

# Ohio Department of Transportation

## Instructions for Submitting an Electronic Letter of Interest

The Department has implemented an electronic system for submittal of Letters of Interest (LoI System) effective with the April, 2007 Programmatic Group. This system will be used to submit letters of interest for all consultant contracts. In instances when a two step technical proposal selection process is used, the more detailed technical proposals requested from short listed firms will continue to be submitted as paper documents. Project notifications (Requests for Proposal) will continue to be posted using the current process.

### Details of the New System

#### Password and Login System

A password security system is used to limit access to the letter of interest being prepared by a firm. The new LoI System uses the same login and password system as the DBE/EDGE subconsultant payment system. Firms that currently use that system and have an established password will use that same password. Firms that have not used the subconsultant payment system but are currently included on the vendor list and new firms added to the list must establish a password. To establish a password or add a new firm to the system, select "Sign Up" under the New User heading on the opening page.

#### Consultant Services Vendor List

The Office of Consultant Services contract database includes a list of consultants used as the basis for prequalified consultants, but also includes any firm that previously held a contract, subconsultants, and firms that previously submitted a letter of interest. The new LoI System uses this vendor list as a drop down list for the prime consultant name and subconsultants.

If a firm is not included on the current list, the system will allow a new consultant to add their name to the list. At an early date, please check the system for the presence of your firm's name, and also any subconsultants that you plan to utilize. **Please check the list carefully to avoid the addition of a duplicate name.** If planned subconsultants are not included in the system, that firm must enter the required information. **Failure to ensure that a planned subconsultant is entered in the system will preclude the inclusion of that firm as a subconsultant.**

#### Prequalification Check

The system will automatically check the prequalification of each proposed consultant team. If the proposed team including the prime consultant and subconsultants does not meet the required prequalification, the system will provide a warning and require that the user revise the team or select another project.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual must be named as a subconsultant in order

to meet the requirement. If the prequalified individual is an employee of another firm, it is acceptable to name both the individual and the firm as subconsultants.

### **Use of Attached Files and Standard Templates**

The system will require consultants to prepare and attach separate files for the following sections of the Letter of Interest:

- \*General Qualifications**
- \*Key Staff and Project Approach**
- Resumes of Key Personnel (If Requested)**

\*Standard templates are provided and must be used for the **General Qualifications** and **Key Staff and Project Approach**.

In order to use and submit the templates you must have access to Microsoft Word and have the ability to convert documents to Adobe Acrobat format (.pdf file extension). The templates are available on the Consultant Services web page under the heading "ODOT Postings and Selection History".

These standard templates must be downloaded and completed, and then submitted with the Letter of Interest as attached files. Key Staff and Project Approach will be submitted as a separate file for each project. The templates are provided in Microsoft Word format but must be submitted as an Adobe Acrobat file (.pdf file extension). **Rename the templates** using a filename that includes the **name of your firm** and an abbreviation for the type of template, in accordance with the **filename requirements** below. The examples below are based on the firm name ABC Engineering and project designation FRA-999-999.

#### **Template Type**

#### **Filename Requirement**

General Qualifications

ABC\_Eng-GQ.pdf

Key Staff and Project Approach

ABC\_Eng-FRA-999-999KSPA.pdf

Resumes

ABC\_Eng-FRA-999-999resume.pdf

When saving pdf attachments in the LOI system please DO NOT include spaces, quotation marks or periods in the file name. [We recommend using underline.] These notations can corrupt the files when attached to our web based CSS system.

The standard template for Key Staff and Project Approach is available in versions that allow a 2, 3, 4 or 5 page response (the actual length of the template is one page longer in each instance). The consultant must use the template that matches the allowable page limit stated in the project posting.

When completing the templates provide **text only, do not insert photographs, maps or other symbols (Bullet points and other similar features are acceptable)**. Use a **12-point font size with font color black**. Please retain the one inch margins provided.

Should you encounter problems with the templates and need assistance, please contact the Office of Consultant Services as follows:

Lyle Flower, Administrator (614) 466-7618  
Mat Mauger, Analyst (614) 644-0623

If requested, attach **resumes of key personnel** as a **single document** with a .pdf file extension with all resumes included. Standard templates are not provided for resumes.

## **Navigating the System**

Following is a brief summary of the different screens and their functions:

### **Opening Screen** – Login and New User Signup

### **Letter of Interest Items 1-5**

Enter responses to Items 1-5 of the Letter of Interest Content including the firm's name, statements concerning compliance with O.R.C. Section 3517.13 and O.R.C. Section 9.24; and attachment of the general qualifications template.

### **Project Selection**

Select up to eight projects for response. Enter the name of the proposed project manager, and subconsultants and percentage of work assigned to each. Attach the Key Staff and Project Approach Template, and attach resumes if required.

### **Letter of Interest Summary**

Provides a summary of the information entered and allows the consultant to **Submit and Print** the Letter of Interest. Information entered but not submitted prior to the response deadline will be retained if the consultant chooses to close the application and return to complete the Lol at a later date (prior to the response deadline).

## **Revisions After Submittal**

Letters of Interest may be **resubmitted prior to the response deadline**. In instances where a consultant determines that revisions are required, the consultant can logon to the system, make the required changes, and resubmit the Letter of Interest.

## **Response Deadline**

Letters of Interest **must be submitted prior to 2:30 pm on the response due date**. The system will not accept responses after the response deadline.