



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

SHAILEN P. BHATT
SECRETARY

April 11, 2014

Mr. Jerry Johnson
Hillis-Carnes Engineering Associates, Inc.
503 Maryland Avenue, Unit 106
Delmar, MD 21875

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 **Competitive Sealed Proposal (CSP) #1692-1693 – Geotechnical Subsurface Investigation.**

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

Review and confirm receipt of the document titled DBE notification.

Sign the attached Agreement- Please print three (3) copies of the attached agreement, have the copies signed by a partner or principal of your firm, have the signature attested, and return with the above documents.

Please send all requested items (with the exception of subconsultant agreements, as subconsultants may be added following execution of the agreement) no later than **April 18, 2014** to the attention of Susan Robinson, at susanh.robinson@state.de.us, or via US mail at 800 Bay Road, Dover, DE 19901.

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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April 11, 2014

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

Dear Mr. Foley:

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