



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 4, 2014

Re: Announcement
Request for Statements of Qualifications (RFQ) for Floodplain Evacuation Support Services
Solicitation Number: CLMP153

The City of Austin, through the Watershed Protection Department and Office of Real Estate Services through its Contract Management Department, is requesting statements of qualifications (SOQ) for the selection of a qualified Floodplain Evacuation Support Services Consultant for the above referenced project. SOQs will be due **PRIOR to 3:00 p.m., Wednesday, April 30, 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 June 2014.

A pre-response meeting will be held beginning at 3:30 p.m., Wednesday, April 9, 2014, in the City Hall Council Chambers, Rm 1001, 301 W. 2nd Street, Austin, TX. 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 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 CLMP153. Copies may also be obtained through the City's Vendor Connection website: https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm. The authorized contact persons for all project related questions and the RFQ procurement process is Sofie Johnson at (512) 974-9143.

Sincerely,

Sofie Johnson, Buyer II
Contract Management Department
Contract Procurement Division

cc: Melinda Ruby, Project Manager