



# 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

May 30, 2014

Re: Announcement  
Request for Statements of Qualifications (RFQ) for Providing Professional Architectural and Engineering Services: 2015 ABIA Architectural and Engineering Services Rotation List  
Solicitation Number: CLMP157

The City of Austin, through the Aviation Department and its Contract Management Department, is requesting statements of qualifications for the selection of an architectural and engineering firm for the above-noted project. Statement of qualifications will be due **PRIOR to 3:00 p.m., Friday, June 27, 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](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 October 2014.

**A pre-response meeting will be held beginning at 9:30 a.m., Wednesday, June 11, 2014, in the City Hall Council Chambers, Rm 1001, 301 W. 2<sup>nd</sup> Street, Austin, TX.** 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. Parking tickets may be validated at the sign-in table.

Immediately following the Pre-Response meeting, a Meet and Greet will be held in the City Hall Council Chambers, Room 1001, 301 W. 2nd Street Austin, TX. The Meet and Greet is being hosted by the Small & Minority Business Resources Department in conjunction with the Aviation Department and Contract Management Department. This event is not mandatory but the City strongly encourages all firms to bring business cards and marketing materials in order to network with potential primes.

**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.



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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](http://www.austintexas.gov/financeonline). The complete RFQ packet is located as an attachment under the solicitation CLMP157. 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 Robert Hengst, Project Manager, at (512) 530-6604 or Steve Cocke, Buyer II, at (512) 974-7998. Please contact Robert Hengst for all project related questions and me for any RFQ procurement process questions.

Sincerely,



Steve Cocke, CPPB, Buyer II  
Contract Management Department  
Contract Procurement Division



cc: Robert Hengst