**Design Consultant Letterhead**

**or**

**New Jersey Department of Transportation Memo Forma**

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

**From:** Designer (Name, Consultant Name, E-Mail & Phone Number)

**Date:**

**Phone:**

**Subject: Request for SBE Goals (Wholly State Funded Project)**

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

Project Name: (Description from the Key Sheet)

Municipality & County:

NJDOT Job Number:(Consult Department Project Manager)

Classification Type: (Insert type listed from Classification Codes Worksheet)

Engineer’s Estimate: **$** (Final Design Engineer’s Estimate in CES)

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

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

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Keith Daniels, Manager, Construction Services, Procurement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**To**: **Linda Legge, Executive Director, Division of Civil Rights & Affirmative Action**

SBE Goal % (Total % for all categories)

 1. % (gross revenues that do not exceed $1 million)

 2. % (gross revenues that exceed $1 million)

 3. % (business in either category)

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Director, Division of Civil Rights & Affirmative Action Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The goals shall be forwarded electronically to the Designer, Project Manager and A. Balluch, Construction Management and the requestor.

Attachment

Cc: J. Overton, A. Balluch, Q. Viernes, A. Patel, Designer, NJDOT Project Manager (Insert Name)