Date

{Address Line}

Subject: Request submittal of Staff Qualifications, Right-of-Way & Utility Procedures

{FHWA number and name}

Mr./Ms. {Name}:

Western Federal Lands Highway Division (WFLHD) respectfully requests that {County} complete and submit the enclosed staff qualifications form, and provide accompanying qualifications and experience documents. This submittal will be used to determine if {County} has qualified staff and procedures for right-of-way acquisition and utility relocation activities on the subject project.

Because Federal funds are being used for this project, WFLHD must ensure that these funds (tax dollars) are spent in an appropriate fashion. Early in project development, selecting the most appropriate entity - Local Public Agency (county), consultant, or other agency - to perform these critical functions will help avoid project delays and wasting of funds, and will help ensure that affected land owners are treated fairly and justly compensated, In short, your cooperation and input will help WFLHD determine the best option to succeed with right-of-way acquisition and utility relocation on this project.

If you have questions about the enclosed form or this submittal request, or if you would like assistance completing this form, please contact me at 360-619-7682, or email me at [richard.vanderbeek@dot.gov](mailto:richard.vanderbeek@dot.gov).

Sincerely,

Richard A. Vanderbeek,

Realty Specialist

Enclosures: LPA staff qualifications and procedures form