

# DISTRICT 11 - GENERAL L.O.I. INFORMATION



This video will hopefully answer some of the more frequent questions District 11 receives about our programmatic selection process.

# GENERAL LOI INFORMATION

District 11 Selection Team

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The purpose of this video is to provide the consultant community with information, while reducing the number of phone calls District personnel receive. That being said, the District welcomes any questions not addressed here.

## PROJECT APPROACH

- District 11 typically uses the 2-page project approach format
- Utilize these 2 pages to describe your understanding of the project challenges and goals
- Ensure you address the posted scope of work

District 11 typically receives many LOIs per project. Therefore, we usually opt for the 2-page LOI format. This keeps the consultant selection team from fatigue, ensuring your LOI will be given the proper effort throughout the process. Within the 2-page scope, ensure that your team addresses the posted scope of work for the project.

## PROJECT APPROACH - CONTINUED

- Innovative ideas are always welcome, but should be in addition to the posted scope of work
- Information about the firm and key project staff should be placed in the General Qualifications

Innovative ideas are always welcome at D11. The D11 selection staff prides itself on vetting innovative ideas. We have, in the past, contacted other Districts, or Central Office personnel, to receive their input. While assessing and/or ranking the LOIs, D11 has verified the performance of innovative ideas used elsewhere. This includes the performance during the design, construction, inspection and maintenance phases of our asset's lifespan.

## GENERAL QUALIFICATION

- Ensure there is a bio for each person listed on the Key Staff for the project.
- This applies to the Prime firm and the Subconsultants.

Inside the General Qualifications section of the LOI, ensure each member of the Key Staff has a bio, including any sub-consultant employees that are listed.

## PROJECT MANAGER

- Mention the Project Manager's PM experience.
- If mentioning the PM's design experience, ensure the difference between design and management experience is clear in their bio.

Be sure to differentiate the project manager's design and management experience. Stating that the project manager has 15 years design and management experience does not give the selection team enough detailed information of their project management experience.