**Example Engineer Assignment letter for**

**Professional Services**

**(Should be copied and pasted on LPA’s letterhead)**

Insert Date

## Insert name & address of District or Central Office contact person

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Re: Des. No.: Enter Des. No.

 Project Description: Enter Project Description

Dear Enter name of contact person in District or C.O.:

Enter LPA's name has retained the professional services ofEnter name of Consulting Firm as the Project Designer for the above referenced project.Mr./Ms. Enter name of Consulting Firm contact person, who is an employee of Enter name of Consulting Firm is hereby designated as the lead Project Designerfor the above referenced subject. It is understood that in this capacity, the designated individual will be in full time direct control of the project, and will follow the established procedures of the Indiana Department of Transportation (INDOT) in the discharge of these duties. Mr./Ms. Enter name of Consulting Firm contact person contact Information is as follows:

Enter name of Consulting Firm

Enter phone number of contact person

Enter email adderessr of contact person

We shall maintain all books, documents, paper, accounting records and other evidence pertaining to the cost incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for five (5) years from the date of final payment. The Federal Highway Administration, the State of Indiana, or other authorized representatives of any unit providing funding for the project shall be furnished copies thereof if requested.

 Sincerely,

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

 LPA Employee in Responsible Charge

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

 Date