



January 19, 2023

Paul Trapp
Timmons Group
1001 Boulders Parkway
Suite 300
Richmond, VA 23225

Dear Mr. Trapp,

We are pleased to inform you that Isle of Wight County intends to award our RFP # 23-4510-168 for Engineering Design Services, US 460 at US Route 258, to your firm, **Timmons Group**.

In order to move forward with awarding this project to your firm, we will need the following documents returned to us within 10 days:

1. Detailed scope of work and fee
2. Completed DBE/Civil Rights forms
3. FAR audit package

The Scope of Work shall be per the RFP requirements and those terms, conditions and exceptions outlined in the RFP and your subsequent submittal. After receipt of these documents, we will then work with you to address any concerns. If negotiations are successful, we will submit these documents to the required Commonwealth Departments for review. We expect their approval to be returned to us within twenty days. If all requirements are met and satisfactory, we will then issue a Post Conditional Notice of Award to your firm along with the proposed contract, with the Notice to Proceed to be issued after the requisite ten-day waiting period. No work should commence until a contract has been signed and a Purchase Order has been issued for the service(s) requested.

Please contact Jamie Oliver, Transportation Administrator at 757-365-1653 or joliver@isleofwightus.net to address any questions you have prior to submitting the above documents to us.

Sincerely,

Erin Wishall,
Procurement Agent