

# MEMORANDUM

## **Missouri Department of Transportation**

**Director’s Office**

**Central Office**

**TO: *Project Manager Name***

 ***Project Manager Title***

**CC:** Pamela Harlan – cs

 Dave Nichols - do

**FROM:** Ed Hassinger

 Chief Engineer

**DATE:** *Month Day, Year*

**SUBJECT:** *Name of Project*

 \_\_\_\_\_\_\_\_\_\_ County

 Job No. \_\_\_\_\_\_\_\_\_\_

 Delegation of Authority for Design-Build Project

As Chief Engineer, I authorize the transportation project manager to negotiate and execute a contract with the \_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of winning proposer)* as the best value proposer for the \_\_\_\_\_\_\_\_\_\_\_\_ *(insert name of project)* design-build project subject to approval as to form by the Chief Counsel’s Office; and authorize the transportation project manager to make payment of the agreed stipend to the \_\_\_\_\_\_\_\_*(insert number)* unsuccessful proposing teams.