



DEPARTMENT OF PLANS & PUBLIC WORKS

January 12, 2016

Wayne Hunt, P.E.
Hunt Design
25 N Mentor Avenue
Pasadena, CA 91106

Subject: Notice-to-Proceed for Wayfinding Sign Program Project

Dear Mr. Hunt,

This is your "Notice-to-Proceed" to perform all of the work and furnish all labor, materials, equipment and transportation necessary for the Wayfinding Sign Program Project for a not-to-exceed fee of One Hundred and One Thousand Seven Hundred and Fifty Dollars (\$101,750.00).

The effective date of this Notice to Proceed is January 12, 2016. As stated in the Professional Services Agreement (Ag-5139), the work shall commence on the effective date of this Notice to Proceed, and shall be completed on or before December 31, 2016.

We will forward the City Purchase Order to you once we receive it from our Accounting staff. As you know the PO number shall be included on all invoices to the City for this project.

Sincerely,

Andrea Renny, PE, PTOE
Associate Civil Engineer

Enclosures: Ag-5139

Cc: Clementine Bonner Klein, Assistant City Clerk
Rich Deal, PE, TE, PTOE
Scott Connolly, Accounting Specialist