



## MEMORANDUM

**TO:** Rosie Truelove, Director, Contract Management Department

**FROM:** Greg Meszaros, Director, Austin Water Utility

**DATE:** January 31, 2013

**SUBJECT:** Emergency Declaration for Work at South Austin Regional WWTP

---

Attached, please find an Emergency Purchase Affidavit for South Austin Regional Wastewater Treatment Plant (SAR WWTP) as sent to City Manager Marc Ott, Assistant City Manager Robert Goode, and Assistant City Manager Anthony Snipes. (The copy of the notification is attached.)

We intend to follow the emergency procedures as identified below unless you direct otherwise:

- We will have QSMD review our documents for compliance with standards and completeness.
- Notify and invite two contractors to the SAR Plant site the week of February 4<sup>th</sup> to conduct a pre-bid conference, and provide developed specifications and contract documents for the work.
- Receive bids at CMD within one week of the pre-bid conference.
- Work with CMD to expedite execution of contracts.
- Immediately issue a notice to proceed.

The efforts of your Department to help expedite the contracting would be greatly appreciated. The Austin Water Utility staff will work with your department's representatives to hasten this emergency work. If you have any questions or concerns, please contact me.

  
Greg Meszaros, Director, Austin Water Utility

cc: Robert Goode, Assistant City Manager  
Anthony Snipes, Assistant City Manager