



# 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

July 3, 2014

Re: Announcement  
Request for Statements of Qualifications (RFQ) for 2014 Austin Brownfields Hazardous and Petroleum Assessments  
Solicitation Number: CLMP159

The City of Austin, through Austin Resource Recovery (ARR) and its Contract Management Department (CMD), is requesting statements of qualifications for the selection of a professional consultant firm for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., Wednesday, August 6, 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](http://www.time.gov), the Official U.S. time. The selection process for this project is anticipated to be completed for City Council action in November, 2014.

**A pre-response meeting will be held beginning at 3:00 p.m., Tuesday, July 15, 2014, in Training Room A, 1520 Rutherford Lane BLDG 1, Austin, TX, 78754.** 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](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 CLMP159. Copies may also be obtained through the City's Vendor Connection website: [https://www.ci.austin.tx.us/financeonline/vendor\\_connection/index.cfm](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm). The authorized contact persons for this solicitation are Christine Whitney, Project Manager, at (512) 974-6085 or Lynn Rich, Buyer II, at (512) 974-7009. Please contact Christine Whitney for all project related questions and me for any RFQ procurement process questions.

Sincerely,

Lynn Rich, Buyer II  
Contract Management Department  
Contract Procurement Division

cc: Christine Whitney