INSERT LPA LETTERHEAD

Date

District LPA Engineer’s Name

District LPA Engineer’s Mailing Address

Re: PS&E Assembly Transmittal Letter for Advertising Authority

STP-0000-00(000)LPA 000000/000000

 Project Scope of Work/Description

 LPA Name, County Name

Dear District LPA Engineer:

Per the requirements of the Project Development Manual, we are requesting authorization of the construction phase of the above referenced project and the authority to advertise for bids.

The following personnel are assigned to this project:

LPA Project Director: LPA Project Manager: CE&I Consultant:

John Doe, Dir. of Planning James Smith, Street Commissioner Jane Doe, P.E.

LPA Name LPA Name Consultant’s LPA Name

LPA Address LPA Address Consultant’s Address

LPA Phone Number LPA Phone Number PE’s Phone Number

jdoe@gmail.com jsmith@gmail.com jdoe@ABCinc.com

Attached please find three originals of the CE&I contract for the above referenced project. These contracts are signed by the consultant only and are submitted for MDOT review and concurrence.

The LPAs Name is requesting federal-aid participation in the construction plus construction engineering costs as needed to defray testing charges incurred through MDOT.

Sincerely,

John Smith

Mayor