



CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444

July 13, 2022

Rebecca Travis, Executive Vice President
Baxter & Woodman, Inc.
477 S. Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401

Via email to: rtravis@baxterwoodman.com

REFERENCE: Renewal of 2017-048 Continuing Engineering, Surveying, and Landscaping
Architectural Consulting Services

Dear Ms. Travis:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract expired on August 30, 2022.

In accordance with the terms and conditions of the subject Contract, the Contract may, by mutual consent of the parties, be renewed for an additional one 2-year term. The City would like to exercise the option to renew this Contract for an additional one 2-year term, effective on July 1, 2022, at the existing terms and conditions.

Please advise if your firm is able to offer a voluntary reduction of the fees your firm charges for its services. Please indicate your consent to renew this Contract by having an officer of the firm execute the acceptance portion below and returning this letter by email to Chris Snyder at snyderc@mydelraybeach.com on or by July 20, 2022.

Please be sure that any required Insurance Certificates are up to date and attached to your response.

Thank you for your immediate response to this matter.

Sincerely,

Hugh B. Dunkley, CPA, CGFO
Director of Finance

ACCEPTANCE

By: 

Rebecca Travis, Exec VP, Baxter & Woodman, Inc.

By: Chris Snyder, Purchasing Agent

Name

Title

Date

Please check one box:

☐ Yes, we agree to renew the Agreement per above and are able to offer the City a voluntary reduction of \$_____ (fixed amount) or _____% (percentage) off of our prices/fees for this renewal term.

☒ No, though we agree to renew the Agreement per above, we are unable to offer the City a voluntary price/fee reduction for this renewal term.

Contractor's Comments:

We are unable to offer a reduction in the hourly rates at this time. Note that Baxter & Woodman is requesting a rate increase as allowed by the terms of our base contract.

Cc: Margaret Barletto, Director of Public Works
2017-048 Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services