

## **08/26/2024 Posting Date**

### **New Letters of Interest (LOI) Submittal Requirements**

Effective immediately, all LOI submittals are required to follow a new streamlined format in general conformance with the Montgomery County Engineer's Office (MCEO) Consultant Selection Procedure and LOI template provided on the Montgomery County Engineer's Office website at the following link:

[Consultant Selection | Montgomery County Engineer \(mcoho.org\)](https://engineer.mcoho.org/projects/consultant-selection/)

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LOI's must be submitted as a single document for each request for LOI's with a one-page cover letter. In addition, for each project, provide the following using the published template:

- 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 on an 8.5" x 11" page 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 statement of qualifications (SOQ) on file with our office, ODOT 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 encouraged to limit updates to their SOQ to significant changes in representative work experience or staff within the previous year. Please refer to the Biennial Request for Qualifications w/CIP on our website.

Due to this change in LOI submittal requirements, the Montgomery County Engineer's Office will accept general SOQ's until September 27, 2024. In the future, SOQ's will not be accepted after the biennial request for qualifications deadline.

Firms that desire to be prequalified by the Montgomery County Engineer's Office are advised to submit two copies of their SOQ (PDF format ONLY), including your ODOT prequalification letter, to:

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