



# 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 13, 2015

Re: Announcement  
Request for Statements of Qualifications (RFQ) for Providing Professional Architectural Services:  
Montopolis Recreation and Community Center  
Solicitation Number: CLMP177

The City of Austin, through Parks and Recreation Department (PARC), Health and Human Services Department (HHSD) and its Contract Management Department (CMD), 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., Wednesday, May 13, 2015**, 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 August, 2015.

**A pre-response meeting will be held beginning at 2:00 p.m., Tuesday, April 21, 2015, in the auditorium at the Zilker Botanical Gardens, 2220 Barton Springs Road, Austin, TX 78746.** 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 CLMP151. 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 Kalpana Sutaria, Project Manager, at (512) 974-7225 or Lynn Rich, Buyer II, at (512) 974-7009. Please contact Kalpana Sutaria 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: Kalpana Sutaria