



## Internal Memorandum

Public Works Department  
Office of the Director (5200)

**TO:** Professional Services Review Committee                      **DATE:** March 14, 2016

**THRU:** Lowell Duhon

**FROM:** Tom Carroll

**SUBJECT:** **PROFESSIONAL SERVICES REVIEW COMMITTEE**  
**CALL FOR COMMITTEE MEETING**

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A meeting of the Professional Services Review Committee is being called for **Tuesday, March 15, 2016 at 5:00 p.m.**, in the Small Briefing Room in the Council Chambers at City Hall. The purpose of the meeting is to make selections for the following:

<u>Project/Services Required</u>	<u>Approx. Cost</u>	<u>Recommendation</u>
LUS Web Design (LUS) <i>Web Development/Design</i>	\$20,000	Pixelbrush Studios

  
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Thomas R. Carroll, III, P.E., P.L.S.  
*Public Works Director*

### SCOPE OF SERVICES

**LUS WEB DESIGN – Design and development of web page services for LUS.**