



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

October 23, 2012

Mr. William E. Holloway, AIA, LEED AP  
Bernardon Haber Holloway Architects  
Three Mill Road, Suite 211  
Wilmington, DE 19806

RE: DEPARTMENT OF STATE  
Statewide Minor Capital Improvements Program  
Architectural/Engineering Services Selection

Dear Mr. Holloway:

The State of Delaware, Office of Management and Budget, conducted interviews of professional firms on Thursday, October 18, 2012, to select a consultant(s) for the above-captioned project. As a result of these interviews, we are pleased to inform you that your firm and Becker Morgan Group were 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 Dennis M. 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, 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,

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

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Enclosure

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