



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
www.collincountytx.gov

July 23, 2024

Halff Associates, Inc.  
1201 North Bowser Rd.  
Richardson, TX 75081

RE: Award of Agreement 2024-405, Professional Service, Engineering Service Collin County Regional Trails Master Plan

Dear Mr. Shafer:

Collin County has awarded the above referenced agreement contract to your company per Court Order No.\_\_\_\_\_. It is understood all terms, and conditions will be held firm as per your proposal to the project request. This is a agreement contract for Engineering Service Collin County Regional Trails. The contract term begins on the date of award and continues until the project is completed. The County will have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis.

Per Exhibit "E" of the Professional Services Agreement, please submit your insurance certificate indicating the required coverage within ten (10) days of receipt of this letter.

Please print, sign and submit three (3) copies of the attached Professional Services Agreement within ten (10) days following notification of award of contract.

A purchase order is required for all services ordered. Do not perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, Tracy Homfeld at [thomfeld@co.collin.tx.us](mailto:thomfeld@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Ruyue Ding at [rding@co.collin.tx.us](mailto:rding@co.collin.tx.us) or fax to 972-548-4694.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4115.

Sincerely,

Ruyue Ding  
Senior Buyer

Copy to:  
File