



**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

June 15, 2018

Mr. Joseph Jakubowski, P.E., LEED AP
Mr. W. Hank Stack, P.E.
Duffield Associates, Inc.
5400 Limestone Road
Wilmington, DE 19808

RE: OFFICE OF MANAGEMENT AND BUDGET MCI
Project Technical Assistance Services Selection

Dear Mr. Jakubowski and Mr. Stack:

The State of Delaware, Office of Management and Budget, conducted telephone interviews of professional firms on Tuesday, May 29, 2018, to select a consultant(s) for the above-captioned project. As a result of these interviews, we are pleased to inform you that the following firms were selected to provide the necessary professional services: Duffield Associates and Tetra Tech, Inc.

Please review and sign the enclosed Agreement for Professional Services for submission to Michael J. Svaby, Director of Facilities Management, for review and approval. The document should be mailed to Mark A. DeVore, P.E., Chief of Engineering and Operations, Division of Facilities Management, 540 S. DuPont Highway, Suite 1, Dover, DE 19901.

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 our office at (302) 739-5644.

Sincerely,
Signature on File

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

MAD/nac
Enclosure

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**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

June 15, 2018

Mr. Andrew Mazzeo, CHMM
Tetra Tech, Inc.
240 Continental Drive, Suite 200
Newark, DE 19713

RE: OFFICE OF MANAGEMENT AND BUDGET MCI
Project Technical Assistance Services Selection

Dear Mr. Mazzeo:

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