

Award of Professional or Specialized Services Contract Request for concurrence in procedures

(Sender's Address)

Subject: (Name of Project)
Project #: (E-XXXX)

Dear (NCDOT Transportation Engineer, Program Consultant, or Contract Administrator):

Enclosed are the following items: final engineer's estimates, bid tabulation sheets for the subject project and a copy of the City/Town/County resolution (if applicable).

The final engineer's estimate is (\$XXX,XXX.XX). The bid package was submitted by (name) in the total amount of \$XXX,XXX.XX. This bid was (XX.X%) (higher/lower) than our final engineer's estimate. [Note: if the bid is more than 10% higher than the final engineer's estimate, justification should be provided either as to why the estimate is low (i.e. resource estimates were lower than originally estimated) or why the bid should be accepted, rather than re-bid.]

Accordingly, we have recommended that the Airport/City/Town/County of (Name) accept this bid and award the contract to (Name of recommended bidder) after NCDOT review and approval.

Bid Tabulations and percentages over/under the final engineer's estimates are as follows:

Name(s) of Bidders	Total	Difference*
ABC Company	\$XXX,XXX.XX	-X.X%
XYZ Company	\$XXX,XXX.XX	+X.X%

The bidder committed to use Disadvantaged Business Enterprises firms to accomplish (X%) of the work for this project. This commitment was a factor in the selection of this firm as defined in the advertised proposal.

The contract date of availability shall be [typically] upon written notice to proceed and the completion date shall be (number) calendar days after written notice to proceed. Liquidated damages shall be assessed at (\$XXX) per calendar day.

We have conducted an item-by-item review of the bids and have concluded that (name of recommended bidder) has properly prepared its bid with no irregularities and no questionable prices.

By signing this letter the Airport/City/Town/County certifies that all applicable federal and state guidelines and policies were followed in the bid process.

We request that the NCDOT review the bid package and the Airport/City/Town/County of (Name) resolution (if applicable) to award the construction contract to the most responsible bidder—(name of bidder) and validate that the correct procedures were followed.

[Notes to award recipient:

1. If the federal participation (**Is this total funding, not Fed. Participation?**) equals or exceeds \$1.2 million, then the NCDOT Board of Transportation must approve the "Request for Award" at a regularly scheduled meeting. Adequate processing time must be allowed to prepare the information for Board approval. This request for concurrence, must be received no later than 12:00 noon (**insert approved time frame**).

2. If the federal participation (**Is this total funding, not Fed. Participation?**) is less than \$1.2 million, the NCDOT Transportation Engineer or Program Consultant may provide the NCDOT Concurrence with bid procedures without formal Board of Transportation action.]

You can expect to receive feedback on your request within **(insert time frame)**.

Sincerely,

(Name of Award Recipient Project Manager)