



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

April 21, 2014

Re: Announcement
Request for Statements of Qualifications (RFQ) for Providing Professional Architectural Services:
Emergency Medical Services (EMS) Vehicle Bay Expansions
Solicitation Number: CLMP145

The City of Austin, through Emergency Medical Services Department and its Contract Management Department, is requesting statements of qualifications for the selection of a professional Architectural firm for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., May 16, 2014** 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 with www.time.gov, the Official U.S. time. The selection process for this project is anticipated to be completed for City Council action in August 2014.

A pre-response meeting will be held beginning at 10:00 a.m., Wednesday, April 30, 2014 in the City Hall Council Chambers, 301 W. 2nd Street, 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. Parking tickets will be validated.

All prime firms and subconsultants must be registered to do business with the City of Austin prior to the contract award. 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 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. The complete RFQ packet is located as an attachment under the solicitation CLMP145. 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 *Mark Schruben*, Project Manager at (512) 974-7048 or *Steve Cocke*, Buyer II at (512) 974-7998. Please contact *Mark Schruben* for all project related questions and me for any RFQ procurement process questions.

Sincerely,

Steve Cocke, CPPB, Buyer II
Contract Management Department
Contract Procurement Division

cc: *Mark Schruben*