

# MEMORANDUM

## **Missouri Department of Transportation**

**Division**

**Location**

**TO:** District Engineer or Division Engineer

**FROM:** (Project Manager)

**DATE:** *(Date)*

**SUBJECT:** Program Delivery

 Route (\_\_\_\_\_), (\_\_\_\_\_\_) County

 Job No. (\_\_\_\_\_\_\_\_)

 Consultant Selection Approval

Project Description (physical description): This project will provide for the improvement of (*length*) of Route (*route*) in (*county*) County from (*termini*) to (*termini*).

Scope of Work: The consultant will provide professional, technical, and other personnel, equipment, material, and all other things necessary for preparing (*scope of services for the contract. If contract is a supplemental explain the need for the change in scope*).

Consultant: [If interviews are not conducted, include this statement.] The selection committee rated \_\_\_ firms to select the best qualified firm for the project. Based on the ratings, the (firm name) team is recommended for these services.

[If interviews are conducted include this statement.] The selection committee entered into informal interviews with (number) short listed firms to facilitate the selection of the best firm for the project. Based on the interviews and the ratings, the (firm name) team is recommended for these services.

Recommendation: I request permission for the district to negotiate an agreement with (*the firm)* to perform these services.

Cost: The cost of this contract is included in the STIP.

**Division Approval (if applicable)**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 District Engineer/Division Engineer