

LEGAL NOTICE

The City of Tiffin is soliciting letters of interest for engineering planning & design services for the South Sandusky Street Culvert Project. The contract for this project will require the selected consultant to manage all facets of planning and design for this project including but not limited to boundary and topographic survey, preliminary and final plan and bidding specification preparation and permit preparation. The consultant will also be required to answer any design related questions throughout both the bidding and construction phases of this project. A copy of the city's culvert inspection reports can be obtained from the City of Tiffin Engineer. The City of Tiffin will authorize the consultant to begin design services by October of 2024. The project's current schedule is to begin construction in the Spring/Summer of 2026. The City of Tiffin will directly select a consultant based upon the Letter of Interest (LOI), which should be no more than ten pages in length (not including the cover letter). Letters of Interest shall include the following: 1) Provide a list of the prequalifications obtained by the prime consultant 2) List significant subconsultants, their prequalification categories and the percentage of work to be completed by each subconsultant. 3) List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff on similar projects. 4) Describe the capacity of your staff, and their ability to perform the work in a timely manner, relative to the present workload, and the availability of the assigned staff. 5) Provide a description of your Project Approach, not to exceed two pages in addition to the 10 page total. Questions should be directed to Matt Watson, P.E., P.S., CPESC, CESSWI, CFM - City Engineer for the City of Tiffin. The Consultant Selection Rating Form can be obtained from the City Engineer by email at mwatson@tiffinohio.gov. Firms interested in being considered for selection should respond by submitting an electronic copy of the LOI to City of Tiffin Engineer by email by 3:00 p.m. on Friday, February 2, 2024.

REQUIREMENTS FOR LETTERS OF INTEREST

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B), in the same order listed, in a letter signed by an officer of the firm. **DO NOT** send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.6).
3. Please adhere to the following requirements in preparing and binding Letters of Interest:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 ½" x 11" sized paper only.
 - d. Bind Letters of Interest by stapling at the upper left hand corner only.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letters of Interest Content

1. List the types of services for which the firm is currently prequalified by the Ohio Department of Transportation (ODOT).
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the selection sub factors noted.
4. Provide references from three governmental organizations for similar projects completed in the past five years.
5. Describe the capacity of your staff and their ability to perform work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

(Items 1-5 must be included within the 10 page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.*

EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

NAME OF PROJECT: _____

NAME OF DESIGN FIRM: _____

NAME OF REVIEWER: _____

Category	Total Value	Score
Management & Team		
Project Manager (1)	10	
Strength/Experience of Assigned Staff including Subconsultants (2)	25	
Firm's Current Workload/Availability of Personnel (3)	10	
Consultants Past Performance (4)	30	
Project Approach	25	
Total	100	

Notes:

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.