

LEGAL NOTICE

The City of Tiffin is soliciting letters of interest for engineering planning and design services to conduct a condition assessment of sewers throughout the Riverview Estates Sewer Rehabilitation Project area. The contract for this project will require the selected consultant to manage all facets of planning and preliminary design including, but not limited to, CCTV, field investigation, preliminary plan/design preparation, and cost estimating. The City will also require the consultant to attend progress meetings during inspection and preliminary design, attend any necessary pre-bid meetings, and answer any condition-related questions during future design cycles. Consultants may obtain an initial project scope description and the project area map from the City of Tiffin Public Works Department. The City of Tiffin will authorize the consultant to begin inspection services by October 2022. The condition assessment must be complete no later than June 1, 2023. 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 Brandon W. Burner, P.E., Public Works Superintendent for the City of Tiffin. The Consultant Selection Rating Form can be obtained from the Public Works Department by email at publicworks@tiffinohio.gov or by phone at 419-448-5430. Firms interested in being considered for selection should respond by submitting three (3) copies of the LOI to City of Tiffin Public Works, 601 Miami St, Tiffin, OH 44883, by 3:00 p.m. on Friday, September 9, 2022.