



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

JENNIFER COHAN  
SECRETARY

September 22, 2017

**VIA E-MAIL**

Mr. Jed Hatfield  
TRANSIT CENTER LLC  
715 Orange Street  
Wilmington DE 19801

Letter of Intent & Interim Agreement

Dear Mr. Hatfield:

It is our intention to award the contract for the construction and operation of the Public Private Initiative for the Porter Site Parking and Transit Facility (future Wilmington Transit Center), T201753101, located in Wilmington, Delaware, New Castle County to Transit Center, LLC.

In addition, we wish to have you complete the finalization of draft contract documents and final project pricing. You are hereby directed to proceed on these documents immediately, all in accordance with the solicitation documents and our communications thus far.

Under no circumstances shall you undertake any work nor make any commitments or incur expenses on behalf of the Department. The scope of work to be undertaken pursuant to this letter is:

- Preparation of a revised contract document(s); and
- Finalization of total proposed cost and; construction milestone payments; and payment schedule for operation of the facility.

In the event that negotiations between the Department and Transit Center, LLC should conclude without a final agreement being reached, the Department will not be liable for any costs incurred. To that end, you should not accept any instructions from any person other than John Sisson who will be acting as the Department's representative until the formal documentation has been completed and executed.

Sincerely,  
Signature on File

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

cc: Ms. Jennifer Cohan, Cabinet Secretary, Delaware Department of Transportation (DelDOT)  
Ms. Nicole Majeski, Deputy Secretary, DelDOT  
Mr. John Sisson, Executive Director, Delaware Transit Corporation (DTC)  
Mr. Robert McCleary, Chief Engineer, DelDOT  
Ms. Shanté Hastings, Deputy Chief Engineer, DelDOT  
Mr. Brian Motyl, Assistant Director, Finance  
Mr. William Thatcher, DTC