



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. Box 778
DOVER, DELAWARE 19903

CAROLANN WICKS, P.E.
SECRETARY

December 7, 2010

Ms. Margaret Quinn
AECOM Technical Services, Inc.
3205 Drummond Plaza
Newark, DE 19711

Dear Ms. Quinn:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your firm's participation as a candidate in the competition for providing consulting services for **Agreement # 1548 – Customer Satisfaction Surveys Statistics & Research Services**

Your firm will be given the opportunity to negotiate a contract with us for the above referenced Agreement. To begin the process, the following items are needed:

- Certificate of General Liability Insurance evidencing regular Liability, Property Damage, Worker's Compensation, and Automobile insurance coverage from an insurance company authorized to do business in the State of Delaware. The minimum amounts of coverage for property damage and personal injury shall be \$1,000,000 combined single limit. The Department is to be named as a certificate holder.
- Certificate of Errors and Omissions Insurance from an insurance company authorized to do business in the State of Delaware in the amount of \$1,000,000. The Department is to be named as a certificate holder.
- A 2010 certified payroll for the individuals that may be assigned to work on this Agreement, using the attached spreadsheet. The completed spreadsheet must be certified by an officer of your company, and returned both electronically (Excel format) and through the U.S. mail (PDF format). (Only the mailed copy need be signed.)
- Copy of your firm's Delaware Business License.
- Copy of your firm's Certificate of Authorization.
- Submit a list of any potential Direct Cost- Please forward a sample list of any non-payroll direct costs you expect may be invoiced for this Agreement. The agreement will only allow mileage and travel cost with prior approval.
- Submit Subconsultant Agreements- Please forward original, signed agreements you have with subconsultants listed as participants on this agreement based on your Expression of Interest. We suggest structuring the agreements to allow for appending any proposal.
- Confirmation of receipt of the attached approved billing rates for your company.
- Confirmation of the attached cost limitations document.

Please send these items to the attention of **Susan Robinson, Contract Administration** via email at susanh.robinson@state.de.us or by U.S. mail at the address listed above.

Upon receipt of the items listed above, Agreement 1548 will be sent to you for signature by a partner or principal so that we may complete the execution process.

The staff at Delaware DOT is looking forward to working with your firm on this contract.

Sincerely,

~Signature on File~

Wendy B. Henry
Consultant Control Coordinator
DelDOT Contract Administration
(302) 760-2531