

EXHIBIT 1

FORM D - SAMPLE LETTER OF SOLICITATION

Date

DBE Firm
Address
City, State, Zip

ATTN: Chief Estimator

Project: B234, Trackwork Installation
Owner: Metropolitan Transportation Authority
Bid/Proposal Due Date: December 29, 20xx at 2:00 p.m.

We are bidding/proposing the above project as a prime contractor and would appreciate quotes from DBEs who are currently certified with LACMTA for the following work/services and/or materials:

- Clearing and Grubbing
- Signal & Lighting
- Excavation
- Fencing
- Backfill
- Construction Area Signs
- Landscaping

Plans and specifications are available for inspection at our office or at a local plan room (give name and location of alternate plan rooms, if available). Should you need any assistance in obtaining bonding or insurance, please feel free to call us. DBE firms are also referred to the Small Business Administration (SBA) and/or the Federal Department of Transportation (DOT) Bond Assistance Programs.

We are an Equal Opportunity Employer and, as a matter of policy, encourage the participation of Small Business Enterprises.

All DBE firms must be certified by the bid/proposal due date and must provide our office with a copy of your DBE certification to include with the bid/proposal. Should you have any questions regarding LACMTA's certification process, contact LACMTA's certification Hotline at (213) 922-2600.

We will be contacting you by phone regarding this project, but feel free to contact us at (phone number) or by fax (phone number).

Yours truly,

Mr. Jim Mason
Chief Estimator