

**DEPARTMENT OF TRANSPORTATION**

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

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*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####]

Listed below, in alphabetical order, are the consultants that have been selected to interview for Contract Number [##A####] for [Type and General Title of Services]:

[Prime consultant name]  
[Prime consultant name]  
[Prime consultant name]

The Statements of Qualifications (SOQs) were evaluated by a panel of senior and supervising technical experts in the California Department of Transportation (Caltrans) who were selected for their specialized understanding of the work required. Consultant Selection Committee (Panel) members reviewed each SOQ, evaluated SOQ strengths and weaknesses, and independently assigned a weighted score to each of the five (5) initial evaluation criteria identified in the Consultant Evaluation forms ADM-2027a and ADM-2027b. The initial evaluation phase resulted in the top [##] highest scoring consultants identified above. These [##] consultants are being invited to interview in the final evaluation phase of the Request for Qualifications selection process.

The consultants listed above will shortly be mailed the Draft Scope of Work/Deliverables and an invitation to interview containing additional instructions.

All consultants will receive notification of the time to schedule a debriefing once the process has been concluded and contract is executed.

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

Notice of Results

[Addressee]

[Date]

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Sincerely,

[CONTRACT ANALYST'S NAME]

DPAC A&E Contract Analyst

bcc: Caltrans Contract Manager

Kform 53 (Revised: 3/16/18)

By E-mail: