



**KAREN M. BROOKS  
DEPARTMENT DIRECTOR**

December 13, 2017

**CERTIFIED RETURN RECEIPT**

Dan Tintner, P.E.  
Carnahan, Proctor and Cross, Inc.  
814 S. Military Trail  
Deerfield Beach, FL 33442

Re: Contract Extension No. 1  
General Professional Engineering Services  
RFQ No. 11-19-14-10


Dear Mr. Tintner:

The initial contract period for the referenced project expires on January 31, 2018. Under the terms and conditions of the contract, the City would like to exercise its option to extend this contract for an additional one (1) year term. This would constitute the first of two possible extensions. If it is accepted and approved, it will begin February 1, 2018 and expire on January 31, 2019.

Please advise if a renewal of our current contract is acceptable to your company. Kindly indicate the appropriate information below and return this letter to my attention no later than 5 p.m. EST, Thursday, January 4, 2018. Failure to respond will be deemed as evidence that your firm is no longer interested in requesting its option to renew this contract.

On behalf of the City of Coconut Creek, we look forward to continuing our long and successful business association with your company. Should you have any questions concerning this letter, please contact me at 954-956-1524.

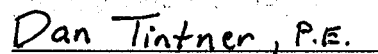
Sincerely,

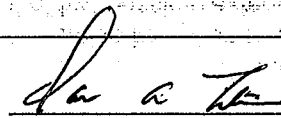
  
STACY LYSENGEN  
Purchasing Analyst  
[slysenge@coconutcreek.net](mailto:slysenge@coconutcreek.net)

Yes, I hereby agree to a one-year extension of the contract.

No, I am unable to provide a one-year extension of the contract for the following reason(s):

.....

  
Name (print) \_\_\_\_\_  
Senior Vice President

  
Signature \_\_\_\_\_

12.14.17  
Date \_\_\_\_\_