



Date

Mr or Ms.
Firm's Name
Address
City, State Zip Code

Subject: Project Title

Dear Mr. or Ms.;

We have completed our review of the Statements of Qualification submitted for Project Title. From the submittals received the Port has chosen to conduct further discussions with two firms. We are pleased to inform you that your firm has been chosen to participate in interviews to select the most qualified firm for the work.

We invite your firm to attend an interview on Date at Time pm. The meeting will be held at the (state locaticon). The focus of the ()-minute interview will be to confirm your firm's understanding of the Port's requirements for this project. The format for the interview will be () minutes for the presentation, () minutes for questions and answers and () minutes for set up before start of presentation. Please plan on addressing your firm's approach to this project, demonstrated experience and coordination with multiple development teams.

The remaining milestones for this work are:

Interviews	Date and Time Conference Room
Selection of Consultant	
Consultant Cost Proposals Due	
Port Commission Action	_____ (tentative)
Execute Contract	_____ (tentative)

Sincerely,

Project Manager

cc.