

{DATE}

Department of Transportation  
600 West Peachtree Street, NW, 7<sup>th</sup> Floor  
Atlanta, GA 30308

Attn: Maria L. Roux  
Asst. Chief Procurement Officer-QA Compliance  
Office of Procurement

**RE: 23 CFR part 172.5(b)(1)(ii) Submitting documentation associates with each procurement and subsequent contract to GDOT**

The City/County of [Enter City Name] has opted to submit all documentation associated with the procurement of engineering and design related services to GDOT when federal funds are being utilized.

The City/County understands that these documents are to be submitted to the Project Manager, who will be responsible for engaging GDOT's Office of Procurement to conduct the procurement. The City/County will not be authorized to conduct any engineering and design related procurements without the involvement of GDOT.

(Affix signatures and seal)

*{this letter must be signed by the person(s) who would be authorized to approve the repayment of funds should that become necessary}*