**Design Consultant Letterhead**

**or**

**NJDOT Memo format**

**To: Keith Daniels, Manager – Procurement - Construction Services**

**From**: Click or tap here to enter text. (Designer’s Name, Title, Unit or Consultant Firm)

**Email:** Click or tap here to enter text.

**Date**: Click or tap to enter a date.

**Phone**: Click or tap here to enter text.

**Subject: Request for DBE/ESBE Goals (FHWA Funded Project)**

Attached is the Final Design Engineer’s Estimate. The Estimate should be considered confidential and should only be made available on a need to know basis.

Project Name: Click or tap here to enter text.(Full Description from the Key Sheet & Contract Number)

Municipality/County: Click or tap here to enter text.(List municipality & County where project is located.)

Federal Project Number: Click or tap here to enter text. (Construction Federal Project Number)

NJDOT Job Number: Click or tap here to enter text. (From NJDOT Project Manager)

Classification Type(s): Click or tap here to enter text.(Insert type from Classification Codes Worksheet)

Engineer’s Estimate: **$**Click or tap here to enter text.(Final Design Engineer’s Estimate in CES)

**Note:** Each addressee shall complete the form and forward within 5 calendar days after the date received.

Please indicate potential subcontracting opportunities for the items in this project directly on the Engineer’s Estimate that is attached hereto, and forward the marked-up Estimate to the Division of Civil Rights who will determine the DBE or ESBE Goal.

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 Keith Daniels, Manager, Procurement – Construction Services Date Received

**--------------------------------------------------------------------------------------------------------------------------------**

**To**: **Ivette Santiago-Green,** **Director, Division of Civil Rights & Affirmative Action**

 DBE GOAL: \_\_\_\_\_\_\_\_\_\_% **OR** ESBE GOAL: \_\_\_\_\_\_\_\_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director, Division of Civil Rights & Affirmative Action Date Received

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The goals are to be forwarded electronically to the Designer, Project Manager and Mahesh Patel, Construction Management. The original (hard copy) request is to be mailed to the Department Project Manager who will forward the original to the Designer.

**To**: Designer Date Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_

**---------------------**

Attachment

cc: Mahesh. Patel (Construction Management), NJDOT Project Manager (Insert Name), Q. Viernes