



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

SHAILEN P. BHATT  
SECRETARY

October 16, 2013

Mr. Timothy Shaw  
TRC Engineers, Inc.  
5050 West Tilghman Street, Suite 140  
Allentown, PA 18104

Dear Mr. Shaw:

It was certified in your firm's Expression of Interest for **Agreement No. 1656 – Materials Inspection And Testing (Concrete)** that you would meet the goals established by the DBE Program Office on federally funded tasks issued under this Agreement. Please be advised that **a DBE goal will be established for all federally assisted tasks** associated with the above-referenced agreement.

The following information must be furnished prior to adding subconsultants to your Agreement:

- 1) An original and (1) one copy of each DBE subconsultant agreement which must contain all the requirements contained in your contract.
- 2) A description of work each DBE is to perform.
- 3) The percentage of work to be completed by the DBE subconsultant and the applicable percentage of your total contract value.

In addition, with each task proposal being submitted that utilizes federal dollars, a Professional Services DBE Good Faith Effort Form must be submitted (see attached). Should you have questions regarding DBE requirements or forms, you may contact **Ramon Ceballos, DBE Program Manager, at 302-760-2029 or via email at [Ramon.Ceballos@state.de.us](mailto:Ramon.Ceballos@state.de.us)**.

Sincerely,

~Signature on File~

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

cc: Ramon Ceballos, DBE Program Manager