

DEPARTMENT OF TRANSPORTATION

ADMINISTRATION
DIVISION OF PROCUREMENT AND CONTRACTS
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<http://www.dot.ca.gov/dpac>



*Making Conservation
a California Way of Life.*

[Date]

[Consultant's Contact Person, Title]

[Consultant's Name]

[Street Address]

[City, State Zip Code]

NOTICE OF RESULTS
REQUEST FOR QUALIFICATIONS NUMBER [##A####]

The California Department of Transportation (Caltrans) Consultant Selection Committee (Panel) members used the evaluation criteria in forms ADM-2028a Enhanced, ADM-2028b Enhanced, and ADM-2028c Enhanced as the basis for the evaluation, scoring and ranking of consultants interviewed. Listed below is the final ranking of consultants that interviewed for Contract Number [##A####] for [Type and General Title of Services]:

1. [First ranked prime consultant]
2. [Second ranked prime consultant]
3. [Third ranked prime consultant]

The highest qualified consultant will be contacted by Caltrans Division of Procurement and Contracts (DPAC) to begin contract negotiations. If agreement cannot be reached with the highest qualified consultant, negotiations with that consultant will be terminated and negotiations will be undertaken with the next-ranked consultant. If agreement cannot be reached with the next-ranked consultant, negotiations will be undertaken with the next-ranked consultant, etc. When negotiations with a firm are terminated for failure to reach agreement, negotiations with that consultant will not be reopened for this contract.

If you are highest qualified consultant, Caltrans DPAC will require a copy of the financial documents listed on the Financial Documents Submittal Checklist available on the [Independent Office of Audits and Investigations](#) website. Financial documents must be received no later than four (4) calendar days following DPAC's notification to the selected Consultant. The required financial documents must be submitted in electronic format to the DPAC A&E Coordinator. Electronic files that do not meet the following submission requirements will be returned for correction:

1. Files MUST clearly identify the name of the prime and the subconsultant(s), the Agreement number, and column title of document per checklist. Example: ABC-55A0333-PrevWage Policy.
2. Files MUST NOT be password protected.

Notice of Results

[Addressee]

[Date]

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Once the contract is executed, you may request a debriefing. You will be notified by letter as to whom you may contact at that time.

Caltrans appreciates the interest shown by all consultants who submitted SOQs for consideration in this process.

Sincerely,

[CONTRACT ANALYST'S NAME]

DPAC A&E Contract Analyst

E-mail Address: xxxxx.xxxx@dot.ca.gov

c: Caltrans Contract Manager

Kform 55 (Rev. 05/11/18)

By E-mail: