



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

August 12, 2015

Re: Announcement
Request for Statements of Qualifications (RFQ) for Providing Professional Engineering Services: 2016
M.E.P. Engineering Rotation List
Solicitation Number: CLMP188

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, September 9, 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, the Official U.S. time. The selection process for this project is anticipated to be completed for City Council action in December 2015.

A pre-response meeting will be held beginning at 3:00 P.M. on Wednesday, August 19, 2015, Learning and Research Center Auditorium, 2800 Spirit of Texas Drive, Austin, TX 78719. 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 CLMP188. 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 Scott Hilton, Contract Relations Consultant, scott.hilton@austintexas.gov, 512-974-7054 or Lynn Rich, Buyer II, lynn.rich@austintexas.gov, 512-974-7009. Please contact Scott Hilton 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: Scott Hilton, Contract Relations Consultant, Contract Management Department