



Purchasing Office

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

April 9, 2019

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

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract RFP 17-02 On Call Engineering Services for Federal/State Projects

Dear Mr. Long:

The subject contract expires on June 30, 2019. In accordance with the provisions of RFP 17-02, the Town of Vienna wishes to renew the contract for the second (2<sup>nd</sup>) of four (4) one-year renewal options, for the period of July 1, 2019, through June 30, 2020.

The Town requests this renewal at the current contact rates. If you agree to these terms, please sign below and return to the Purchasing Department no later than May 1, 2019. A Purchase Order for the renewal period will be sent to you at a later date.

If you wish to request a price increase, please submit your request, in writing, no later than May 1, 2019, and I will forward your request to the department for consideration. Per the terms of the RFP, any change in rates 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 call me at 703-255-6359.

Sincerely,

Gina M. Gilpin, CPPB  
Purchasing Agent  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)

Tyler Long  
Whitman, Requardt & Associates, LLP