

Berryville – Clarke County
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**TOWN OF
BERRYVILLE
VIRGINIA**

September 15, 2022

Kathleen O. Frazier, FAIA
Principal
Frazier Associates
213 North Augusta Street
Staunton, VA 24401

Dear Ms. Frazier:

Thank you for your response to the Town of Berryville's RFP#2022-02 (RFP).

The RFP review group graded your firm as the highest-ranked offeror. The Berryville Town Council authorized the Town Manager to negotiate with your firm to complete the tasks contained in the RFP's scope of services.

Please provide me with a lump sum work order for each task. Please also provide your firm's fee schedule. I request that you provide me with this information by September 22, 2022.

A draft contract will be forwarded to you on or before September 20, 2022.

After Mr. Dalton reviews the work orders and fee schedule, we will set a time to discuss this matter further.

Please feel free to contact me if you have any questions.

Sincerely,

Christy Dunkle
Director of Community Development

Cc: Keith Dalton, Town Manager
Cindy Poulin, Director of Finance

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Recorder

Council Members

Donna Marie McDonald
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Kara C. Rodriguez
Ward 4

Keith R. Dalton
Town Manager