

**07-01-2019 Posting Date
New LOI Submittal Requirements**

Beginning with the July 2019 Programmatic Selection Group (July 26, 2019 posting date), all LOI submittals are required to follow a new streamlined format in general conformance with the LOI template provided on the DCEO website at the following link:

<https://engineer.co.delaware.oh.us/wp-content/uploads/sites/12/2019/07/DCEO-Programmatic-Selection-LOI-Submittal-Template-2019-07-01.pdf>

LOI's must be submitted as a single submittal for each programmatic selection group with a single cover letter. In addition, for each project, provide the following:

- 1-page summary of the consultant's project team including key staff and subconsultants, prequalification categories and current assignments
- 2-page project approach

All text must be a minimum of 10-point font size, with 1-inch margins adhering to the page number limits specified above.

The change in submittal format is designed to minimize work for consultants preparing the LOI, and to help the selection committee focus on the key elements of the LOI. The selection committee will rely on a combination of a firm's SOQ, prequalification, previous experience and the LOI when selecting firms.

Firms may submit a revised SOQ up to once per year or when there is a significant change in key project staff. Firms are discouraged from repetitively submitting SOQ's when there is no significant changes in representative work experience or staff within the previous year.

Due to this change in LOI submittal requirements, DCEO will accept SOQ's submitted along with LOI's in the July 2019 Programmatic Selection Group. In future selection rounds, SOQ's will not be accepted after the posting date for the programmatic advertisement.

Firms wishing to be prequalified by the DCEO are advised to submit two copies of their SOQ, including your ODOT prequalification letter to:

Ryan Mraz
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50 Channing Street
Delaware, OH 43015