



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

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Date: July 10, 2023

RE: **PROFESSIONAL SERVICES CONTRACT DESIGN SERVICES for  
ADAIR KENNEDY BASEBALL FIELD & RUNNING TRACK IMPROVEMENTS  
Contract No. RFP E24-025**

J Mark Pusich, P.E.  
RESPEC  
Mark.pusich@respec.com

**NOTICE TO PROCEED**

Dear Mr Pusich:

Enclosed is the executed contract for the above referenced project agreement. You have 30 days from notice to proceed to provide Topographic survey and preliminary construction cost estimates.

**This project agreement expires on June 30, 2024, unless an amendment changing this date is fully executed prior to June 30, 2024.**

Please coordinate your activities for this project with Michael Eich, of the Engineering Department at 586-0800 extension 4192.

Purchase Order number 115802 has been issued in the amount of \$27,565.00 for this project. Please reference this Purchase Order number and project name on all invoices.

**FINAL PAYMENT.** Prior to final payment of the final 10% of this contract, the Contractor must submit the following documents:

1. Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office – (form to be provided with Notice to Proceed)
2. Approved Notice of Completion of Public Works (from DOL)

Sincerely,

Greg Smith  
Contract Administrator

Enclosure

c: Michel Eich, CBJ Engineering  
CBJ Purchasing