



City and Borough of Juneau
Engineering Department
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-0873, FAX: 586-4530

March 29, 2013

RE: Design of Juneau School District Central Office Exterior Upgrades
Contract No. RFP E13-189

Joann Lott, AIA
Jensen Yorba Lott, Inc.
522 W. 10th St.
Juneau, AK 99801

NOTICE TO PROCEED

Dear Ms. Lott:

Enclosed is one original contract for the above referenced project. Authorization to proceed with professional services is hereby given.

The completion date for bid-ready documents is April 15, 2013. Construction administration services shall be completed by November 1, 2013.

This contract expires on December 31, 2013, unless an amendment changing this date is fully executed prior to December 31, 2013.

Please coordinate your activities for this project with Steve Tada of the Engineering Department at 586-0894.

Purchase Order number PO 103423 has been issued in the amount of \$65,306.00 for this project. Please reference this number on all invoices.

Sincerely,

Jennifer Mannix
Contract Administrator

Enclosure

c: Steve Tada, CBJ Engineering
CBJ Purchasing