



February 6, 2023

Sent via email, this day

Robin Shambach, Principal
BWS Architects ✓
261 N. Court Ave.
Tucson AZ 85701
Email: rshambach@bwsarchitects.com
Phone: (520) 795-2705

Subject: RFQ 222865 – On Call Architect Services – Notice of Intent to Award

Dear Robin Shambach: ✓

Congratulations! It is the City's intent to contract with your firm for the above referenced solicitation.

In addition to your firm, the City is in the process of awarding the above referenced contract to the following firms: DFDG Architecture, GLHN Architects and Engineers, Line and Space, LLC, Lizard Rock Designs, LLC, Poster Mirto McDonald, Swaim Associates Ltd., and WSM, a Division of Shive-Hattery, Inc.

It will be your responsibility to forward to this department, **within ten (10) business days of the date of this letter**, the following items:

- **All Insurance Documents** - as found on pages 26 – 28 of the solicitation (see Attachment A – Insurance Requirements). Please note, **222865** and **On-Call Architect Services must be listed** in the Description of Operations on the Certificate of Insurance.
- **An executed Offer and Acceptance page** (see Attachment B)

Failure to provide all complete and correct paperwork at the above indicated time may result in the rejection of your offer. You are encouraged, therefore, to contact your insurance agents immediately. Special care should be taken in communicating the insurance requirements to your agent, such as types and amounts.

The Notice of Intent to Award is not a contract and does not establish any contractual relationship. The Insurance Requirement provision, as listed in the attachment, is one condition precedent to contract execution. The contract is not deemed to be executed until it is signed by the City's Director of Business Services and approved as to form by the City Attorney.

If you should have any questions regarding the items above, please contact me at (520) 837-4134 or Cynthia.Thompson@tucsonaz.gov

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Thompson".

Cynthia Thompson, NIGP-CPP, CPPB
Principal Contract Officer

Attachment A: Insurance Requirements
Attachment B: Offer and Acceptance

Cc: Jessica Goforth, OMNIA Partners