

SOI / SOQ Submittal Instructions

Submittals shall consist of a single .pdf file attached to an email sent to:

LCDOTBidInfo@lakecountyil.gov

Email format

- The email subject line shall read: *"FIRM NAME, SOI/SOQ Submission"*
- The body of the email shall include complete contact information for the individual functioning as the firm's point of contact for the consultant selection process.

SOI / SOQ format

- The SOI / SOQ shall be submitted in a single attachment to the email.
- Please limit the attachment to a maximum size of 2MB.
- The SOI / SOQ shall be in Adobe Acrobat, version 5.0 or later.
- The SOI / SOQ attachment shall be in the following format:

Item 1 – Statement of Interest Letter (1 - 2 pages)

- Address letter to:

County Engineer

Lake County Division of Transportation

600 West Winchester Road

Libertyville, IL 60048

- Include a **prioritized** list of all projects in the advertisement that your firm has interest in.
- Provide a brief description (one paragraph) for each project of why your firm should be selected to perform the work.

Item 2 – Statement of Qualifications

- Provide a listing of IDOT prequalification categories currently held.
- Include information on anticipated project team.
- Attach a listing of similar projects that your firm has completed.
- Include other items at your discretion.

NOTE: The SOI / SOQ submission is the first step in the selection process. The submission is used to develop a short list of candidates for interviews. Due to the volume of submissions that are often received, it is suggested that respondents consider conciseness, brevity, and good organization when developing their submittals. Respondents selected for interviews will be contacted within 30 days of the SOI / SOQ submission deadline.