



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

September 15, 2014

Re: Announcement
Request for Statements of Qualifications (RFQ) for Providing Professional Architectural Services:
Austin Studio Expansion
Solicitation Number: CLMP170

The City of Austin, through Various Departments 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., Monday, October 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, the Official U.S. time. The selection process for this project is anticipated to be completed in November 2014.

A pre-response meeting will be held beginning at 2:00 p.m., Monday, September 22, 2014, in the Austin Film Society's Screening Room at Austin Studios, 1901 E. 51st Street, Austin, TX. Respondents are instructed to abide by the following entrance procedures:

- Access Austin Studios via Gate 2 which is located near the large water tower
- Dial 24# at the call box to gain entry
- Follow the signs to park near the AFS Screening Room

The purpose of the meeting is 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 CLMP170. 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 Margaret Shaw, Project Manager, at margaret.shaw@austintexas.gov or (512) 974-6497 or Sofie Johnson, Buyer II at sofie.johnson@austintexas.gov or (512) 974-9143. Please contact Margaret Shaw 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: Margaret Shaw