



City and Borough of Juneau
Engineering Department
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-0800, FAX: 586-4530

October 28, 2021

RE: Design, Contract Administration and Inspection Services for
The CBJ Ballot Processing Center
Contract No. RFP MR E22-144

James Bibb
Northwind Architects, LLC
126 Seward Street
Juneau, AK 99801

NOTICE TO PROCEED

Dear Mr. Bibb:

Enclosed is one executed contract for the above referenced project. You may now proceed with the services outlined in the contract.

100% bid ready drawings, specifications and construction estimate shall be submitted by December 13, 2021.

This contract expires on December 31, 2022, unless an amendment changing this date is fully executed prior to December 31, 2022.

Please coordinate your activities for this project with Steve Tada of the Engineering Department at 586-0800 extension 4185.

Purchase Order number PO 114338 has been issued in the amount of \$58,981.25 for this project. Please reference this PO number, project manager name, project name, and contract number on all invoices.

Sincerely,

Caleb Comas
Contract Administrator

Enclosure

c: Steve Tada, CBJ Engineering
CBJ Purchasing