

**CITY OF SPARKS  
NOTICE TO PROPOSERS  
COMMUNITY SURVEY SERVICES  
RFP #22/23-031**

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 MARCH 23, 2023**. 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 **22/23-031**, for **Community Survey Services**.”

**PROJECT DESCRIPTION:** The primary objectives of this RFP shall be to provide data necessary for the evaluation of competitive proposals that will result in an Agreement with the City and a proposer that meets our requirement(s). The City of Sparks desires a qualified community engagement and survey consultant with experience designing, conducting, and analyzing community surveys for local government entities.

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 the identified 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 3<sup>rd</sup> party bid listing or re-selling service. For further information, contact the Purchasing Division at [dmarran@cityofsparks.us](mailto: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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