June 13, 2015

«FirstName» «LastName»

«JobTitle»

«Company»

«Address»

«City», «State» «PostalZip»

**RE:** Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for submitting a written proposal in response to our Request for Proposals. The Selection Committee has completed review of the submitted proposals and has prepared a list of firms to be interviewed.

Listed below are (number of) firms that have been selected to be interviewed as the next stage of the selection process along with each firms designated interview time.

 **(company 1) (date) @ (time)**

 **(company 1) (date) @ (time)**

 **(company 1) (date) @ (time)**

Each firm will be interviewed in (location).

Your presentation should not be more than 20 minutes in length and should address the requirements and issues stated in the RFP. A total time of 50 minutes has been allowed for your interview, made as follows:

• Consultant’s setup and preparation 5 minutes

• Consultant’s presentation 20 minutes

• Questions by panel 20 minutes

• Consultant’s breakdown and exit 5 minutes

**Please note that you are required to bring a cost proposal in a sealed envelope to the interview. The cost proposal shall be consistent with the sample format provided in the RFP.**

Thank you for your proposal and for your interest in Riverside County Transportation projects. We look forward to your presentation.

Very truly yours,

(Name of Contract Administrator)

(Title of Contract Administrator)