



July 17, 2023

Donald Booth, AIA  
DJG Inc.  
449 McLaws Circle  
Williamsburg, VA 23185

Dear Mr. Booth,

We are pleased to inform you that Isle of Wight County has accepted your proposal for our RPF# 23-4110-000 for Indefinite Architectural Services.

Your firm, **DJG, Inc.** was ranked **FIRST** for providing these services. The Scope of Work shall be per the RFP requirements and those terms, conditions, exceptions, pricing outlined in the RFP and your subsequent submittal.

As projects are known the firm ranked highest will be asked to enter negotiations with the County to provide the required services. Each will be done on a per task basis. If negotiations are not successful, we will then attempt to enter negotiations with the firm ranked in second place.

The term of the overall contract for indefinite services will be for one year effective the date of this letter. The contract may be renewed for four additional one-year terms at the County's option. No work should commence until a contract has been signed and a Purchase Order has been issued for the service(s) requested. This contract will be managed under the Buildings Division of Public Works.

We look forward to working with you whenever the appropriate opportunities present themselves. Should you have further questions or need assistance in any manner, please feel free to contact Tony Wilson, Director of Public Works at 757-357-1657 or [twilson@isleofwightus.net](mailto:twilson@isleofwightus.net).

Sincerely,

*Erin Wishall*

Erin Wishall  
Purchasing Agent  
[ewishall@isleofwightus.net](mailto:ewishall@isleofwightus.net)