



**TOWN OF**  
**VIENNA**  
since 1890

Purchasing Office

March 30, 2022

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 expires on June 30, 2022. In accordance with the provisions of RFP19-01, the Town of Vienna wishes to renew the contract for the fourth (4<sup>th</sup>) of four (4) one-year renewal options, for the period of July 1, 2022, through June 30, 2023.

The Town requests this renewal at the current contract rates. If you wish to request a price increase, please submit your request, in writing, and I will forward your request to the department for consideration. Per the terms of the IFB, any change in rates shall not exceed the percentage for the most recent twelve (12) months of the CPI-U rate for this region.

Please choose one of the options below, and sign and return to the Purchasing Department no later than April 5, 2022. Once approved by Town Council, a Purchase Order for the renewal period will be sent to you.

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

Sincerely,

Gina M. Gilpin Miller  
Purchasing Agent  
[gina.gilpin@viennava.gov](mailto:gina.gilpin@viennava.gov)

☐ Renew at current contract rates

☒ Renewal increase request submitted

  
Tyler Long