STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

January 17, 2018

Mr. Robert M. Maffia, AIA, LEED AP BD+C
Tetra Tech, Inc.
240 Continental Drive, Suite 200
Newark, DE 19713

RE: OMB/DFM CONTRACT NO. MC3801000003
DEPARTMENT OF CORRECTION MCI
Statewide Facilities Assessment
Architectural/Engineering Services

Dear Mr. Maffia:

The State of Delaware, Office of Management and Budget, conducted interviews of professional firms on Monday, January 8, 2018, to select a consultant for the above-captioned project. As a result of these interviews, we are pleased to inform you that Tetra Tech, Inc. was selected to provide the necessary professional services.

Please prepare the Standard Form of Agreement Between Owner and Architect for Professional Services (AIA Document B101, 2007 Edition) 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. Please submit a copy of your Certificate of Insurance with the Agreement. Enclosed is a copy of our "Attachment A," which should also 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,
Signature on File

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

MAD/nac \DFM\DOC\MCI\MC3801000003AESLT.DOC
Enclosure

FACILITIES MANAGEMENT
540 S. DUPONT HIGHWAY, SUITE 1 · THIRD FLOOR · DOVER, DE 19901
PHONE: (302) 739-5644 · FAX: (302) 739-6148 · WWW.OMB.DELAWARE.GOV