



June 14, 2024

**Clair Company, Inc.**  
**Dave Flemings**  
**525 NW Second St.**  
**Corvallis, OR 97330**

## **NOTICE OF INTENT TO AWARD**

### **RFP-Professional Plan Review and Building Inspection Services on an As Needed Basis**

Notice is hereby given, based on a review of the proposal received in response to the above referenced Request for Proposal (RFP), the City of Woodburn intends to award the contract for this procurement to Clair Company, Inc. A recommendation for the award will be presented at the June 24, 2024, City Council Meeting.

Any protest to this decision must be submitted in writing to the City Recorder, within seven (7) calendar days from the date of issuance of this Notice of Intent to Award. Any written protest shall specify the grounds upon which the protest is based. Written protests should be addressed to:

Heather Pearson  
City of Woodburn  
270 Montgomery St.  
Woodburn Oregon, 97071

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Melissa Gitt  
Building Official,  
City of Woodburn  
Phone: 503-980-2430  
Email: [Melissa.gitt@ci.woodburn.or.us](mailto:Melissa.gitt@ci.woodburn.or.us)

#### **Emailed to the following:**

Dave Flemings, Code Services Manager, [dflemings@claircompany.com](mailto:dflemings@claircompany.com)  
Millie Hicks, Chief Operating Officer, [mhicks@claircompany.com](mailto:mhicks@claircompany.com)

#### **Cc:**

Chris Kerr, Community Development Director, [chris.kerr@ci.woodburn.or.us](mailto:chris.kerr@ci.woodburn.or.us)  
Heather Pearson, City Recorder, [heather.pearson@ci.woodburn.or.us](mailto:heather.pearson@ci.woodburn.or.us) Chris Killmer, Assistant City Attorney, [chris.killmer@ci.woodburn.or.us](mailto:chris.killmer@ci.woodburn.or.us)