



DATE

Mr.
Company
Address
City, State Zip Code

Subject: Project Title

Thank you for submitting a Statement of Qualifications for the Description of Services services for the Project Title at the Port of Olympia. We are pleased to inform you that your firm was selected for this project.

We plan to present our selection to the Port Commission for their approval at the Date Commission Meeting. Assuming that the Commission approves, we will make the formal award of this contract on Date. Please prepare Fee Schedules for your firm and subconsultants by Date to allow staff preparation for the Commission award. Your proposal should also include a schedule for providing the scope of work.

We were pleased with your response to our Request for Qualifications and Interview Presentation and look forward to working together on the Project Title. Once the contract has been awarded, we will schedule a kickoff meeting. If you have any questions, please contact the undersigned at (360) _____.

Sincerely,

Project Manager