



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

SHAILEN P. BHATT  
SECRETARY

July 19, 2013

Ms. Kerri Barile  
Dovetail Cultural Resource Group  
300 Central Road, Suite 200  
Fredericksburg, VA 22401

Dear Ms. Barile:

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 1650-1653 – Cultural Resource 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.

A current certified payroll for the individuals that may be assigned to work on this Agreement. This must be certified by an officer of your company, and returned both electronically and by hard copy. The hard copy must contain an original signature; the electronic copy should show the signature as well.

Copy of your firm's Delaware Business License.

Submit a list of any potential Direct Costs - Please forward a list of any non-payroll direct expenses you anticipate may be invoiced during this Agreement.

Consultant Billing Rate Initial Request - Please complete this form for any employees that may work on this agreement and are not listed on the approved billing rates document. This must be returned electronically as a spreadsheet.

Confirmation of the attached cost limitations document.

ACRA Certification – Please provide a copy of your firm's American Cultural Resource Association (ACRA) certification. If your firm is not currently certified then please provide a copy of your application for certification.

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.

Review and confirm receipt of Agreement 1650-1653 adv. This is the actual agreement we will be asking you sign and enter into with the Department. Please have the appropriate Legal representative review this document so that you are familiar with the terms.

Review and confirm receipt of the document titled DBE notification.

Confirmation of receipt of the attached approved billing rates for your company.

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at [susanh.robinson@state.de.us](mailto: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  
DeIDOT Contract Administration  
(302) 760-2531



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July 19, 2013

Dr. Greg Lockard  
HDR Environmental, Operations  
and Construction, Inc.  
2600 Park Tower Drive, Suite 100  
Vienna, VA 22180-7342

Dear Dr. Lockard:

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 1650-1653 – Cultural Resource Services**.

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July 19, 2013

Mr. Thomas Bodor  
The Ottery Group  
3910 Knowles Avenue  
Kensington, MD 20895

Dear Mr. Bodor:

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July 19, 2013

Mr. Boyd Sipe  
Thunderbird Archaeology  
5300 Wellington Branch Drive, Suite 100  
Gainesville, VA 20155

Dear Mr. Snipe:

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 1650-1653 – Cultural Resource Services**.

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