



STRICKLAND
ENGINEERING

113 W. Main Street, Suite 1 Jackson, MO 63755

Tel. 573-243-4080 Fax 573-243-2191

www.stricklandengineering.com

January 13, 2023

Mr. George Harris
City of Jackson
101 Court Street
Jackson, Missouri 63755

Dear Mr. Harris:

Thank you for the opportunity to provide design services for the City of Jackson. Based on the discussion and the information provided, the project consists of the creation of two offices in the existing Missouri Room at City Hall, located at 101 Court Street, Jackson, Missouri (PROJECT). I would like to submit the following proposal to the City of Jackson (CLIENT):

Scope of Services:

1. The Engineer will provide the Client a design for two offices as indicated on the provided sketch.
 - Design would include modification to electrical outlets, lighting, and HVAC, partition walls to minimize sound conveyance, and would include carpet for the two office areas.
2. The Engineer will provide consultation to the Client during the bid phase of the above project.
3. The Engineer will provide consultation, shop drawing review for the Client, and site observation visits to the project during the construction phase of the above project.

Strickland Engineering will provide the above services for a time and material basis with a not to exceed amount of \$12,000.00 as outlined above per our master service agreement with the City of Jackson.

The services for the above project can be completed in a mutually agreed upon schedule once approval has been received. Strickland Engineering looks forward to working with you on this project. I hope this proposal meets with your approval. Please call with questions or if you require any additional information.

Sincerely,

Mark D. Strickland

Mark D. Strickland, P.E.
Strickland Engineering, LC

