



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

October 5, 2016

RE: Juneau School District Facility Master Plan
Contract No. RFP E17-026

Joann Lott, AIA
Jensen Yorba Lott, Inc.
522 W 10th St
Juneau, AK 99801-1818

NOTICE TO PROCEED

Dear Ms. Lott:

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

The initial reconnaissance work shall be completed by January 14, 2017. The final comprehensive school district facility plan shall be delivered no later than October 16, 2017. **This contract expires on December 31, 2017, unless an amendment changing this date is fully executed prior to December 31, 2017.**

Please coordinate your activities for this project with Nathan Coffee of the Engineering Department at 586-0895.

Purchase Order number PO 108496 has been issued in the amount of \$77,430 for this project. Please reference this PO number, project name and contract number on all invoices.

Sincerely,

Greg Smith
Contract Administrator

Enclosure

c: Nathan Coffee, CBJ Engineering
CBJ Purchasing