



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 23, 2010

Mr. William Holloway, AIA
Bernardon Haber Holloway Architects
Three Mill Road, Ste 211
Wilmington, DE 19806

RE: DEPARTMENT OF STATE
Statewide Minor Capital Improvements Program
Statewide Commissioning Services

Dear Mr. Holloway:

The State of Delaware, Office of Management and Budget, conducted interviews of professional firms on Friday, November 19, 2010, to select a consultant for the above-captioned project. As a result of these interviews, we are pleased to inform you that your firm was selected to provide the necessary professional services.

Please forward a contract with scope of services to Dennis Groom, Director of Facilities Management, for review and approval. The document should be mailed to Mark A. DeVore, P.E., Chief of Engineering and Operations of Facilities Management, 540 S. DuPont Highway, Suite 1, Dover, DE 19901. Enclosed is a copy of our "Attachment A," which should be included as part of the Agreement.

We would like to expedite the completion of the necessary documents so that the contract negotiations may be concluded as quickly as possible. Meanwhile, should you have any questions, please feel free to contact me at (302) 739-5644.

Sincerely,

Mark A. DeVore, P.E.
Chief of Engineering and Operations

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Enclosure
cc: Interview Team



FACILITIES MANAGEMENT
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