



TOWN OF
VIENNA
since 1890

Purchasing Office

July 22, 2020

Whitman, Requardt & Associates, LLP
Attn: Tyler Long
12700 Fair Lakes Circle, Suite 300
Fairfax, VA 22033

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract RFP 19-01, On-Call Civil Engineering Services

Dear Mr. Long:

The subject contract expired on June 30, 2020. In accordance with the provisions of RFP 19-01, the Town of Vienna wishes to renew the contract for the first (2nd) of four (4) one-year renewal options, for the period of July 1, 2020 through June 30, 2021.

It is understood and agreed that all terms, conditions, and prices of the current contract remain the same during the contract renewal period.

If this is agreeable to your firm, please sign below and return to the Purchasing Department.

If you wish to request a price increase, please submit justification for your request, in writing, and I will forward your request to the department for consideration. Per the terms of the RFP, any change in pricing shall not exceed the percentage for the most recent twelve (12) months of the CPI-U rate for this region.

If you have any questions, please give call me at 703-255-6359.

Sincerely,

Gina M. Gilpin, CPPB
Purchasing Agent
ggilpin@viennava.gov

Tyler Long
WR&A