



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 16, 2014

Re: Announcement
Request for Statements of Qualifications (RFQ) for Providing Professional Engineering Services:
Domain District Cooling Plant and Cooling Tower Improvements
Solicitation Number: CLMP160

The City of Austin, through Various Departments and its Contract Management Department, is requesting statements of qualifications for the selection of a professional engineering firm for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., Wednesday, August 18, 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 November, 2014.

A mandatory pre-response meeting and site visit will be held. The pre-response meeting will begin at 10:00 a.m., Thursday, July 24, 2014, at the Austin Energy Building E, 2526 Kramer Lane, Austin, Texas (reference Attachment 1 – Map). This is a secured facility. Respondents are instructed to abide by the following entrance procedures:

- Enter through the main gate (the gate closest to the railroad track) and announce your arrival and purpose using the intercom located at the gate.
- Park in any available parking space.
- Enter through the main entrance door and proceed to the reception desk where you will register and receive a badge.

The receptionist will direct you to the meeting room.

Respondents must attend the mandatory Pre-Response Meeting to ensure their understanding of the City's Request for Qualifications, contracting requirements and the MBE/WBE Procurement Program. The purpose of the meeting will be to respond to consultants' questions about the project and the procurement process. Respondents must arrive and sign in within fifteen (15) minutes of the scheduled start time of the meeting; otherwise, the Respondent will not be allowed to submit a Response for the project.

A mandatory site visit at the Domain District Cooling Plant, located at 3120 Kramer Lane, will be held immediately following the pre-response meeting. Respondents shall drive to the site. Upon arrival, Respondents must sign in with the Buyer to record their presence. A map to the site and parking information will be provided at the pre-response meeting.

To be qualified to submit a Response, an authorized agent of the Respondent must attend both the Pre-Response Meeting and the Site Visit. An authorized agent is defined as a knowledgeable person who is on the Respondent's payroll at the time of submission.

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.

*The City of Austin is committed to compliance with the Americans with Disabilities Act.
Reasonable modifications and equal access to communications will be provided upon request.*



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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 CLMP160. 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 this solicitation are John Routh, Project Manager, at john.routh@austinenergy.com or (512) 505-7820 or Sofie Johnson, Buyer II, at sofie.johnson@austintexas.gov or (512) 974-9143. Please contact John Routh for all project related questions and me for any RFQ procurement process questions.

Sincerely,

Sofie Johnson, Buyer II
Contract Management Department
Contract Procurement Division



cc: John Routh, Austin Energy