December 15, 2013

Mr. John Smith, P.E.

ABC Engineers

1234 Main Street, Suite 400

St. Louis, MO 63100

Dear Mr. Smith:

Having reviewed the proposals submitted to serve as the General Engineering Consultant (GEC) for the I-70 corridor, the Missouri Department of Transportation (MoDOT) invites your firm to attend an interview with our selection committee to assist us in making the final selection.

Your firm was selected for an interview based upon its experience, qualifications and the content of the proposal. The interview will be your final opportunity to demonstrate why your firm should be selected to represent MoDOT as the GEC while we complete the second tier of environmental studies.

The following criteria will be followed for the interview:

Each firm will be allowed to bring four people to the interview, one of whom must be the proposed project manager. Who the other three representatives are is up to you. We will start the interview by allowing you 10 minutes for a presentation on your proposal. Very little of that time should be spent describing your past experience and qualifications, since sufficient information is contained in your proposal. The presentation should focus on innovative and unique ideas your firm will use to address the items outlined in the request for proposal. MoDOT will make the First Tier Environmental Impact Statement document available for your use during the presentation and we will have your proposal with us. We are not allowing any other presentation materials to be used during the interview.

Following the opening presentation, we will engage in approximately 30 minutes of questions and answers. At the conclusion of the interview, a five-minute closing presentation will be allowed.

Your interview will begin promptly at 1:00 p.m. on Tuesday, November 15, 2003. The interview will be conducted in the hearing room at the MoDOT headquarters building. The hearing room is on the first floor. Currently there are security measures in place at the MoDOT building and all visitors are being asked to enter through the south door. Please check with me prior to your interview for information on the status of building security.

We look forward to meeting with you on November 15. If you have any questions about the arrangements for the interview, please feel free to give me a call at (573) 526-xxxx.

Sincerely,

Jane Doe

Project Manager

Cc: Professional Services Committee – Central Office Design