

Date

Re: Relocation Assistance Services  
Project No.:  
Project Name:

The purpose of this letter is to solicit a proposal for Relocation Assistance Services for those being displaced as part of the above captioned project. The enclosed plans provide details of the tracts with the displacements. We anticipate that relocation activities will start on \_\_\_\_\_ and be completed on \_\_\_\_\_.

This is a federal-aid project, so federal requirements for Relocation Assistance Advisory Services and Benefits for those being displaced must be adhered to.

The work required for this project is described in this document and as noted in the enclosed Relocation Assistance Services Specifications, including Appendix A & B.

You are requested to record your fee for each displacement type and the total fee for the project on Appendix B. In addition, also indicate the date you expect to be able to start and complete the requested services. Further, Appendix B shall be signed and dated in the space provided.

We have reviewed each tract on this project and have estimated the type of displacement we expect. The displacements are noted as follows:

**Tract No.**

**Type of Displacement**

R2-Lump Sum

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If you feel that some other type of displacement is more appropriate, after your inspection of the project on a tract-to-tract basis, please state so in your proposal.

Your proposal for this project should include the following:

1. your fee for each displacement type
2. total fee for the project
3. the date you expect to be able to start and complete the requested services

All these items will be factors in evaluating proposals.

Please submit your proposal to this office on or before \_\_\_\_\_. All proposals will be opened at \_\_\_\_\_. If you have any questions or desire additional information, please contact \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

Sincerely,

Name

Title

Enclosures

xc: File