



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

CAROLANN WICKS, P.E.
SECRETARY

February 24, 2011

Mr. Jerry Johnson
Hillis-Carnes Engineering Associates, Inc.
421 Snow Hill Road
Salisbury, MD 21804

Dear Mr. Johnson:

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 **CSP # 1549-1550– Subsurface Investigative 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 (not an additional insured).
- 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.
- Copy of your firm's Delaware Business License.
- Confirmation of the attached cost limitations document.
- Submit Subconsultant Agreements- Please forward original, signed agreements you have with subconsultants listed as participants on this agreement in your submitted Expression of Interest. We suggest structuring the agreements to allow for multiple tasks.
- Confirmation of the attached Agreement- Please have the appropriate person/department review this document and if there are any concerns please contact us as soon as possible. An agreement for signature, with your firm's information, including bid pricing pages (Appendix A), will be forwarded to you following receipt of the documents listed above.

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at susanh.robinson@state.de.us, or mail to the address listed above. We look forward to successfully completing the negotiations phase in the very near future.

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



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SECRETARY

February 24, 2011

Mr. Paul Foley
Walton Corporation
P.O. Box 1097
Newark, DE 19715

Dear Mr. Foley:

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