



March 2, 2023

Soderstrom Architects, Ltd  
Attn: Michael Shea  
1331 NW Lovejoy Street, Suite 775  
Portland, OR 97209

RE: Notice of Award – Consulting/Personal Services Contract  
Medford Water Campus Design Services

Mr. Shea:

Medford Water Commission has awarded the above-mentioned project to your company based on your proposal dated February 10, 2023. The contract documents have been prepared and are enclosed with this letter. Before commencing work on the project, please accomplish the following:

1. Sign and submit the Contract;
2. Obtain Certificates of Insurance showing your coverage (including Workers Compensation, if applicable); ***please note the requirements of Article 22; Medford Water Commission must be named an additional insured, and the insurance certificate itself should reference the endorsement form which is attached to the insurance certificate;***
3. Fill out and submit Form W-9;
4. Return all of the above to Mark Depner, Purchasing Agent, at [mark.depner@medfordwater.org](mailto:mark.depner@medfordwater.org) within 5 days so we may have the contract documents executed by Medford Water officials.

After the contract documents are received for a final signature, a fully executed copy and Notice to Proceed will be sent to you. If you have any questions or concerns, please contact Brian Runyen at (541) 774-2428.

Sincerely,

Brad A. Taylor  
General Manager

Enclosures

c: Brian Runyen, Engineering Manager