



## **ADDENDUM #2**

### **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) **Do the city council members currently have -- or would they like to have -- small offices or workstations at City Hall?** They do not currently have workstations at City Hall. For the proposal assume they will not have work stations.
- 2) **Do the city council members currently have -- or would they like to have -- a place to meet with constituents in the building?** They currently have a space to meet with constituents and would like this in the new City Hall.
- 3) **Do the city council members rely on City staff for office support services? If so, are those staff from the City Clerk's or the City Manager's office?** The City Clerk typically provides the majority of support services for City Council members but is provided by other staff members at various times.
- 4) **Do persons in custody get transported from Parr in a large van, or one of the Sheriff's buses, or in what?** This varies, but it is typically provided in smaller vehicles.
- 5) **Does the site plan and building need to accommodate this access in an open-air sally port or a fully enclosed garage space?** It just needs to be a secure area with dedicated access to the building. The Municipal Court typically only administers lower-level crimes.
- 6) **Do you want to be able to search/screen visitors for weapons when entering the building for City council meetings?** For this proposal assume the answer is no. We will have to engage in additional conversations on this subject with the approved architect. We do not currently have this at our City Council Building.
- 7) **Given that you plan to engage a CMAR for pre-construction services within 2 months of engaging the Architectural Team, do you want the Architect to engage an independent Cost Consultant?** Yes, we would like the architect to engage an independent cost consultant.
- 8) **Will the City IT department provide design direction on IT and AV hardware and new devices that may be part of the building infrastructure, or is this a service that would require a separate consultant on the Architect's Team?** Yes, the IT department will provide direction on these services, but with the size of the project there will have to be support from a consultant on the Architectural Team.

9) **Does the Parks and Recreation Department have the resources on staff to provide direction on preferred native high desert landscape material selection, or will all design be deferred to the Design Team?** The design will be deferred to the design team with input from our parks maintenance staff for various recommendations.

10) **In the RFQ timeline, “Interviews and Consultant Selection” is slated for March 11, as well as “Negotiations and final cost submitted to City for Approval (Sealed Cost Proposal)” Are A/E services being selected based off scoring from the response package and interview or from a sealed cost proposal?** We will be using the proposal submitted on February 18th to evaluate the respondents and reduce the number of respondents that will continue on to the interview phase. We will narrow the list down to approximately four (could be more or less dependent on the evaluations). The respondents that are selected for the interview process shall bring a sealed proposal that will not be opened until after the interviews. We will evaluate and choose the A/E prior to opening the sealed proposals. At that point we will negotiate the final cost if required and prepare a recommendation to the Sparks Redevelopment Agency for their final approval of the contract.

Please note and adjust your bid according to the revisions, additions, deletions, clarifications, or modifications as presented on this Addendum #2, which are made a part of this bid. NOTE: To avoid disqualification, this Addendum #2 (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.

\_\_\_\_\_  
CONSULTANT BUSINESS NAME

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name of Person Signing

*Brian Cason*

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