



ADDENDUM #1

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL SERVICES FOR

NEW SPARKS CITY HALL

BID # 25/26-008

SUBMITTALS DUE NO LATER THAN: 4:00 PM ON FEBRUARY 18, 2026

This addendum is to notify all potential proposers of clarifications made to the Bid documents as stated below.

1) NOTE:

- a. ALL ADDITIONAL QUESTIONS NOT ANSWERED IN THIS ADDENDUM #1 SHALL BE PROVIDED TO THE PROJECT MANAGER**
(bcason@cityofsparks.us, 775-353-4083) NO LATER THAN 4:00 p.m. WEDNESDAY FEBRUARY 11, 2026.
- 2) Is it possible to get a city organizational chart?** We cannot provide an organizational chart, but as stated in the request for qualifications (RFQ) the building will house current and typical City Hall services for a city similar in size to the City of Sparks along with the Municipal Court building functions currently located at 1450 C. Street. The number and type of staff located in the New City Hall is subject to change. See items in this addendum for additional detail.
- 3) Is there an anticipated budget for this building? Do we need to be tailoring our concepts to a low end, middle, or dream design?** We are looking for a middle of the road design that is timeless but provides simple items that invite the public and make the building stand out. We anticipate approximately \$40 million to be available for the project.
- 4) The design services mention Art Design. Is this building interior artwork or outside art, like a mural or sculpture garden?** We don't have any specific ideas, but we just want to incorporate some art that flows from outside to inside the main entry. We were thinking more like sculptures or items similar to the Legends interior walkway that has Nevada themed artwork that is durable, simple and aesthetically pleasing. Look to other City Halls in the western US that utilize art in their design.
- 5) Is Furniture to be in our services or will furniture be a separate funding from the building funding?** For this RFQ assume all furniture will be included in this design with that subject to change during the programming and design phase.
- 6) Is there a page limit for our response package?** No specific page number but try to be as clear and concise as possible.
- 7) For the concept plans, since true programming is to be Phase 1 of this project, is the concept plan looking to see general building massing on the site in relation to parking? Or is there an expectation for floor plans with details?** We are not looking for detailed floor plans but will be looking for your wholistic approach with thoughts and ideas for functionality, efficiency and

an inviting place for the public to go for City business. The basic conceptual design should help us get an idea of the designers' overall design style and experience with City Hall conceptual plans. Again, we want this building to stand out, be timeless, be interesting to the public, and still remain functional. On the interior we are looking for thoughts on how to create a team atmosphere, maximize flexibility as the City grows and changes and provide cohesiveness between departments. We also want to include a coffee shop and/or retail space to benefit the community. Landscaping needs to be nice, but since we live in the desert, we are looking at minimal plants and the ones we do have should be tolerant of the area.

- 8) **Is there a cutoff date for questions?** Yes, all questions shall be submitted no later than 4:00 p.m. Wednesday February 11, 2026. This allows time to address any additional addendum(s) and provide enough time for proposers to finish their proposal by February 18, 2026.
- 9) **“The building is anticipated to house all typical services that would be included in a City Hall with a similar population to the City of Sparks” ... Can we get a list of anticipated departments?** We do not want to include specific departments, but it will house everyone that is currently at City Hall along with the Muni-Court and Parks Administration. See other questions within this addendum for additional detail.
- 10) **Is a survey and cad file available for the site? If so, are they available?** No, we do not have a survey available for the site, but it is a very flat site.
- 11) **Is it possible to have the current space allocations for departments housed in the current City Hall. This would be very helpful for the concept planning process and accuracy of our response.** We do not have a current space allocation available for each department. The estimated 60,000 square foot building accounts for all existing space that will be included in the new City Hall plus an approximate 15% increase.
- 12) **Under evaluation process PHASE 2 there is a requirement to present a rough order of magnitude cost. Since the concept designs will be based on each proposing firm's interpretation of what constitutes a City Hall, is it possible for this evaluation factor to be removed from consideration, or can the city provide a base program all proposers to follow?** We do not want to remove this item. See item 3 and 7 in this addendum as it provides an approximate budget for this project along with design expectations. We understand that this “rough order of magnitude” will be very general and does not determine what the actual building will cost.
- 13) **Confirm, please, that the municipal court is to be included, but the Justice Court is a County entity and is not included.** Yes, the municipal court building as outlined in the RFQ is City owned but the Justice Court located on east Prater Way is owned by Washoe County and is not included in this new City Hall.
- 14) **What spectator seating capacity do you require for the Council meeting room?** We do not have an anticipated seating capacity at this time. That will be vetted out during the Phase 1 programing process once the architect is selected. The current Council meeting room (Legislative Building) has a maximum seating capacity of approximately 120. This has proven to be more than sufficient at most meetings but may have to be increased to accommodate future growth.
- 15) **Do you anticipate entrance security monitoring for the entire building, or only the Court, or the Court and the Council meeting room, or no magnetometer and bag-check for access to the General Government functions?** I do not anticipate a magnetometer or bag-check for the

general public. I do anticipate all administrative offices would be accessed through a card lock system with the general business counter requiring security glass to serve customers with typical business items such as paying sewer bills. The municipal court would require a separate entrance with a higher level of security. The Council meeting room would only be open during public meetings and would provide security for the Council members.

- 16) Confirm that the City Hall will not include space for the Police other than possibly a security office, Fire Administration, Roads, Sewer, Water, Motor Pool, and Public Works' operations and storage.** At this time, we do not plan on having any maintenance, operations, police or fire department staff housed at the new City Hall.
- 17) Will any of the office staff in Parks and Recreation, now located at 98 Richards Way, be included in the New City Hall? Is this the 11 staff noted in the 2025 Budget document?** Yes, we anticipate housing the staff at 98 Richards Way in the new City Hall. These are all anticipated to be parks administrative staff.
- 18) Confirm that all of the staff associated with the general government agencies including elected officials, the Mayor, Finance, the City Manager, IT, HR, Development Services, and Community Services are desired to be located in the New City Hall. These departments currently have about 113 positions that would require some accommodation in the office space.** Those mentioned above would be included in the new City Hall except Community Services would only be the administrative staff and excludes operations and maintenance. What you listed may not be all inclusive.
- 19) How many years of potential staff increases would you like to include in the space to be initially constructed?** We do not have a definitive number for this question. This would be vetted out in phase 1 of the programming and space assessment portion of the design process.
- 20) Will the City want to reserve any portion of the seven-acre site that is not required for the 60,000-square-foot City Hall, its related staff and public parking for future development of other City functions and expansion of the initial City Hall, or will the City entertain the possibility of using some of the site for a non-City function?** We are open to both scenarios but want to maximize our usage of the site to benefit the community. This will be vetted out during phase 1 of the design contract.
- 21) Do you want the Architect Team to provide any Project Management services during the Design Phase or Construction Phase beyond what is normally included in the AIA Construction Administration Phase as it relates to work with the CMAR, or will City staff or others be actively managing the overall development process?** At this time, the City will not require additional project management services beyond the typical services of an architect during the CMAR process. This is subject to change but would be addressed in the future outside this initial proposal for phase 1 and 2 if needed.
- 22) What is the spectator seating capacity for the current Council Chambers?** See item #14 included in this addendum.
- 23) Will two Municipal Court Rooms, both with in-custody holding capability be sufficient for the long-term future?** Yes, two courtrooms are sufficient for this proposal.

24) Does the City Clerk have a large records retention requirement and will it be included in the New City Hall? They do have records retention requirements, but the majority of items have gone to a digital format so space for records retention is minimal.

25) Do you plan on managing the development process from your office or will you require Project Management support from another entity or additional services from the Architectural Team you will engage? See item #21 of this addendum.

Please note and adjust your bid according to the revisions, additions, deletions, clarifications, or modifications as presented on this Addendum #1, which are made a part of this bid. NOTE: To avoid disqualification, this Addendum #1 (and any other addenda) must be signed by an authorized representative of the proposing firm in the space provided and must be submitted with your firm's sealed proposal. Failure to return this addendum, duly signed, may be cause for rejection of the proposal. ALL ADDENDA SHOULD BE SIGNED AND PLACED IN SEQUENTIAL ORDER AND ATTACHED TO THE FRONT OF THE PROPOSAL PACKAGE, COMPLETE WITH ALL REQUIRED DOCUMENTS.

CONTRACTOR BUSINESS NAME

Brian Cason, S.E., P.E.
Capital Projects Manager

X _____
Authorized Signature

Printed Name of Person Signing