

#### LEGAL NOTICE

The City of Tiffin is soliciting letters of interest for engineering services for any future contract under \$50,000 between January 1, 2025 and December 31, 2025. The City of Tiffin will utilize the submitted LOI's to directly select a consultant on a project basis based upon the Letter of Interest (LOI), which should be no more than ten pages in length. Letters of Interest shall include the following: 1) List of the consultant's scope of services; 2) List of consultant's ODOT pre-qualifications; 3) List of consultant's key staff members; 4) List of consultant's past project experience 5) List of a minimum of 3 references who have directly worked with listed key staff members. Questions should be directed to Matt Watson, P.E., P.S., CPESC, CESSWI, CFM - City Engineer for the City of Tiffin by email at [mwatson@tiffinohio.gov](mailto:mwatson@tiffinohio.gov). Firms interested in being considered for selection should respond by submitting an electronic copy of their LOI to City of Tiffin Engineer by email.