

Dear Colleague,

Thank you for your interest in our project.

The Megaprograms Management, Engineering and Technical Support Consultant (METC) Team invites Minority, Small, Veteran, and Women’s Business Enterprise (MSVWBE) to submit a Statement of Qualifications (SOQ) in the form of a firm overview and staff resumes to fill an interim position as Project Delivery Environmental Coordinator. Attached please find a request for qualifications (RFQ) to help guide your SOQ preparation. Again, depending on the ultimate needs of the project team, firms would be offered work based on their SOQ’s. We are looking for specific information regarding individuals who have the desired qualifications as detailed in the RFQ.

Careful selection of members has proven critical to the success of our team. For this reason, it is important we know as much as possible about the individual that will be assigned by your firm to the team. We especially look for people who work well in teams, are innovative and knowledgeable. Be sure to let us know if your employee can be assigned as a full-time position housed in our offices in Seattle. These individuals cannot be subcontractors to you but must be on your staff.

Once your submittal is received, Rob Berman will contact you by phone or email within seven calendar days to discuss the status of your SOQ.

Again, thank you for your interest in being on our team. If you have any questions, do not hesitate to contact me.

**Regina Glenn**

Diversity and Inclusion Manager, Megaprograms

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