



Tennessee

January 31, 2017

Sent via electronic mail

Ms. Nisha Powers
Powers Hil Design
80 Monroe Avenue, Suite 420
Memphis, TN 38103

**Re: Design for the Expansion of the Memphis Zoo Parking Lot
Notification of Selection**

Dear Nisha,

Congratulations! Powers Hill Design has been selected by the Zoo Parking Steering Committee to design the subject project. You should be justifiably proud of your team's presentation. Your team's stated passion for the project and your commitment to pour all of PHD's resources and those of their sub-consultants into this design effort ultimately convinced the committee members that PHD was the best firm for this project.

As presented in the short list selection letter I sent you January 6th, the schedule to reach a completed design including construction documents is very aggressive. The following milestones have been established by the steering committee and are expected to be met by your team:

1. Submit proposal and begin contract fee and scope negotiations: Immediately
2. Conclude fee and scope negotiations: February 3rd
3. City submits proposed agreement to PHD for signing: February 3rd
4. PHD returns signed agreement with all required insurance documents to City: February 17th
5. City executes design contract: March 17th
6. Design complete with plans & specs ready for bidding: October 31st

I look forward to hearing from you and beginning our negotiations. Again, congratulations on your selection!

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Stevenson".

Jack Stevenson, P.E.
Administrator, Land Development/Budget
Division of Engineering

cc: Steering Committee Members