



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

JENNIFER COHAN  
SECRETARY

September 28, 2016

**VIA E-MAIL**

Mr. Leonard J. Brooks, Jr.  
GEORGE & LYNCH, INC.  
150 Lafferty Lane  
Dover, DE 19901

Dear Mr. Brooks:

Your firm is awarded **CM/GC Services– Pre-Construction Services, Design** for Contract No. CM/GC-201407102, F.A.P. No. EBROS-N013002, CM/GC Services, BR 1-227 on N013 Paper Mill Road over Middle Run Tributary, New Castle County, at the Pre-Construction services fee of \$35,000.00 as specified in the Department's Request for Qualifications and receipt of your proposal of August 16, 2016.

Please make three (3) copies of the attached Contract documents and return all with original signatures. Use of the attached Contract Agreement form is mandatory. No substitutions are permitted.

The Department requests all documents, along with a copy of your **Delaware Business License** and a **certificate of insurance** are returned to us within 20 days from the date of this letter.

Fully executed copies of the Contract and a complete set of these documents will be sent to your firm. Do not proceed with work covered by this contract until receipt of Notice to Proceed from the Department.

Your company is required to complete the on-line State Of Delaware Substitute Form W-9 by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, we will not be able to process payments if this is not completed and accepted by the Division of Accounting. You only need to do this once to be entered into the state system. If you need assistance or have questions, please contact 302-672-5000 or email your inquiry to [FSF\\_Vendor\\_Maintenance@state.de.us](mailto:FSF_Vendor_Maintenance@state.de.us).

Sincerely,

- signature on file -

James H. Hoagland  
Contract Services Administrator  
(302) 760-2036

JHH

Enclosures

cc: Ms. Shante Hastings, Acting Finance Director  
Mr. Barry Benton, Assistant Director, Bridge Services  
Mr. Javier Torrijos, Assistant Director, Construction  
Ms. Jason Hastings, Bridge Design Engineer