



# City of Austin

Founded by Congress, Republic of Texas, 1839

Contract Management Department, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7297

December 6, 2012

Re: Announcement

Request for Statements of Qualifications (RFQ): Project Management Services for Mexic-Arte Museum  
Solicitation Number: CLMP121

The Mexic-Arte Museum, through the City of Austin's Contract Management Department, is requesting statements of qualifications from professional architectural and engineering firms for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., Friday, January 11, 2013** at 105 W. Riverside Drive, Suite 210, Austin, TX 78704. All SOQs not received and stamped prior to the date and time set forth above will not be accepted for consideration. The time stamp clock in the Suite 210 Reception Area is the time of record and is verified daily with the local time service. The selection process for this project is anticipated to be completed in March 2013.

**A pre-response meeting will be held beginning at 1:30 p.m., Monday, December 17, 2012, at Mexic-Arte Museum, 419 Congress Avenue, Austin, TX 78701.** The purpose of the meeting will be to respond to consultants' questions about the project and the procurement process. Attendance at the meeting is not a requirement for selection; however, meeting minutes will not be issued.

**All prime firms and subconsultants must be registered to do business with the City of Austin prior to the RFQ response due date.** Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the City of Austin's online Vendor Registration system. Log on to [www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm) and follow the directions.

A Request for Statements of Qualifications (RFQ) for these services is available which provides project background and requirements for submittal. For a copy of the RFQ, log on to Vendor Connection at [www.austintexas.gov/financeonline](http://www.austintexas.gov/financeonline). The complete RFQ packet is located as an attachment under the solicitation CLMP121. Copies may also be obtained at the Contract Management Department, Plan Room, 505 Barton Springs Rd., Suite 760, Austin, TX 78704. The authorized contact persons for this solicitation are David Smythe-Macaulay, Project Manager at (512) 974-7152 or Kevin Benson, Buyer II at (512) 974-6203. Please contact David Smythe-Macaulay for all project related questions and me for any RFQ procurement process questions.

Sincerely,

Kevin Benson, Buyer II  
Contract Management Department  
Contract Procurement Division

cc: David Smythe-Macaulay, Project Manager, PWD