

## A/E Selection Guide Exhibit XI – Transmittal of Responses to Board

# Memorandum

**DATE:**

**FROM:** Contracting Officer, Engineering Services Seattle

**TO:** Selection Board Chairperson

**SUBJECT:** [solicitation number], [project title] -  
Transmittal of SF 254/255 Responses

Attached are:

1. The SF 254/255 submittals and a list of firms that responded to the CBD synopsis by the specified deadline.
2. The ESS SF-254, Architect-Engineer and Related Services Questionnaire, Architect-Engineer qualifications data file, and
3. The ESS Performance Evaluation (Architect-Engineer) file.

Please keep in mind that you and the selection board members need to preserve the integrity of the source selection process and until the award is made, information concerning the acquisition must not be disclosed to any person not directly involved in the evaluation process without the Contracting Officer's approval.

/s/Contracting Officer