

Police Department
300 Park Drive
Ballwin, MO 63011-3717

Col. Douglas Schaeffler
Chief of Police



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City of Ballwin
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April 1, 2020

Subject: Request for Qualifications for Professional Design Services – **DATE EXTENSION**

Dear Potential Respondent:

Recently your firm was invited to submit statements of qualifications for the professional design services required to complete a new Police Station Facility for the City of Ballwin, Missouri.

This letter is to advise that due to the COVID-19 response we are moving the process/target dates back by two (2) weeks. Section 4.1 of the RFQ shall now reflect the following:

4.1 Selection Schedule

It is the intent of the City of Ballwin to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

A. Request for Qualifications Due Date	May 1, 2020 noon
B. Shortlist Notifications (if required)	May 8, 2020
C. Interviews (if required)	May 11 – May 15, 2020
D. Staff Review	May 18-20, 2020
E. Board Agenda Action	May 25, 2020

Proposers shall submit five (5) hard copies and one (1) electronic copy of your qualifications. Submissions will be accepted until 12:00 noon May 1, 2020, rather than April 17, 2020.

All questions and clarifications should be addressed in writing to Bob Kuntz, city Administrator at bkuntz@ballwin.mo.us by 12:00 noon, May 1, 2020, rather than April 17, 2020.

Statements of Qualifications will be accepted at:

Professional Design Services Qualifications
C/O Bob Kuntz, City Administrator
City of Ballwin, MO
1 Government Center
Ballwin, MO 63011

Thank you in advance for your interest in working with the City of Ballwin, Missouri.

Sincerely,

Bob Kuntz,
City Administrator