



April 19, 2017

Urban, Ltd.
Attn: David McElhaney
7712 Little River Turnpike
Annandale, VA 22003

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract RFP 13-05, On-Call Civil Engineering Services

Dear Mr. McElhaney:

The subject contract expires on June 30, 2017. In accordance with the provisions of RFP 13-05, the Town of Vienna wishes to renew the contract for the fourth (4th) of four (4) one-year renewal options, for the period of July 1, 2017 through June 30, 2018.

It is understood and agreed that all terms, conditions, and prices of the existing 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 no later than May 1, 2017.

If you wish to request a price increase, please submit justification for your request, in writing, no later than May 1, 2017, and I will forward your request to the department for consideration. Per the terms of the IFB, 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

David McElhaney
Urban, Ltd.