[Municipal Letterhead]

[Date]

Ms. Jennifer Carrier

Director of Transportation Planning

Capitol Region Council of Governments

241 Main Street

Hartford, CT 06106

Dear Ms. Carrier,

The [Town] **OR** [City] of [Municipality Name] respectfully submits this Letter-of-Intent in response to the Request for Proposals for the 2017 LOTCIP Solicitation - Phase 1. The letter represents a request to utilize LOTCIP funding on improvements to Bridge #[\_\_\_\_\_] carrying [Roadway Name] over [Feature Name] to address all the structure’s major deficiencies. [A recent inspection report prepared in accordance with LOTCIP Selection Policy is provided with this letter that details current structure conditions and deficiencies] **OR** [This structure has not been inspected in over 10 years, and therefore there the municipality would like CRCOG to request that CTDOT provide their opinion-of-condition for the structure]. In general, the major improvements the project proposes include [\_\_\_\_\_].

We have reviewed the project in concert with eligibility criteria detailed in CRCOG’s 2017 Project Selection Policy and determined it is eligible for LOTCIP funding. We also certify that the envisioned project has not received, and is not currently active in a program that slates it for receiving, funding from another state or federal source. Per LOTCIP guidelines, the municipality is committed to providing all project design related costs, and any contingency or incidental costs that exceed 10% (each) of the lowest responsible bid amount. The project will utilize 100% [LOTCIP] **OR** [municipal] funding for all Right-of-Way acquisition costs. A cost estimate, detailing the estimated $[\_\_\_\_\_] project cost accompanies this letter. We understand that this solicitation is competitive, and that if this proposal is selected by CRCOG the municipality will be required to complete and submit a CTDOT LOTCIP application to CRCOG for potential CTDOT approval in the form of a Commitment to Fund letter.

Thank you for the consideration of this project proposal.

Sincerely,

[Name of Chief Administrative Officer]

[Title]