

## **Blanchard River Alternative Formulation Briefing**

### **Requirements for Letters of Interest (LoI)**

#### **A. General 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 unless otherwise noted in the Project Description.
2. Letters of Interest shall be limited to twenty (20) 8 ½" x 11" single sided pages.
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8 ½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
  - f. Letters of Interest must be received by the end of business on the due date. Responses received after the close of business on the specified due date will not be considered.

#### **B. Letter of Interest Content**

1. List similar projects that have been completed for other agencies. Include contact names and current telephone and facsimile numbers.
2. List the key staff of your firm that will be responsible for the project. 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 design.
3. Describe the capacity of your staff and their ability to perform the work within the timeframe given, relative to the present workload, and the availability of the assigned staff.
4. Confirm that the firm has reviewed the Project Management Plan 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.

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#### **B. Letter of Interest Content (continued)**

5. Remaining space within the twenty (20) pages may be utilized to provide personnel resumes, details on similar projects, or additional information concerning general qualifications.

#### **C. Project Description**

**Project Name:** **Blanchard River Alternative Formulation Briefing**

**Owner:** Hancock County Commissioners

**Location:** The Blanchard River corridor within the City of Findlay and the Village of Ottawa

**Contact Persons:** Brian Hurt, PE  
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#### **Project Details:**

The Hancock County Commissioners are the lead agency for a General Investigation Study of flood control measures for the Blanchard River in Hancock and Putnam Counties. In cooperation with the Army Corps of Engineers, the Commissioners are seeking a qualified consultant(s) to complete the items necessary for an Alternative Formulation Briefing. The anticipated work items include:

FEA 1810	Hydrology & Hydraulics
FEA 1820	Geotechnical Studies
FEA 1840	Engineering & Design Analysis
FEA 1870	Costs Estimates
FEA 1940	Economic Analysis
FEA 2150	Endangered Species
FEA 2420	FSM Documentation
FEA 2430	AFB Project Document

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The Corps has completed a HEC-RAS model of the existing conditions within the Blanchard River watershed; the consultant will be tasked to model feasible alternatives. HTRW and Cultural Resources studies have been completed; the consultant will be required to coordinate these documents into the final AFB submittal. There will be no Feasibility Scoping Meeting (FSM); the consultant will be tasked to prepare documentation that incorporates a combined FSM and AFB.

#### **Anticipated project schedule:**

The AFB is tentatively scheduled for September, 2011.

#### **Professional services required:**

The Consulting Engineer will provide the services necessary to complete a full Alternative Formulation Briefing project document.

Additional information is available for viewing at the NWOFPMP office.