Date

Mr. Scott Smith, P.E.

ABC Engineers

1234 Main St, Suite 100

Kansas City, MO 64100

Dear Mr. Smith:

The Missouri Department of Transportation (MoDOT) has reviewed the proposals submitted in response to the November 1, 2005, letter that requested the submission of proposals for the development of a First Tier Environmental Document (FTED) for the Interstate 70 corridor. In order to assist in making the final selection, MoDOT is asking that your firm make a presentation of your proposal before our selection committee and be available to answer their question.

Your firm was selected to make a presentation based upon your experience, qualifications and the content of your proposal. The presentation will be your final opportunity to demonstrate your ability to develop a better FTED than the other firms, which are being considered. Please take into consideration that the presentation is only thirty minutes in length. Within that short time your firm should focus on the approach you will follow to satisfy the needs of the department as described in the request for proposals. Very little time should be used to describe your past experience and qualifications, since sufficient information is contained in your proposal. The individual who will be the project manager should have a major role in the presentation. The presentation should focus on the innovative and unique ideas your firm will use to address the items outlined in the request for proposals. The presentation should include a schedule showing the timetable for completion of each element of the FTED and the total time required.

You will be allotted 60 minutes total for set up (15 minutes), presentation (30 minutes) and answering our questions (15 minutes). Your hour will begin promptly at 10 a.m. on December 10, 1999. The presentation will be located in Room 492 at the Truman Building located at 301 West High Street, Jefferson City, Missouri.

We look forward to meeting with you on December 10. If you have any questions about the arrangements for the presentation, please feel free to give me a call at (573) 526-xxxx.

Sincerely,

Jane Doe

Project Manager

cc: Professional Services Committee – Central Office Design