



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

SHAILEN P. BHATT
SECRETARY

December 5, 2013

Mr. Jim Klein
Lardner/Klein Landscape Architects
815 North Royal, Suite 200
Alexandria, VA 22314

Dear Mr. Klein:

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 No. FG-13-02 – Lewes Historic Byway: Gateway To The Nation Corridor Management Plan.**

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

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.

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.

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