



November 12, 2014

Mr. Robert C. Littleton, PE
Littleton And Associates, Inc.
500 Liberty Street
Covington, Virginia 24426

Re: Penhook Communications Building and Site Improvements
Region 2000 Local Government Council
WW Associates Project No. 214090.00

Dear Mr. Littleton:

Congratulations on being the low bidder for this project. This letter will serve as the Region 2000 Local Government Council's Notice of Intent to Award a contract to you for the construction of the project.

We will be sending the construction contracts to you shortly for your execution, and will also schedule a preconstruction meeting at that time. We request that Littleton and Associates, Inc. have all the necessary bonds and certificates of insurance in-hand prior to the pre-construction meeting. The Notice to Proceed date will be determined at this meeting.

Should you have any questions, please feel free to call.

Sincerely,
WW Associates, Inc.

A handwritten signature in blue ink, appearing to read 'Ronald B. Smith', with a long, sweeping underline.

Ronald B. Smith, P.E.
Senior Associate

cc: Mr. Gary Christie, Executive Director
Region 2000 Local Government Council