



PROFESSIONAL BUILDING & SAFETY ENGINEERING INFRASTRUCTURE MANAGEMENT

June 20, 2017

City of Sparks  
Building Division Permit Services  
431 Prater Way  
Sparks, Nevada 89431

Attention: Mark Meranda, Chief Building Official

Subject: Purchase Order – Existing Professional Services Contract

Mr. Meranda:

Charles Abbott Associates (CAA) is fully committed to provide staff and services to meet the City's demands and has enjoyed the relationship that we have had with you for the past several years. With your consent, we would like to continue that relationship for 2017-2018 fiscal year and understand that you would like an estimate of the associated fees, to present to the City Council for approval.

I have reviewed the existing contract we have in place, along with the recently revised fee schedule, contract terms and conditions, and determined that there is no need for additional change or revision. City staff has also indicated that the amount of work for the coming year will be similar to the past year. Assuming that to be the case, we estimate the amount needed to perform plan check services will be approximately \$144,000.

Please let me know if you have any questions or if you need additional information regarding this, or any other issue.

Regards,

Jay Elbettar, PE, CBO, LEED-AP  
Charles Abbott Associates  
Regional Director  
949-287-9134

**CHARLES ABBOTT ASSOCIATES, INC.**

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