

**Request for Qualifications  
Requirements for Letters of Interest  
Wastewater Treatment Plant Assessment  
CONTRACT 2022-H  
City of Ravenna, County of Portage**

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), 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) 8½" x 11" pages (including cover letter) plus two (2) pages for the Project Approach (Item B.7 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Please use a minimum font size of 11-point and maintain margins of 1" on all four sides.
  - b. Use 8½" x 11" paper only.
  - c. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - d. Do not provide tabbed inserts or other features that may interfere with machine copying.
4. Letters of interest not adhering to the above instructions are subject to a deduction in the ranking system.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by other governmental agencies.
2. List significant sub-consultants, their current prequalification categories and the percentage of work anticipated to be performed by each sub-consultant.
3. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.
4. Provide examples of similar projects completed by the consultant within the last five years. Include References with phone numbers for three key projects.

5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Describe the equipment and facilities available to the firm to complete the project.
7. 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, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Items 1 thru 6 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.