

Sample Letter to Request Proposals from Consultants

Date

Consultant
Address

Dear Consultant:

The (local entity) has been approved by the DNR to receive Lake and River Enhancement (LARE) funding for a (type of) Study for the (location and name of County). We are requesting proposals in order to select a consultant to conduct the study.

If your firm is interested in submitting a proposal, please notify (name of contact) at (contact numbers) within (date for one week from letter posting). We request completed proposals by (date for three weeks from letter posting). Please contact me if you cannot meet this timeframe and would still like to be considered for this project. An electronic copy of the proposal is acceptable, but at a minimum please send one copy of the original proposal to our address as listed above and one copy of the proposal to:

Lake and River Enhancement Program

IDNR Division of Fish and Wildlife
1353 South Governors Drive
Columbia City, IN 46725

Enclosed you will find an outline of the proposal guidelines for the LARE program. These are also available on the LARE webpage at <http://www.in.gov/dnr/fishwild/3302.htm>.

If you have any questions regarding the technical requirements for the program, please feel free to contact one of the LARE Staff:

Greg Biberdorf (e-mail) gbiberdorf@dnr.IN.gov or phone 317-233-1484

Rod Edgell (e-mail) redgell@dnr.IN.gov or phone 260-244-6805

Doug Nusbaum (e-mail) dnusbaum@dnr.IN.gov or phone 260-244-6805

We look forward to hearing from you.

Sincerely,

Representative Project Sponsor

October 2011