

(Use Standard City Letterhead)

(Date)

(MDOT Project Manager Name)

Michigan Department of Transportation
Office of Aeronautics
2700 Port Lansing Road
Lansing, MI 48906

RE: Project No. **(MDOT Project Number)**
(Job Description)
(Airport Name)
Project Consultant Agreement

Dear **(MDOT Project Manager Name)**,

Enclosed please find a copy of the project consultant agreement for **(design and/or construction observation), (job description)** for your files. A comparative analysis was completed to determine if the contract was reasonable in agreement with Federal Aviation Administration AC 150/5100-14. The airport has reviewed projects that are similar in scope of work and based on these comparisons, we have determined that the proposed hours and fee are considered fair and reasonable. A record of negotiations has been prepared reflecting considerations involved in the establishment of fees (remove if not applicable.)

Sincerely,

Joe Smith
City Administrator

cc: