



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

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November 5, 2015

RE: Design Services for Whittier Street Reconstruction  
Contract No. RFP E16-074

William T. Pence, P.L.S.  
Toby Lockhart, P.E.  
DOWL  
5368 Commercial Blvd.  
Juneau, Alaska 99801-7214

**NOTICE TO PROCEED**

Dear Mr. Pence and Mr. Lockhart:

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

The completion date for this project is December 31, 2015.

**This contract expires on September 30, 2016, unless an amendment changing this date is fully executed prior to September 30, 2016.**

Please coordinate your activities for this project with Michele Elfers, L.A. of the Engineering Department at 586-0931.

Purchase Order number PO 107241 has been issued in the amount of \$122,831 for this project. Please reference this PO number, project name and contract number on all invoices.

Sincerely,

Greg Smith  
Contract Administrator

Enclosure

c: Michele Elfers, L.A., CBJ Engineering  
CBJ Purchasing