



# City of Austin

Founded by Congress, Republic of Texas, 1839  
Capital Contracting Office, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181

October 5, 2016

Re: Announcement  
Request for Statements of Qualifications (RFQ) for Providing Professional Architectural Services: Walter E. Long Metropolitan Park Master Plan  
Solicitation Number: CLMP209

The City of Austin, through Parks and Recreation Department and its Capital Contracting Office, is requesting statements of qualifications for the selection of a professional planning and design firm for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., Wednesday, November 9, 2016**, at 505 Barton Springs Road, Suite 1045-C, 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 1045-C 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 February 2017.

**A pre-response meeting will be held beginning at 10:30 AM, Thursday, October 13, 2016** at the George Washington Carver Museum and Cultural Center, 1165 Angelina Street, Austin, TX, 78702 in the Boyd Vance Theater. 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 the City's Vendor Connection at [www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm). The complete RFQ packet is located as an attachment under the solicitation CLMP209. The authorized contact persons for this solicitation are Brian Block, Development Administrator, [brian.block@austintexas.gov](mailto:brian.block@austintexas.gov), 512-974-6777 or Lynn Rich, Buyer II, [lynn.rich@austintexas.gov](mailto:lynn.rich@austintexas.gov), 512-974-7009. Please contact Brian Block for all project related questions and me for any RFQ procurement process questions.

Sincerely,

Lynn Rich, Buyer II  
Contract Procurement Division  
Capital Contracting Office

cc: Brian Block, Parks and Recreation Department