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**Sample Letter to Request Proposals from Consultants (November 2018)**

Lake and River Enhancement Program  
Indiana Department of Natural Resources  
Division of Fish and Wildlife

*Date*

*Consultant  
Address*

Dear *Consultant*:

The (*local entity*) has been approved by the Indiana Department of Natural Resources to receive Lake and River Enhancement (LARE) funding for a (*type of*) Study for the (*location and name of County*). We are requesting proposals in order to select a consultant to conduct the study.

If your firm is interested in submitting a proposal, please notify (*name of contact*) at (*contact numbers*) within (*date for one week from letter posting*). We request completed proposals by (*date for three weeks from letter posting*). Please contact me if you cannot meet this timeframe and would still like to be considered for this project. An electronic copy of the proposal is acceptable but, at a minimum, please send one copy of the original proposal to our address as listed above and two copies of the proposal, one of each, to the following addresses:

Lake and River Enhancement Program  
DNR Division of Fish and Wildlife  
402 W. Washington Street, W 273

Lake and River Enhancement Program  
DNR Division of Fish and Wildlife  
1353 South Governors Drive  
Columbia City, IN 46725

Enclosed you will find an outline of the proposal guidelines for the LARE program. These are also available on the LARE webpage at [wildlife.IN.gov/3302.htm](http://wildlife.IN.gov/3302.htm).

If you have any questions regarding the technical requirements for the program, please feel free to contact one of the LARE Staff:

Greg Biberdorf, [gbiberdorf@dnr.IN.gov](mailto:gbiberdorf@dnr.IN.gov) or 317-233-1484

Rod Edgell, [redgell@dnr.IN.gov](mailto:redgell@dnr.IN.gov) or 260-244-6805, ext. 230

Doug Nusbaum, [dnusbaum@dnr.IN.gov](mailto:dnusbaum@dnr.IN.gov) or 260-244-6805, ext. 239

Austin Taylor, [ataylor1@dnr.IN.gov](mailto:ataylor1@dnr.IN.gov) or 317-232-5821

We look forward to hearing from you.

Sincerely,  
Representative Project Sponsor