

MEMORANDUM

CITY OF ST. PETERSBURG, FLORIDA ENGINEERING & CAPITAL IMPROVEMENTS DEPARTMENT

To: All Consultants Interested in Working with the City of St. Petersburg

From: Steven K. Leavitt, P.E. *SKL*
Assistant Engineering Director

Date: June 21, 2010

Effective July 1, 2010, the Engineering & Capital Improvements Department will be changing the way we notify Engineers, Architects and other professionals of upcoming Requests for Qualifications (RFQ). As of that date, we will begin utilizing the database that is maintained by the Purchasing and Material Management Department. Based on their submitted areas of interest, firms registered in the database will be notified via e-mail of upcoming consulting opportunities. We will no longer be mailing out RFQ notifications. If required by a funding agency, notifications will still be advertised in a local newspaper.

In order for your firm to continue receiving notifications, it will be necessary for your firm to register with the Purchasing & Materials Management Department following their procedures on the City's website at the following URL:

http://www.stpete.org/purchase/supplier_registration.asp

This is a two step process which is explained at the above URL. This address also contains an informative supplier guide that explains the City's procurement process. In the first step of the process you will need to provide some general information on your firm as well as an e-mail address. Please note that if your consulting firm is a sole proprietor, you must submit a W-9 form (available at the above URL) to the Purchasing and Materials Management Department prior to being placed in their database. The Purchasing and Material Management Department will verify that your firm is not already in the database. They will then provide you with a user ID and a password. With this information you will be able to go into the database itself. Once there, review and select the various NIGP Codes that correspond to your area(s) of interest. As a minimum, please select Code 906 (Professional Architectural Services) and/or Code 925 (Professional Engineering Services). Please make sure that you enter a valid e-mail address as this is the only way that you will be notified.

We strongly encourage your firm to register with our Purchasing and Material Management Department so that your firm can continue to receive notifications of upcoming consulting opportunities. We will no longer accept SF 330 or SF 254 forms and we will no longer maintain the Engineering & Capital Improvements consultant database.

If you have any questions about the registration process, please contact the Purchasing Department at (727) 893-7220 or email registration@stpete.org. If you have any questions regarding the consultant selection process itself, please contact me at (727) 893-4165 or e-mail steve.leavitt@stpete.org.

Thank you for your cooperation.