



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

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December 10, 2014

RE: Planning, Conceptual Design, and Cost Estimating Services for Willoughby District  
Parking and CBJ Parking Management  
Contract No. RFP E15-125

Don Beard, P.E.  
Tetra Tech Alaska, LLC  
217 Second St., Suite 207  
Juneau, AK 99801

**NOTICE TO PROCEED**

Dear Mr. Beard:

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

The completion of Scope A and Scope B shall be according to the schedule within the contract.

**This contract expires on December 31, 2015, unless an amendment changing this date is fully executed prior to December 31, 2015.**

Please coordinate your activities for this project with Skye Stekoll of the Engineering Department at 586-0887.

Purchase Order number PO 105972 has been issued in the amount of \$98,800 for this project. Please reference this PO number, project name and contract number on all invoices.

Sincerely,

Greg Smith  
Contract Administrator

Enclosure

c: Skye Stekoll, CBJ Engineering  
CBJ Purchasing