



KAREN M. BROOKS
DEPARTMENT DIRECTOR

August 13, 2014

CERTIFIED RETURN RECEIPT

Robert S. Walters, AIA
Walters Zackria Associates, PLLC
620 SE 1st Street
Fort Lauderdale, FL 33301

Re: Contract Extension – Renewal No. 1
Architecture, Landscape Architectural & Urban Design Services
RFQ No. 06-22-11-11

Dear Robert:

The initial contract period for the referenced project will expire on October 12, 2014. 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 October 13, 2014 and expire on October 12, 2015.

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 within ten (10) business days, along with a current Certificate of Insurance naming the City of Coconut Creek as additional insured.

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 954-956-1584.

Sincerely,

LORIE MESSER
Purchasing Analyst
lmesser@coconutcreek.net

cc: Sheila Rose, Director of Sustainable Development
RFQ file

.....
 Yes, I hereby agree to a one (1) year extension of the contract.
 No, I am unable to provide a one (1) year extension of the contract for the following reason(s):

ROBERT WALTERS AIA
Name (print)

Signature

8-14-14
Date

