractor(s) on activities and special events. Invoice and collect compensation from contractors.
 - 4.1.4. STAKEHOLDER RELATIONS: Develop a comfortable and respectful working environment with all contractors and their personnel.
 - 4.1.5. FINANCIALS: Approve and process invoices under \$5,000, perform bank deposits, prepare bank statement reconciliations in a format prescribed by the V&T RAILWAY COMMISSION, and prepare invoices over \$5,000 for submission to the V&T RAILWAY COMMISSION for review and approval. Meet monthly with V&T Treasurer and assist with the development of fiscal year budgets. Assist with preparation for any audit of the V&T RAILWAY COMMISSION and coordinate with auditors to obtain any required documentation.
 - 4.1.6. PROCEDURES: Maintain and update policies and procedures and ensure internal controls. Communicate regularly with V&T Chairman. Work with V&T Chairman and Attorney on any legal matters related to the V&T RAILWAY COMMISSION.

4.1.7 MONTHLY COMMISSION MEETINGS: Plan, coordinate, and facilitate meetings in accordance with open meeting law requirements. Prepare and submit a monthly report on all matters relevant to the V&T RAILWAY COMMISSION, including any grants applied for or awarded to the V&T RAILWAY COMMISSION, as well as an contracts, leases or agreements.

4.1.8 FACILITY OVERSIGHT: Coordinate facilities and parking lot maintenance and repairs.

4.1.9 TRACK MAINTENANCE: Coordinate track inspections, maintenance, and repairs.

4.1.10 COMMUNITY RELATIONS: Represents the V&T RAILWAY COMMISSION at various meetings and events.

4.1.11 STAKEHOLDER MANAGEMENT AND PUBLIC RELATIONS: Maintain a working and professional relationship with V&T RAILWAY COMMISSION and local officials. Maintain good relationships with tourism partners at the local, state and national levels.

4.1.12 REQUIRED REPORTING: Coordinate and submit state and federal reports as required.

4.1.13 GRANTS: Seek out and apply for any grants for which the V&T RAILWAY COMMISSION may be an eligible recipient, and which would be beneficial to the operations of the V&T RAILWAY COMMISSION. Maintain accurate records and comply with all guidelines and requirements of any grants awarded to the V&T RAILWAY COMMISSION.

5. DURATION OF SERVICE

The resulting contract(s) from this RFP shall be for an initial contract term effective upon approval by the V&T RAILWAY COMMISSION, anticipated to be April 29, 2021, through June 30, 2022. The contract(s) will include three (3) one-year options for renewal. Options will be exercised only if agreed upon by both parties and in the best interests of the V&T RAILWAY COMMISSION. Either party may terminate the contract(s) with 30 days-notice to the other party.

6. SUBMITTAL INSTRUCTIONS

6.1 A copy of this RFP may be requested from the V&T RAILWAY COMMISSION Chair at the address below, electronically at dpeterson@visitcarsoncity.com or by telephone at 775-283-7681.

6.2 All proposals must be **received** by the V&T RAILWAY COMMISSION no later than 2:00 p.m., April 16, 2021. Submit proposal in a **sealed envelope**, labeled **Submittal for RFP V&T RAILWAY COMMISSION 2021-001** to one of the following:

Mail/Delivery To:

Nevada Commission
for the Reconstruction of the V&T Railway
Attn.: David Peterson, Chair
716 N. Carson St., Suite 100
Carson City, NV 89701

In-Person To:

Nevada Commission
for the Reconstruction of the V&T Railway
Attn.: David Peterson, Chair
716 N. Carson St., Suite 100
Carson City, NV 89701

- 6.3 Submissions must include a master copy (so marked) of the Proposal and one electronic copy (Adobe Acrobat format) saved onto a PC readable medium (flash drive), to include a title page showing the RFP subject; the firm's name, address, telephone number and email address of a contact person. The Proposal must be received on or before the date and time set forth in Section 6.2 of this RFP. Proposals shall be clear, straightforward, and not exceed 30 single-sided pages or 15 double-sided pages in length not including company brochures. Company brochures may be provided.

Final Date for Submittal of Questions: Questions regarding this RFP will be accepted through 12:00 p.m. on Monday, April 5, 2021. Questions shall be submitted in a letter format in writing via e-mail or mail to:

Nevada Commission for the Reconstruction of the V&T Railway
c/o David Peterson, Chair
716 N. Carson St., Suite 100, Carson City, NV 89701
e-mail: dpeterson@visitcarsoncity.com
775-283-7681

- 6.4 **LATE PROPOSALS WILL NOT BE ACCEPTED.** Prospective proposers are responsible for ensuring their proposals arrive on or before the designated time and date to the address provided in Section 6.2.
- 6.5 All questions in the questionnaire must be completed. All requested documents must be provided.

7. EVALUATION AND AWARD PROCESS

- 7.1 The V&T RAILWAY COMMISSION shall use its best judgment in conducting a comparative assessment of the proposals.
- 7.2 The V&T RAILWAY COMMISSION shall select a finalist which possess the ability to service the V&T RAILWAY COMMISSION's needs based on the recommendation of the Selection Committee.
- 7.3 Notifications will be sent to all persons submitting proposals after the contract(s) have been awarded by the V&T RAILWAY COMMISSION.
- 7.4 The V&T RAILWAY COMMISSION reserves the right to terminate the contract(s) with at least 30 days prior written notice, or to terminate with cause at any time.
- 7.5 No oral explanation regarding the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract(s). If any person contemplating submitting a bid for the contract(s) is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, the person may submit to the V&T RAILWAY COMMISSION a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The V&T RAILWAY COMMISSION will not be responsible for any other explanation or interpretations of the proposed documents.
- 7.6 The V&T RAILWAY COMMISSION reserves the right to reject all bids and to waive any informality in bids.

RECOMMENDATION FOR AWARD will be made based on the evaluation results of the Selection Committee.

FINAL SELECTION will be made by the V&T RAILWAY COMMISSION anticipated to be April 29, 2021. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by the V&T RAILWAY COMMISSION shall be deemed final.

Anticipated Schedule:

Release RFP	March 26, 2020
Submittal of Questions	April 5, 2021 by 12:00 pm
Response to Questions	April 6, 2021 by 5:00 pm
RFP Submittal Deadline	April 16, 2021 by 2:00 pm
Firms Notified of Short List	April 22, 2021
Short List Presentations/Interviews	April 29, 2021
V&T RAILWAY COMMISSION Issues Contract	May14, 2021

8. RFP REQUIREMENTS

- 8.1 Respondents should submit any information which documents successful and reliable experience in past performance like those of the requirements of this proposal.
- 8.2 Respondents must have experience working with Boards and/or Commissions.
- 8.3 Respondents must have directly related experience with managing an attraction.

9. REQUIRED INFORMATION

The factors listed in this section will weigh heavily into the V&T RAILWAY COMMISSION’s decision-making process on this RFP. These evaluation requirements are minimum requirements.

- 9.1 A Statement of Project Understanding
 - a. Demonstrate the knowledge, skills and abilities to perform the specifications of the RFP.
- 9.2 Project Approach
 - a. Proposal is organized and responsive to all requirements of the RFP, and proposer exhibits competence regarding the proposed scope. Proposer exhibits insightful approach to the scope of work.
- 9.3 Key Personnel Information:
 - a. Key staff or individual information (no more than one-page resume per member).
 - b. Relevant experience and abilities.
 - c. Demonstrated commitment and availability to the program.
 - d. Accessibility to V&T RAILWAY COMMISSION members, contracted vendors and tourism industry partners.

9.4 Project Experience

- a. An example of managing an attraction.
- b. An example of working with a board or commission.

All examples should include a brief project overview, budget and location.

- c. A minimum of 3 professional references and associated contact information.

10. **EVALUATION CRITERIA:**

Having determined that a proposal meets the basic requirements, the Selection Committee will then evaluate it with respect to each of the following elements (a total of 100 points possible):

10.1 Qualifications (Maximum 40 points). The Selection Committee will consider:

- length of time in business,
- past performances,
- apparent capabilities to perform well in the execution of its obligations under a contract as evidenced by an individual or a corporation's or firm's leadership and management personnel,
- size of organization,
- project manager,
- support staff, and
- any other pertinent information submitted by the proposer.

10.2 Staffing (Maximum 10 points). The Selection Committee will consider the staffing method of providing coverage proposed in the response, including for corporations the different levels of staff proposed. The Selection Committee will also consider the level of capabilities of the individual or personnel and their ability to communicate effectively and timely.

10.3 Technical (Maximum 30 points). The Selection Committee will review the proposal for its completeness and evaluate how the proposer will approach the task of initiating and fully implementing its program. The demonstration of assurance of performance as to quality and efficiency will be weighted when scoring.

10.4 Cost Proposal (Maximum 20 points). The cost proposal for full performance in meeting the requirements of the RFP will be of major consideration under this category. The Selection Committee may also refer to the line item information that has been provided.

10.5 In-Person Presentation Evaluation Criteria (a total of 100 points possible):

- a) Did the presenting person prove expertise in managing an attraction? (Maximum 25 points)
- b) Did the presenting person demonstrate skill in strategic planning? (Maximum 15 points)
- c) Did the presenting person adequately convey commitment to gaining an in-depth knowledge of the V&T RAILWAY COMMISSION operations? (Maximum 15 points)

- d) How well did the presenting person address evaluators' questions? (Maximum 10 points)
- e) Did the presenting person show enthusiasm for the V&T RAILWAY COMMISSION operations and a high level of commitment to collaborating with its government and tourism industry partners? (Maximum 20 points)
- f) Did the presenting person demonstrate experience working within the tourism industry, or a destination marketing organization (DMO) with multiple stakeholders? (Maximum 15 points)

11. OBJECTION BY UNSUCCESSFUL PROPOSER:

- 11.1 Any unsuccessful proposer may file an objection to the V&T RAILWAY COMMISSION regarding the selection made by the Selection Committee by following the procedure outlined in paragraph below. Information on the results of the Selection Committee's aggregate evaluation may be obtained upon request and will be emailed to each respondent.
- 11.2 Any objection shall be written and submitted to the V&T RAILWAY COMMISSION Board of Directors c/o Nevada Commission for the Reconstruction of the V&T Railway at the address identified in Section 6.3 within five (5) calendar days after a recommendation to award a contract has been posted to the V&T RAILWAY COMMISSION Website. The V&T RAILWAY COMMISSION Selection Committee will stay any award actions until after the V&T RAILWAY COMMISSION Selection Committee has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the V&T RAILWAY COMMISSION Board of Directors, who will render a final decision. No protests will be heard by the V&T RAILWAY COMMISSION unless the proposer has followed the appeal process. The V&T RAILWAY COMMISSION is not liable for any costs, expenses, attorney's fees, and loss of income or other damages sustained by the appellant in the process.

12. LIST OF REQUIRED DOCUMENTS

- 12.1 Nevada Business License
- 12.2 Proof of Insurance Coverage
- 12.3 Organizational chart, if the proposer is a company or firm
- 12.4 Resume Form: Complete a resume form, including, for corporations or firms, one form for each person employed by or contracted with your company or firm which will assist with the completion of the scope of work for this RFP.
- 12.5 Questionnaire Response: Provide a detailed narrative for each of the questions within the questionnaire. Responses must be formatted in a size 12 font. The responses to each question should be clearly labeled in accordance with the question which the narrative addresses. (See ATTACHMENT 12.5.1 QUESTIONNAIRE)

13. COST PROPOSAL

13.1 The cost proposal shall not be marked “confidential”. Only information that is deemed proprietary per NRS 333.020(5)(a) may be marked as “confidential”.

13.2 Proposers shall provide one (1) PDF Cost Proposal file that includes the following:

a.) Section I – Title Page with the following information:

RFP 2021-001Admin/Operations Coordinator
Proposers Name, Address, Contact Information

b.) Section II – Cost Proposal

The proposer’s cost proposal response shall be included in this section.

14. WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn at any time upon written notice to the V&T RAILWAY COMMISSION.

15. CONFIDENTIAL INFORMATION:

Any information deemed confidential or proprietary should be clearly identified by the proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise the information shall be considered a public record. Information of data submitted with this proposal will not be returned.

16. CONTRACT TERMINATION:

The V&T RAILWAY COMMISSION reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

16.1 Failure to provide sufficient personnel as identified in the response to the RFP.

16.2 Failure to provide the key personnel as identified in the response to the RFP.

16.3 Substitution of key personnel without prior approval of the V&T RAILWAY COMMISSION.

17. INSURANCE REQUIREMENTS/HOLD HARMLESS CLAUSE:

Proposer’s attention is directed to the insurance requirements as delineated in Exhibit A. It is highly recommended that proposers confer with their insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a proposer fails to comply strictly with the insurance requirements, the proposal may be disqualified.

18. FUNDING OUT CLAUSE:

Proposers shall be aware that any contract(s) resulting from this RFP shall be subject to cancellation without penalty in the event that V&T RAILWAY COMMISSION's funding authority fails to obligate funds requisite for its continued operations.

19. STATUS OF SUCCESSFUL PROPOSERS:

The successful proposer will be an "Independent Contractor" and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of the V&T RAILWAY COMMISSION.

20. COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS:

Successful proposer shall always be in compliance with immigration and naturalization laws regarding the eligibility of their employees or subcontractors to work in the United States.

21. OPEN MEETING LAW:

Proposers shall be aware that NRS Chapter 241 provides that public business shall be conducted in an open meeting. Any resultant award may be defended against any challenge by the Carson City District Attorney's Office.

22. ATTACHMENTS:

RFP 2021-001 ATTACHMENT 12.5.1 QUESTIONNAIRE

Exhibit A: Sample Contract

END OF DOCUMENT

RFP 2021-001 ATTACHMENT 12.5.1

QUESTIONNAIRE

Provide a detailed narrative for each question on the questionnaire below.

Note: Information contained in the bid process is public information after the V&T RAILWAY COMMISSION review process is completed.

1. General Information

- a. Name, or name of company or firm
- b. Address
- c. Phone Numbers
- d. Owner, if a company or firm
- e. Contact Person
- f. If a company or firm, is the company or firm a subsidiary of a larger agency or associated with another agency? If yes, state the parent company and provide additional information about the parent company.
- g. Nevada Business ID (provide a copy of your Nevada Business License)

2. Insurance Information

- a. Insurance Carrier
- b. Coverage Summary
- c. Coverage Limits (provide proof of insurance)

3. Organizational Information (if a company or firm)

- a. Organizational Structure (i.e. Sole Proprietor, LLC, etc.)
- b. Organizational Chart (provide this within the required documents section)
- c. Provide a list of all employees/Contractors employed by your company or firm which are proposed to be assigned to service this Contract. Complete the attached resume form for each staff listed here and place in the required documents section.

4. Technical Knowledge

- a. What knowledge does the proposer possess regarding the V&T RAILWAY COMMISSION operations?
- b. What knowledge does the proposer possess regarding managing an attraction?

5. Technical Abilities

- a. What abilities does the proposer possess to be able to manage, organize, and coordinate an attraction?
- b. What abilities does the proposer possess to be able to perform responsible administrative work in a high-profile position dealing with topics under intense public and media scrutiny and respond appropriately as situations change?
- e. What abilities does the proposer possess to be able to develop, create, plan, schedule, and organize an attraction and events?
- f. What abilities does the proposer possess to be able to manage an attraction?

6. Preferred Qualifications

- a. Demonstrated passion for growing ridership, ticket sales and/or attendance of an attraction.



Budget Report

Account Summary

For Fiscal: V&T 2020-2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 221 - V&T COMMISSION							
Revenue							
221-33220-000	LICENSE PLATE	19,200.00	19,200.00	2,044.96	18,309.05	-890.95	4.64 %
221-33512-000	TOURISM TAX	250,000.00	250,000.00	0.00	250,000.00	0.00	0.00 %
221-34108-000	GEN'L GOV'T OTHER	0.00	0.00	14,028.34	14,028.34	14,028.34	0.00 %
221-34113-000	SPECIAL EVENTS	0.00	0.00	0.00	38,261.52	38,261.52	0.00 %
221-34700-000	CAP TICKET SALES	88,000.00	88,000.00	0.00	1,745.10	-86,254.90	98.02 %
221-34700-232	CAP TICKET SALES-POLAR	366,860.00	366,860.00	1,885.64	14,329.29	-352,530.71	96.09 %
221-34700-235	CAP TICKET SALES-RAILBIKES	0.00	0.00	0.00	204,281.94	204,281.94	0.00 %
221-36203-000	RENTS	6,840.00	6,840.00	0.00	0.00	-6,840.00	100.00 %
221-36304-232	PHOTOS	3,200.00	3,200.00	0.00	0.00	-3,200.00	100.00 %
221-36500-000	MISC - OTHER	0.00	0.00	0.00	16,400.51	16,400.51	0.00 %
221-36540-000	EQUIPMENT SALES	34,020.00	34,020.00	0.00	17,021.96	-16,998.04	49.96 %
221-36700-000	SALE OF GOODS	0.00	0.00	0.00	899.66	899.66	0.00 %
221-36700-232	SALE OF GOODS-POLAR	23,000.00	23,000.00	0.00	0.00	-23,000.00	100.00 %
221-36700-235	SALE OF GOODS-RAILBIKES	0.00	0.00	0.00	2,453.74	2,453.74	0.00 %
	Revenue Total:	791,120.00	791,120.00	17,958.94	577,731.11	-213,388.89	26.97 %
Expense							
221-221-51021-000	CASUAL LABOR	45,000.00	45,000.00	2,472.55	31,161.23	13,838.77	30.75 %
221-221-51021-232	CASUAL LABOR-POLAR	14,400.00	14,400.00	0.00	0.00	14,400.00	100.00 %
221-221-51021-235	CASUAL LABOR-RAILBIKES	0.00	0.00	0.00	3,724.30	-3,724.30	0.00 %
221-221-53010-000	Postage	300.00	300.00	15.30	36.84	263.16	87.72 %
221-221-53010-232	POSTAGE - POLAR	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
221-221-53011-000	OFFICE SUPPLIES	800.00	800.00	42.50	1,778.94	-978.94	-122.37 %
221-221-53012-000	TELEPHONE	1,800.00	1,800.00	137.11	1,580.44	219.56	12.20 %
221-221-53013-235	TRAVEL-RAILBIKES	0.00	0.00	0.00	3,553.83	-3,553.83	0.00 %
221-221-53014-000	DUES & SUBSCRIPTIONS	4,000.00	4,000.00	244.00	1,108.80	2,891.20	72.28 %
221-221-53022-000	UTILITIES	9,000.00	9,000.00	479.30	10,319.05	-1,319.05	-14.66 %
221-221-53026-000	REPAIRS	0.00	0.00	0.00	270.98	-270.98	0.00 %
221-221-53026-233	REPAIRS-ENGINE #18	30,000.00	30,000.00	0.00	13,408.33	16,591.67	55.31 %
221-221-53031-000	BANK CHARGES	400.00	400.00	97.79	364.47	35.53	8.88 %
221-221-53032-000	BANK CREDIT CARD FEES	1,672.00	1,672.00	0.00	80.67	1,591.33	95.18 %
221-221-53032-232	BANK CREDIT CARD FEES-PEX	3,809.00	3,809.00	0.00	0.00	3,809.00	100.00 %
221-221-53055-000	TRACK MAINT	13,000.00	13,000.00	3,750.00	27,768.76	-14,768.76	-113.61 %
221-221-53057-000	BLDG MAINT	2,000.00	2,000.00	0.00	922.82	1,077.18	53.86 %
221-221-53060-000	SPECIAL EVENT EXPENSES	0.00	0.00	1,256.64	22,836.97	-22,836.97	0.00 %
221-221-53060-232	SPECIAL EVENT EXPENSES - POLAR	25,000.00	25,000.00	0.00	170.54	24,829.46	99.32 %
221-221-53060-235	SPECIAL EVENTS-RAILBIKES	0.00	0.00	0.00	13,813.76	-13,813.76	0.00 %
221-221-53061-000	MERCHANDISE EXPENSE	0.00	0.00	0.00	145.65	-145.65	0.00 %
221-221-53061-232	MECHANDISE EXPENSE- POLAR	12,100.00	12,100.00	0.00	0.00	12,100.00	100.00 %
221-221-53061-235	MERCHANDISE - RAILBIKES	0.00	0.00	0.00	792.32	-792.32	0.00 %
221-221-53065-000	EVENT ENTERTAINMENT	0.00	0.00	0.00	55.63	-55.63	0.00 %
221-221-53067-000	STAFF MEALS	0.00	0.00	0.00	509.65	-509.65	0.00 %
221-221-53070-000	PROFESSIONAL SERVICES	297,000.00	297,000.00	10,762.66	99,267.71	197,732.29	66.58 %
221-221-53070-232	PROFESSIONAL SERVICES-POLAR	165,000.00	165,000.00	0.00	0.00	165,000.00	100.00 %
221-221-53070-235	PROFESSIONAL SERVICES-RAILBIKES	0.00	0.00	0.00	111,024.81	-111,024.81	0.00 %
221-221-53072-000	FURNITURE & FIXTURES	500.00	500.00	0.00	3,129.59	-2,629.59	-525.92 %
221-221-53076-000	CHARGE FOR SERVICES	4,800.00	4,800.00	0.00	102.50	4,697.50	97.86 %
221-221-53090-000	AUDIT/BUDGET	14,000.00	14,000.00	0.00	20,000.00	-6,000.00	-42.86 %
221-221-53305-232	ROYALTIES	80,389.00	80,389.00	0.00	0.00	80,389.00	100.00 %
221-221-53600-232	PROPS & COSTUMES-POLAR	0.00	0.00	0.00	7,654.09	-7,654.09	0.00 %
221-221-53601-000	ADVERTISING/PROMOTION	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %

Budget Report

For Fiscal: V&T 2020-2021 Period Ending: 02/28/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
221-221-53601-232	ADVERTISING/PROMOTION-POLAR	20,500.00	20,500.00	0.00	0.00	20,500.00 100.00 %
221-221-53601-235	ADVERTISING/PROMOTION-RAILBIKES	0.00	0.00	0.00	6,505.50	-6,505.50 0.00 %
221-221-53602-000	TRADITIONAL ADVERTISING	0.00	0.00	0.00	90.44	-90.44 0.00 %
221-221-53609-000	SOCIAL MEDIA/INTERNET	10,000.00	10,000.00	0.00	3,250.00	6,750.00 67.50 %
221-221-53609-232	SOCIAL MEDIA ADVERTISING-POLAR	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
221-221-53609-235	SOCIAL MEDIA ADVERTISING-RAILBIK...	0.00	0.00	0.00	3,074.99	-3,074.99 0.00 %
221-221-56500-000	MISCELLANEOUS	2,500.00	2,500.00	151.73	2,513.07	-13.07 -0.52 %
221-221-56500-232	MISCELLANEOUS POLAR	250.00	250.00	0.00	0.00	250.00 100.00 %
221-221-56504-000	MEETING EXPENSE	0.00	0.00	0.00	211.62	-211.62 0.00 %
221-221-56530-000	TICKET REFUNDS	0.00	0.00	158.62	20,097.97	-20,097.97 0.00 %
221-221-56600-000	INSURANCE PREMIUM	12,000.00	12,000.00	0.00	17,439.96	-5,439.96 -45.33 %
221-221-64010-235	CAPITAL OUTLAY-RAILBIKES	0.00	0.00	0.00	5,076.84	-5,076.84 0.00 %
	Expense Total:	791,120.00	791,120.00	19,568.20	433,843.07	357,276.93 45.16 %
	Fund: 221 - V&T COMMISSION Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04 0.00 %
	Report Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04 0.00 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 221 - V&T COMMISSION						
Revenue	791,120.00	791,120.00	17,958.94	577,731.11	-213,388.89	26.97 %
Expense	791,120.00	791,120.00	19,568.20	433,843.07	357,276.93	45.16 %
Fund: 221 - V&T COMMISSION Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04	0.00 %
Report Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
221 - V&T COMMISSION	0.00	0.00	-1,609.26	143,888.04	143,888.04
Report Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04

REVENUE		\$	481,700.00
33220-000	Licenses Plate	\$	21,600.00
33400-000	State Grants	\$	6,000.00
33512-000	Interlocal Support		
	Carson City CVB	\$0	
	Storey County	\$250,000	\$ 250,000.00
35540-000	Sale of Property		
	Drako Property	\$	64,000.00
	New 2021 Note		
34700	Ticket Sales		
0	Regular Season	\$ -	
	<i>xx steam / xx diesel / x special trains</i>		
232	Polar Express	\$ -	
	<i>xx runs over xx nights</i>		
235	Railbikes Split	\$	125,000.00
36100-000	Interest Earnings	\$	-
36203-000	Engine #18 Lease	\$	15,000.00
36203-000	Virginia Truckee RR Lease	\$	-
36304	Polar Express Photography	\$	-
36400-000	Contributions/Donations/ Membership	\$	100.00
36500-000	Misc - Other	\$	-
36700-000	Merchandise Sales	\$	-
	Regular Season	\$ -	
232	Polar Express	\$ -	
POLAR EXPRESS TOTALS		\$	-

EXPENSE TOTALS

\$481,700.00

53010-000	Postage	General	\$	25.00	
	232	Polar Express			
53011-000	Office/Operating Supplies	Office & Janitorial Supplies & Restroom Supplies	\$	1,800.00	
53012-000	Telephones	All Telephone lines, and Long Distance	\$	2,200.00	
53013-000	Travel Expense	Trade Shows	\$	1,000.00	
	232	PEX Training (Lodging, Cab/Shuttle, Airfare, Parking)			
53014-000	Dues/Fees and Subscriptions	Chambers	\$	500.00	
		Trade Associations	\$	800.00	
		Internet Hosting	\$	1,200.00	
		Business license(s)	\$	500.00	
		Software	\$	900.00	
53022-000	Eastgate Depot	Power	\$	7,800.00	
		Water	\$	2,000.00	
		Propane	\$	1,750.00	
		Cameras	\$	100.00	
		Trash	\$	1,750.00	
		Pest Control	\$	525.00	
53305-232	Polar Express Royalties	Franchise Fees			
	232				
53055-000	Track Maintenance	On-going repairs & maintenance	\$	100,000.00	
53026-233	Engine #18 Repairs		\$	15,000.00	
53057-000	Eastgate Depot	Building/Repairs & Maintenance	\$	1,500.00	
		Basic repairs	\$	1,000.00	
		Maintenance, etc.	\$	600.00	
		Furniture & Fixtures	\$		
53060-000	Special Events	Decorations			
		Food & Bev			
		Misc.			

53061-000	232	Merchandise Expense (COGS)	PEX Depot Decorations			
	232		Polar Express merchandise			
53070-000		Train Service Agreement				
	232		Regular Season			
	232		Polar Express			
53065-000		Entertainment			\$	500.00
53070-000		Professional Services				
			Director		\$	-
			Staffing & Labor		\$	15,000.00
			Special Event Coordinator		\$	-
			Admin. Specialist		\$	65,000.00
			Marketing Fee (PR, socials, web, design, ad hard costs)		\$	75,000.00
			Track engineers & labor		\$	42,000.00
			Legal Services		\$	12,000.00
	232		PEX Staffing			
	232		PEX North Pole Set-up, tear-down, decorations			
53090-000		Audit	Separate financial audit		\$	19,000.00
53602-000		Print Advertising				
			Event & CAP Rack Cards		\$	-
			General Creative Design		\$	-
			Signage		\$	-
53609-000		On-Line Advertising				
			Social Media		\$	-
			Google Ad words		\$	-
			Banner Ads		\$	-
	232		PEX Marketing			
64010-000		CAPITAL OUTLAY				
		Building & Track	Future	Improvements	\$	100,000.00
56504-000		Meeting Expenses			\$	250.00
56500-000		Misc.	General Season		\$	-

	232	PEX	
56530-000	Ticket Refunds		\$ -
56600-000	Insurance Premiums		\$ 12,000.00
53060-000	Event Give-Aways		
	232	PEX (Bells, Mugs, Bags)	

POLAR EXPRESS OPERATING / MARKETING TOTALS: \$ 481,700.00

Budget Report

Account Summary

For Fiscal: V&T 2020-2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining	March - June	Fiscal 20-21 Yearend Projections
Fund: 221 - V&T COMMISSION									
Revenue									
221-33220-000	LICENSE PLATE	19,200.00	19,200.00	2,044.96	18,309.05	-890.95	4.64 %	5,400.00	23,709.05
221-33512-000	TOURISM TAX	250,000.00	250,000.00	0.00	250,000.00	0.00	0.00 %		250,000.00
221-34108-000	GEN'L GOV'T OTHER (GRANTS)	0.00	0.00	14,028.34	14,028.34	14,028.34	0.00 %		14,028.34
221-34113-000	SPECIAL EVENTS	0.00	0.00	0.00	38,261.52	38,261.52	0.00 %		38,261.52
221-34700-000	CAP TICKET SALES	88,000.00	88,000.00	0.00	1,745.10	-86,254.90	98.02 %		1,745.10
221-34700-232	CAP TICKET SALES-POLAR	366,860.00	366,860.00	1,885.64	14,329.29	-352,530.71	96.09 %		14,329.29
221-34700-235	CAP TICKET SALES-RAILBIKES	0.00	0.00	0.00	204,281.94	204,281.94	0.00 %	35,000.00	239,281.94
221-36203-000	RENTS	6,840.00	6,840.00	0.00	0.00	-6,840.00	100.00 %		-
221-36304-232	PHOTOS	3,200.00	3,200.00	0.00	0.00	-3,200.00	100.00 %		-
221-36500-000	MISC - OTHER (FEMA & RB Travel)	0.00	0.00	0.00	16,400.51	16,400.51	0.00 %		16,400.51
221-36540-000	EQUIPMENT SALES (DRAKO PROPERTY)	34,020.00	34,020.00	0.00	17,021.96	-16,998.04	49.96 %	12,280.00	29,301.96
221-36700-000	SALE OF GOODS	0.00	0.00	0.00	899.66	899.66	0.00 %		899.66
221-36700-232	SALE OF GOODS-POLAR	23,000.00	23,000.00	0.00	0.00	-23,000.00	100.00 %		-
221-36700-235	SALE OF GOODS-RAILBIKES	0.00	0.00	0.00	2,453.74	2,453.74	0.00 %		2,453.74
R		791,120.00	791,120.00	17,958.94	577,731.11	-213,388.89	26.97 %	52,680.00	630,411.11

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining	March - June Es	Fiscal 20-21 Yearend Projections
Expense									
221-221-51021-000	CASUAL LABOR	45,000.00	45,000.00	2,472.55	31,161.23	13,838.77	30.75 %	250.00	35,911.23
221-221-51021-232	CASUAL LABOR-POLAR	14,400.00	14,400.00	0.00	0.00	14,400.00	100.00 %	-	-
221-221-51021-235	CASUAL LABOR-RAILBIKES	0.00	0.00	0.00	3,724.30	-3,724.30	0.00 %	150.00	3,874.30
221-221-53010-000	Postage	300.00	300.00	15.30	36.84	263.16	87.72 %	-	36.84
221-221-53010-232	POSTAGE - POLAR	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %	-	-
221-221-53011-000	OFFICE SUPPLIES	800.00	800.00	42.50	1,778.94	-978.94	-122.37 %	200.00	1,978.94
221-221-53012-000	TELEPHONE	1,800.00	1,800.00	137.11	1,580.44	219.56	12.20 %	400.00	1,980.44
221-221-53013-235	TRAVEL-RAILBIKES	0.00	0.00	0.00	3,553.83	-3,553.83	0.00 %		3,553.83
221-221-53014-000	DUES & SUBSCRIPTIONS	4,000.00	4,000.00	244.00	1,108.80	2,891.20	72.28 %	350.00	1,458.80
221-221-53022-000	UTILITIES	9,000.00	9,000.00	479.30	10,319.05	-1,319.05	-14.66 %	2,400.00	12,719.05
221-221-53026-000	REPAIRS	0.00	0.00	0.00	270.98	-270.98	0.00 %	-	270.98
221-221-53026-233	REPAIRS-ENGINE #18	30,000.00	30,000.00	0.00	13,408.33	16,591.67	55.31 %	-	13,408.33
221-221-53031-000	BANK CHARGES	400.00	400.00	97.79	364.47	35.53	8.88 %	35.53	400.00
221-221-53032-000	BANK CREDIT CARD FEES	1,672.00	1,672.00	0.00	80.67	1,591.33	95.18 %	75.00	155.67
221-221-53032-232	BANK CREDIT CARD FEES-PEX	3,809.00	3,809.00	0.00	0.00	3,809.00	100.00 %	-	-
221-221-53055-000	TRACK MAINT	13,000.00	13,000.00	3,750.00	27,768.76	-14,768.76	-113.61 %		27,768.76
221-221-53057-000	BLDG MAINT	2,000.00	2,000.00	0.00	922.82	1,077.18	53.86 %		922.82
221-221-53060-000	SPECIAL EVENT EXPENSES	0.00	0.00	1,256.64	22,836.97	-22,836.97	0.00 %		22,836.97
221-221-53060-232	SPECIAL EVENT EXPENSES - POLAR	25,000.00	25,000.00	0.00	170.54	24,829.46	99.32 %		170.54
221-221-53060-235	SPECIAL EVENTS-RAILBIKES	0.00	0.00	0.00	13,813.76	-13,813.76	0.00 %		13,813.76
221-221-53061-000	MERCHANDISE EXPENSE	0.00	0.00	0.00	145.65	-145.65	0.00 %		145.65
221-221-53061-232	MERCHANDISE EXPENSE- POLAR	12,100.00	12,100.00	0.00	0.00	12,100.00	100.00 %		-
221-221-53061-235	MERCHANDISE - RAILBIKES	0.00	0.00	0.00	792.32	-792.32	0.00 %		792.32
221-221-53065-000	EVENT ENTERTAINMENT	0.00	0.00	0.00	55.63	-55.63	0.00 %		55.63
221-221-53067-000	STAFF MEALS	0.00	0.00	0.00	509.65	-509.65	0.00 %		509.65
221-221-53070-000	PROFESSIONAL SERVICES	297,000.00	297,000.00	10,762.66	99,267.71	197,732.29	66.58 %	64,000.00	163,266.71
221-221-53070-232	PROFESSIONAL SERVICES-POLAR	165,000.00	165,000.00	0.00	0.00	165,000.00	100.00 %		-
221-221-53070-235	PROFESSIONAL SERVICES-RAILBIKES	0.00	0.00	0.00	111,024.81	-111,024.81	0.00 %		111,024.81
221-221-53072-000	FURNITURE & FIXTURES	500.00	500.00	0.00	3,129.59	-2,629.59	-525.92 %		3,129.59
221-221-53076-000	CHARGE FOR SERVICES	4,800.00	4,800.00	0.00	102.50	4,697.50	97.86 %		102.50
221-221-53090-000	AUDIT/BUDGET	14,000.00	14,000.00	0.00	20,000.00	-6,000.00	-42.86 %		20,000.00
221-221-53305-232	ROYALTIES	80,389.00	80,389.00	0.00	0.00	80,389.00	100.00 %		-
221-221-53600-232	PROPS & COSTUMES-POLAR	0.00	0.00	0.00	7,654.09	-7,654.09	0.00 %		7,654.09
221-221-53601-000	ADVERTISING/PROMOTION	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %		-
221-221-53601-232	ADVERTISING/PROMOTION-POLAR	20,500.00	20,500.00	0.00	0.00	20,500.00	100.00 %		-
221-221-53601-235	ADVERTISING/PROMOTION-RAILBIKES	0.00	0.00	0.00	6,505.50	-6,505.50	0.00 %		6,505.50
221-221-53602-000	TRADITIONAL ADVERTISING	0.00	0.00	0.00	90.44	-90.44	0.00 %	95.00	185.44
221-221-53609-000	SOCIAL MEDIA/INTERNET	10,000.00	10,000.00	0.00	3,250.00	6,750.00	67.50 %	3,250.00	6,400.00
221-221-53609-232	SOCIAL MEDIA ADVERTISING-POLAR	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %	-	-
221-221-53609-235	SOCIAL MEDIA ADVERTISING-RAILBIK...	0.00	0.00	0.00	3,074.99	-3,074.99	0.00 %		3,074.99
221-221-56500-000	MISCELLANEOUS	2,500.00	2,500.00	151.73	2,513.07	-13.07	-0.52 %		2,513.07
221-221-56500-232	MISCELLANEOUS POLAR	250.00	250.00	0.00	0.00	250.00	100.00 %		-
221-221-56504-000	MEETING EXPENSE	0.00	0.00	0.00	211.62	-211.62	0.00 %	40.00	251.62
221-221-56530-000	TICKET REFUNDS	0.00	0.00	158.62	20,097.97	-20,097.97	0.00 %	200.00	20,297.97
221-221-56600-000	INSURANCE PREMIUM	12,000.00	12,000.00	0.00	17,439.96	-5,439.96	-45.33 %		17,439.96
221-221-64010-235	CAPITAL OUTLAY-RAILBIKES	0.00	0.00	0.00	5,076.84	-5,076.84	0.00 %		5,076.84
	Expense Total:	791,120.00	791,120.00	19,568.20	433,843.07	357,276.93	45.16 %		61,745.39
	Fund: 221 - V&T COMMISSION Surplus (Deficit):	0.00	0.00	-1,609.26	143,888.04	143,888.04	0.00 %	71,445.53	571,432.99

**FIRST AMENDMENT TO INDEPENDENT RAIL BIKE RIDES SERVICE AGREEMENT
With Freedom Rail LLC**

NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY (“Commission”) and FREEDOM RAIL LLC (“the Contractor”) hereby consent to amend the Independent Rail Bike Rides Service Agreement (“Agreement”) as follows:

Whereas, the Agreement provides that the contract shall be effective from August 1, 2020 to December 31, 2021, pursuant to the terms of the Agreement under TERMS AND CONDITIONS, item number 15.

Whereas, the Agreement, pursuant to the terms of the Agreement under TERMS AND CONDITIONS OF Agreement under item number three (3) allows for the Commission and the Contractor to renew the terms and provisions as are mutually agreed and evidenced by a written agreement.

Therefore, the Commission and the Contractor agree that the agreement terms shall be extended two additional years, with the amended contract term ending December 31, 2023.

Further, the Commission and the Contractor agree the Contractor will have the use of the Depot and its grounds, enclosed loading area, restroom facilities, and parking lot during the months of March through October and will move out of the facilities by mid-November to make space for the Commission’s annual holiday train-related event.

Whereas, the Agreement provides in SECTION 3 of the Agreement a shared compensation percentage split of 40/60 of tickets sales. The Commission receives 40% of ticket sales and is responsible for all administrative duties, customer service, and facility relative tasks and the Contractor receives 60% of the ticket sales and is responsible for all cost associated to the rail bike operations.

Therefore, the Commission and the Contractor agree to modify the Agreement to reflect a compensation split of 25/75, minus credit card fees. The Commission will receive 25% of ticket sales and the Contractor retains 75% of ticket sales.

Further, the Commission and the Contractor agree that in accordance with the terms of the Agreement and the extension of terms, the Contractor will accept all responsibilities for management, ticketing services, customer service and marketing of the rail bike operation plus custodial and security responsibilities for the Depot facility.

Further, the Commission and the Contractor agree that the Commission be responsible for regular track and facilities repairs, half the cost of weekly rail inspections, and monthly utilities including electric, propane, septic service, pest control, and trash service costs. The Commission will also provide restroom supplies for the tenant shared restrooms.

Further, daily manifests and sales reports will be processed and forwarded to the Commission via email each day of operation. Payment of 25% of sales will be mailed to the Commission every other Monday. The Contractor will be permitted to sell rail bike related merchandise, snacks, and beverages inside the Depot with no revenue split.

Whereas, under the TERMS AND CONDITIONS OF AGREEMENT, item two (2) allows for each year of the term of the Agreement, the Commission and the Contractor shall review and revise "Exhibit A" (Schedule A) as the Parties may agree. As stated, for each year that the Agreement is in effect, the Commission and the Contractor shall annually agree to adopt a Rail Bike Service Agreement Schedule before each operating season.

Therefore, the following changes have been made and are effective April 1, 2021.

Season: April – October (weather permitting)

Days: Wednesday – Sunday (with an option for runs on Mondays & Tuesdays for charter rides, special events, and holidays)

Times: 1.5-hour rides. Tour times are approximate and are scheduled to allow for train departure and return.

Tours:

10:30 AM – 12 NOON

12:30 PM – 2:00 PM

2:30 PM – 4:00 PM

5:00 PM – 6:30 PM

Number of rail bikes: The operation will begin with nine (9) four-seat rail bikes and one (1) two-seat guide rail bike. Total rail bikes for passengers' use will be fifteen (15) beginning June 2021.

Rates: Freedom Rail has the flexibility to set the rates for their regular rides and chartered rides and to design and price their own special events. The 25/75 split shall apply for all regular, charter, and special event rides.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms.

Nevada Commission for the Reconstruction
of the V&T Railway

FREEDOM RAIL LLC

David Peterson
Chairman

Vincent Ficchi
Owner

Date: _____

Date: _____

Todd Lozo Sr.
Owner

Date: _____