

*Please Print on Sponsor Letterhead
(Request for ARDOT On-call Consultant)*

DATE

Mr. David Siskowski
Division Head – Local Programs
Arkansas Department of Transportation
P. O. Box 2261
Little Rock, AR 72203

Re: **Job #**
Job Name
County

Dear Mr. Siskowski:

We are interested in the Department contracting with an on-call consultant on our behalf. This letter certifies our understanding that, as the Sponsor, we remain responsible for the duties and functions outlined in the Agreement of Understanding, including full project management of the referenced project. Should an on-call consultant be assigned, their services would be limited to:

(Check all that apply):

- Planning (Before design begins)***
- Design (Professional engineering services)***
- Environmental (Cultural resources survey)***
- Right of Way (Appraisals and acquisition services)***
- Utility Relocation (Utility coordination)***
- Construction Engineering (Construction inspection services)***

We also acknowledge that the Department retains full discretion in selecting the on-call consultant. We understand that this decision may be based on factors including but not limited to current availability, workload, qualifications, and geographic location of the project.

Sincerely,

NAME & OFFICE
(Sponsor's CEO)