



NOTICE OF INTENT TO AWARD

October 13, 2015

Bert Stone, CPO
Principal-in-Charge & Business Center Managing Leader
Stantec Consulting Services Inc.
5151E. Broadway, Suite 400
Tucson, AZ 85711
Bert.stone@stantec.com

**Reference: Request for Qualifications No. 151310
RFQ for On-Call Plan Review**

Dear Mr. Stone:

It is the City's intent to contract with your firm for the above referenced solicitation. It shall be your responsibility to forward to this department, within ten (10) business days of the date of this letter, the items noted on the check sheet attached hereto and execute the contract between the hours of 9:00 a.m. to 11:00 a.m. and 1:30 p.m. to 4:30 p.m. Please contact Cynthia Rascón at 520.837.4113 to arrange the signing of your contract.

Failure to provide all complete and correct paperwork at the above indicated time and place may result in the rejection of your proposal. You are encouraged, therefore, to contact your insurance agents immediately. Special care should be taken in communicating the insurance requirements to your agent, for example: types, amounts, and **additional insured endorsement**.

This Notice of Intent to Award is not a contract and does not establish any contractual relationship. The provision of those items indicated on the attached Check Sheet is one condition precedent to contract execution. The contract is not deemed to be executed until the City's Director of Procurement signs it and approved as to form by the City Attorney.

Should you have any questions regarding this letter, Please call me at 520.837.4125.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Longanecker".

Dan Longanecker, CPPB
Principal Contract Officer

DL:car

Cc: File

Attachments

DEPARTMENT OF PROCUREMENT
DESIGN CONSTRUCTION AND SERVICES CONTRACTING, PURCHASING,
STORES, MAIL SERVICES, ADMINISTRATION
CITY HALL • 255 W. ALAMEDA • P.O. BOX 27210 • TUCSON, AZ 85726-7210
(520) 791-4217 • FAX (520) 791-4735 • TTY (520) 791-2639
www.tucsonprocurement.com