

# MEMORANDUM

## **Missouri Department of Transportation**

**District/Division**

**Location**

**TO:** District/Division Engineer

**FROM:** (Project Manager)

**DATE:** Date

**SUBJECT:** District/Division

Route (\_\_\_\_\_), (\_\_\_\_\_\_) County

Job No. (\_\_\_\_\_\_\_\_)

District/Division Approval of Short List

Project Description (physical description) - This project will provide for the improvement of (*length*) of Route (*route*) in (*county*) County from (*termini*) to (*termini*).

The selection team reviewed the letters of interest and developed the following short list of firms to be considered for this project. The rating sheet is attached for your convenience.

Consultant 1

Consultant 2

Consultant 3

Consultant 4

Consultant 5

Consultant 6

**District/Division Approval**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/Division Engineer Approval

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