

**CITY OF SPARKS  
NOTICE TO PROPOSERS  
PUBLIC OUTREACH – COMPREHENSIVE PLAN UPDATE  
RFP #15/16-003**

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 JULY 15, 2015**. Proposals postmarked prior to, but not received until after this deadline will not be accepted. 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 **15/16-003**, for **Public Outreach – Comprehensive Plan Update**.”

**PROJECT DESCRIPTION:** The City of Sparks has initiated the preparation of a Comprehensive Plan to update and replace the current Master Plan. City staff will undertake the writing of the Comprehensive Plan. A key component of the plan is public outreach and engaging the citizens of Sparks and all City Departments so that there is organization-wide ownership of the Comprehensive Plan. The City’s goal is a collaborative decision-making process, resulting in a better Comprehensive Plan that establishes policies for the City’s operation that citizens and city employees can use to guide their decisions and development of the City.

The purpose of this RFP is to identify a consultant that will manage the outreach process, including: Working with staff and key leaders on the scope and methods for public outreach; creating an outreach process which incorporates both digital and face-to-face participation; analysis and summary of the information gathered from the outreach process; assisting staff to frame the community issues and visioning efforts; and, helping the City share information about the Comprehensive Plan process with the stakeholders and the general public.

The work to be performed under this Contract shall be commenced by the successful firm 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://www.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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