

SAMPLE NOTIFICATION LETTER TO OTHER

*****(FOR FIRMS NOT SELECTED AS TOP FIRM FOR EVALUATIONS AFTER QUALIFICATIONS AND/OR RFP IS EVALUATED)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are writing to advise you that your firm was not selected to enter into negotiations with (sponsor name or the DOTD) for (name of advertised project).

Following a qualifications-based selection process, the top three firms, ranked in descending order, are as follows:

1. (FIRM #1)
2. (FIRM #2)
3. (FIRM #3)

Should negotiations fail with the top ranked firm, the #2-ranked firm will be invited to negotiate, then if needed, the #3-ranked firm, until negotiations can be satisfactorily concluded.

We appreciate your firm's interest in our airport and in this project.

Very truly yours,

Consultant Selection Committee

cc: LDOTD