

**(Provide only 1 cover letter on firm's letterhead)**

**(All text shall be minimum 10 point font size and 1 inch margins on all sides)**

**(Flexibility in formatting is allowed)**

August 15, 2019

Ryan Mraz  
Chief Deputy Design Engineer  
50 Channing Street  
Delaware, OH 43015

RE: Letter of Interest for July 29, 2019 Programmatic Selection Group

Dear Mr. Mraz:

XYZ Engineering, Inc. is pleased to submit this letter of interest for the following projects:

**Project #1: DEL-CR123-4.56 ABC Road over DEF River**

**Project #3: DEL-CR456-7.89 DEF and GHI Road Intersection**

<Insert any relevant information the firm wishes to share, such as>

- Firm's history
- Location of office(s) performing work
- Project manager bio and previous experience
- Statement that the project team does/does not possess all required prequalifications
- Relevant and recent project experience
- Other relevant firm and key staff information the firm wishes to share

<insert closing statement>

**XYZ Engineering, Inc.**

John Q. Public, Principal

(Provide only 1 page for EACH project submitted)

### Key Staff and Subconsultants

**Project Designation (Project # - Co/Rte/Sec):** Project #1 - DEL-CR123-4.56 ABC Road over DEF River

**Prime Consultant:** XYZ Engineering Firm, Inc. (insert logo if desired)

**Consultant Project Manager:** John Doe (insert photo if desired)

Current assignments – <List>

**Prequalifications:** Non-Complex Roadway, Limited Right Of Way Plan Development, Level 1 Bridge Design, Level 2 Bridge Design,

### Other Key Project Team Members and Current Project Assignments

Jane Doe, *Lead Bridge Engineer* – XYZ Engineering Firm, Inc. (insert photo if desired)

Current assignments – <List>

Sam Jones, *QA/QC Review* – XYZ Engineering Firm, Inc. (insert photo if desired)

Current assignments – <List>

John Doe, *Senior Traffic Engineer* – OPQ Engineering, Inc. (insert photo if desired)

Current assignments – <List>

### Listing of Subconsultants, Work and Prequalification Categories

<b>Subconsultant Firm:</b>	<b>Project Role(s)</b>	<b>% of Work</b>
(insert logo if desired) OPQ Engineering Safety Study, Basic Traffic Signal Design, Limited Lighting Design	Traffic engineering	20%
(insert logo if desired) QRS Geotechnical Services Geotechnical Engineering Services, Geotechnical Field Exploration Services, Geotechnical Testing Laboratory	Geotechnical engineering	5%
(insert logo if desired) DEF Environmental Scientists Ecological Surveys, Waterway Permits, Archaeological Investigations, Stream and Wetland Mitigation	Environmental studies	5%

**(Provide up to 2 pages for EACH project submitted)**

**Project Designation:** Project #1 - DEL-CR123-4.56 ABC Road over DEF River

<Provide a maximum of two (2) pages containing the following>

- Firm's understanding of the project scope and schedule
- Summary of any previous, relevant experience the firm and key staff has had on similar projects
- Role of key staff members, including subconsultants, assigned to major project elements
- How the firm will address project-specific challenges
- Innovative solutions
- Graphics or photos supplementing the firm's/team's technical approach
- Other information describing how the firm may be uniquely qualified for the project