

Appendix 16b

Date

Address Block

Dear Mr./Ms./Mrs. Addressee Last Name:

SUBJECT: Notice of Intent to Award
Name of Project/Study

We have reviewed your proposal and have selected Name of Selected Proposer for contract negotiations. This Notice of Intent to Award is not binding on Shasta Regional Transportation Agency (SRTA); it is merely notice that your company was selected for negotiations. If a contract with mutually-acceptable terms cannot be negotiated between Name of Selected Proposer and SRTA within a reasonable period of time, SRTA's Executive Director may choose to cease negotiations with your company and pursue negotiations with the next highest-ranked proposer.

Project Manager of this office has been assigned the management responsibility for this project. All questions and administrative matters should be directed to Mr./Ms./Mrs. PM's Last Name at the above address or at (831) 883-3750. In the coming weeks Mr./Ms./Mrs. PM's Last Name will be working with you to negotiate the terms of the proposed contract. Name of Selected Proposer must forward all required insurance certificates and endorsements to Mr./Ms./Mrs. PM's Last Name within 15 days.

[Add the following paragraph if applicable]

The Name of Project/Study will be funded in whole or in part with Federal funds. Therefore, a pre-award audit by SRTA will be necessary. During the pre-award audit SRTA will examine your accounting, administrative and estimating systems; proposed costs; quantities; and financial condition. The audit will be broad in scope and should take approximately 30 days if there are no complications. Detailed cost negotiations between SRTA and your company cannot commence until after SRTA has completed its audit and issued an Authorization to Proceed. SRTA expects Name of Selected Proposer to cooperate fully in order to expedite satisfactory completion of the audit.

We look forward to working with you to negotiate a contract that benefits both SRTA and Name of Selected Proposer.

Sincerely,

AUTHOR NAME
Author Title

AUTHOR UPPERCASE INITIALS/

Attachment/Enclosure