



TO: Mayor and Council; Department Directors; Assistant Directors; and Staff

CC: Elaine Hart, Interim City Manager
Robert Goode, Assistant City Manager
Greg Canally, Interim Chief Financial Officer

FROM: Rolando Fernandez, Interim Capital Contracting Officer

DATE: November 10, 2016

SUBJECT: Authorized Contact Person for Corridor Improvements Consultant RFQ

I want to take this opportunity to inform you that a new Request For Qualifications (RFQ) has been issued today, November 10, 2016 for a Corridor Improvements Consultant. This Consultant will serve as support to the recently passed 2016 Mobility Bond Program. The Capital Contracting Office anticipates this RFQ to be very competitive and we expect it will generate a great deal of interest in the consultant community. As a reminder, the City's No-Contact period is currently in effect for this RFQ. This means that only the authorized contact persons listed below are authorized to address questions related to the RFQ. This No-Contact Period will end once the awarded contract has been executed.

- Gordon Derr, Assistant Director, Austin Transportation Department – 512-974-7228
- Steve Cocke, Buyer II, Capital Contracting Office – 512-974-7998

How can you help us? We are asking for your help in ensuring that we receive no violations to this No Contact Period. If you receive a call, email, or other communications from a vendor interested in receiving information related to this RFQ, please do not attempt to assist, instead, relay that communication to the two authorized contact persons noted above.

We want to ensure that City staff as well as any interested vendors do not unwittingly violate the City's anti-lobbying ordinance by providing information related to the RFQ. Please keep in mind that you are authorized to address questions from vendors regarding on-going, existing projects in which you are involved.

If you have any questions regarding the anti-lobbying ordinance, please feel free to contact Edward Campos, Interim Assistant Director at (512) 974-7206 for assistance.