

**CITY OF SPARKS
REQUEST FOR QUALIFICATIONS (RFQ) FOR
ARCHITECTURAL SERVICES FOR
NEW SPARKS CITY HALL
RFQ #25/26-008**

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 Capital Projects Manager at 431 Prater Way, Sparks, Nevada, **NO LATER THAN 4:00 PM ON FEBRUARY 18, 2026**. 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 or to the Capital Projects Manager also located in the engineering department of City Hall. **Proposer 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 “RFQ Number **25/26-008**, for **Architectural Services – NEW SPARKS CITY HALL**.”

PROJECT DESCRIPTION: The primary objectives of this RFQ 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 an experienced, qualified architectural consultant to provide architectural services for the design of a new Sparks City Hall using the Construction Manager at Risk (CMAR) delivery method. Project site will be located at 650 Marina Gateway Drive in Sparks, NV.

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.

RFQ 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 Capital Projects Division at bcason@cityofsparks.us or at (775) 353-4083. The individual responsible for coordinating this bid is: Brian Cason, S.E., P.E. – Capital Projects Manager

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