

**CITY OF SPARKS
NOTICE TO PROPOSERS
ON-CALL PROFESSIONAL SERVICES
(Design, Survey and Material Testing/Inspection)
RFP #21/22-012**

NOTICE IS HEREBY GIVEN that the City of Sparks, Nevada, will receive written sealed proposals only, for the project listed above. Said proposals must be in the hands of the Contracts and Risk Manager at 431 Prater Way, Sparks, Nevada, **NO LATER THAN 4:00 PM ON MAY 11, 2022**. Proposals postmarked prior to, but not received until after this deadline will not be accepted. Proposals may also be hand-delivered to the Purchasing Department physical dropbox/mailbox, located in the lobby of City Hall at any time the building is open. Vendor submittals may not be sent to the City of Sparks via the Internet/e-mail and will not be entertained for award by the City of Sparks. The right is reserved to reject any Proposal or to accept the Proposal which is deemed by the City of Sparks to be in the best interest of the City of Sparks. The City of Sparks reserves the right to waive any irregularities and/or informalities in the proposal process.

All Proposals are to be marked clearly on the outside “RFP Number **21/22-012**, for **On-Call Professional Services**.”

PROJECT DESCRIPTION: The City of Sparks desires to establish an eligibility list of qualified consultants to provide services on an “as-needed” basis. The eligibility list shall be valid from July 1, 2022 through June 30, 2024 and shall be in the areas of:

- 1) Civil Engineering Design Services
- 2) Surveying
- 3) Materials Testing and Inspection

The work to be performed under this Contract shall be commenced by the successful firm(s) after all executed Contract documents have been submitted for each unique scope of work, and after being notified to proceed by the City of Sparks.

RFP documents and specifications may be obtained from the City of Sparks website. Please visit <http://portal.cityofsparks.us/bids> to obtain complete bid documents. There is no cost to use the system or obtain documents, but registration at the site is required. It is the responsibility of all potential bidders/responders to monitor the Purchasing Division’s website for any changing information prior to submitting their bid/proposal. The City of Sparks will not be responsible for the timeliness or completeness of information provided by any 3rd party bid listing or re-selling service. For further information, contact the Purchasing Division at dmarran@cityofsparks.us or at (775) 353-2273. The individual responsible for coordinating this bid is: Dan Marran, CPPO, C.P.M. – Contracts and Risk Manager

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