Month Date, Year

Mr. Ryan Scruggs

State Construction Office

1307 Mail Service Center

Raleigh, NC 27699-1307

STATE COURIER: 56-02-01

SUBJECT: Project Name

 Interscope Project #, Code Item

Dear Mr. Scruggs:

This letter is to request your assistance in negotiating a design contract for (description, include any special requirements and as much detailed information as appropriate).

The (name of institution) University Trustees have selected (name of design firm) to provide design services for the above referenced project. The SF-330 on this firm is enclosed. This project was advertised and the designer was selected on (date). All procedures concerning solicitation and selection as required by the State Building Commission have been followed. The firms selected in priority order are:

 (list firms)

The total anticipated project scope is $ (amount) (see attached OC-25). Funding for this project will be from (funding source). We have had preliminary discussions with the designer concerning scope, our expectations concerning services to be provided, and project schedule and suggest the following:

(Enter budget breakdown and schedule - Be sure to list and clearly identify reserves for fixed equipment and furnishings and any other amounts not available to the architect for construction of the project. These amounts should not be included in the designer’s contract. Identify any special provisions to be included in Article 14, such as professional liability insurance, special use permitting with the local municipality, etc. )

Please contact (name) at (phone number) with any questions on the scope of work. Thank you for your assistance.

Sincerely,

(Name)

Capital Projects Coordinator

Enclosures: OC-25

 SF-330 (name of firm)