

SELECTION
GUIDELINES

FOR

SERVICE CONTRACTS

Michigan Department of Transportation

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TABLE OF CONTENTS

1. PART I - GENERAL INFORMATION	4
1.1. Request for Proposal (RFP)	4
1.1.1. <i>Brooks Act</i>	4
1.1.2. <i>Qualifications-Based Selection (QBS)</i>	4
1.2. Tiers	5
1.3. Independent Cost Estimates	5
1.4. Selection Team	5
1.4.1. <i>Selection Team Member's Conflict Of Interest</i>	6
1.5. Conflict of Interest	6
1.6. Inquiries	6
1.7. Addenda to RFP	6
1.8. News Releases	6
1.9. Disclosures	7
1.10. Prequalification	7
1.10.1. <i>Primary Prequalification Classification</i>	7
1.10.2. <i>Secondary Prequalification Classification</i>	7
1.11. Disadvantaged Business Enterprise (DBE)	8
1.12. Prime Consultant/Vendor Responsibility	8
1.13. Rejection of Submittals	8
1.14. Acceptance of Proposal Content	8
1.15. Notice of Selection and Debriefing	8
1.15.1. <i>Services under \$25,000 and Tier I Services (\$25,000 to \$99,999)</i>	8
1.15.2. <i>Tier II and III Services (\$100,000 or greater)</i>	9
2. PART II - PROCESS STEPS	10
2.1. Services Estimated at Less than \$25,000.	10
2.2. (QBS) Tier I – Services Estimated Between \$25,000 and \$99,999	11
1.1. (QBS) Tiers II and III - Services Equal To or Greater Than \$100,000	13
2.4. QBS/Low Bid Selections (Two-Tier Process)	15
2.5. Low Bid Selections	17
2.6. Best Value Selections	19
3. PART III – PROPOSAL REQUIREMENTS AND SCORING	23

3.1.	Proposal Forms	23
3.1.1	<i>Form 5100D – Request for Proposal Cover Sheet</i>	23
3.1.2.	<i>Form 5100G – Changes to Key Personnel</i>	23
3.1.3.	<i>Form 5100J – Consultant Data and Signature Sheet</i>	24
3.2.	Proposal Information and Scoring	24
3.2.1	<i>Understanding of Service and Innovations (If Applicable)</i>	24
3.2.2	<i>Qualifications of the Team</i>	25
3.2.3	<i>Quality Assurance / Quality Control (QA/QC) Plan</i>	26
3.2.4	<i>Resumes of Key Staff</i>	27
3.2.5	<i>Past Performance</i>	27
3.2.6	<i>Presentation</i>	28
3.3.	Completing the 5100C score sheet	28
4.	PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS	29
4.1.	Instructions for Sending In Proposals Electronically	29
4.2.	Instructions for Submitting Bids (Low Bid Selections)	30
5.	DEFINITIONS	31

1. PART I - GENERAL INFORMATION

1.1. Request for Proposal (RFP)

For each needed service over \$25,000, a Michigan Department of Transportation (MDOT) Selection Team is chosen. The MDOT Project Manager and Contract Services Division (CSD) are responsible for determining which prequalification classifications, if any, are required for the service. The MDOT Project Manager develops the Request for Proposal (RFP) which is a combination of the scope of work and completed Form 5100B (formerly forms 5100B and 5100H) that gives the consultant/vendors information on the selection.

The Selection Team, in accordance with these Guidelines, will determine the type of selection needed. In accordance with Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) regulations, Federal Railroad Administration (FRA) and Federal Transit Administration (FTA), professional services (as defined by the Brooks Act below) that are \$100,000 or greater must be selected using Qualifications-Based Selection (QBS).

Requests for Proposal (RFPs) for all services greater than \$25,000 will be posted on MDOT's website.

On a quarterly basis, MDOT will post on the website a list of potential service opportunities that are anticipated to be advertised during that quarter. These are services that will exceed \$25,000. This list is for informational purposes only and does not guarantee that all services listed will be advertised. If the advertised service was not on a prior quarterly anticipated listing, additional advertisement time may be required.

1.1.1. Brooks Act

Brooks Act services for projects valued at \$100,000 or more, are defined as "professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph; professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services."

1.1.2. Qualifications-Based Selection (QBS)

The Michigan Department of Transportation (MDOT) uses a qualifications-based selection (QBS) process, low bid process, best value process, or a QBS/low bid process for procuring services.

(NOTE: All selections of services defined in the Brooks Act, for any estimated dollar value, will be completed using qualifications-based criteria. Qualifications/low bid, low bid, or best value selections are not permitted.)

(All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.)

1.2.Tiers

This Guideline defines the type of RFP based on the estimated cost of the service. Projects are categorized based on estimated service fees in the following manner:

No Tier	Under \$25,000
Tier I	\$25,000 to \$99,999
Tier II	\$100,000 to \$249,999
Tier III	\$250,000 and Over

The type of contract or authorization does not affect the selection process. MDOT will seek to contract with the consultant/vendor who is selected. This contract may be an authorization under an Indefinite Delivery of Services (IDS) contract or a regular contract.

Consultants/vendors selected using the QBS process will be requested to submit a priced proposal. If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next qualified consultant/vendor based on QBS, QBS/low bid, best value, or low bid will be considered for the contract.

All approved Central Selections Review Team (CSRT) results from Tiers I, II, and III and low bid selections will be placed on the MDOT website.

Projects that are advertised at the Tier I level (\$25,000 to \$99,999) must remain within those dollar limits throughout the project. Per the FHWA, projects that are advertised in Tier I, and exceed \$100,000, may place all federal funds over \$100,000 in jeopardy.

1.3.Independent Cost Estimates

Project Managers are responsible for providing independent cost estimates as related to the selection to determine what tier it will be categorized in. These cost estimates must be completed prior to advertisement and priced proposal negotiations [Priced Proposal Guidelines](#).

1.4.Selection Team

Selection Team Members shall consist of at least three persons that will be identified at the time of advertisement. In the event an identified member(s) changes before or at the time of the scoring meeting, the Project Manager is responsible for acknowledging the change and the reason for it on the Central Selection Review Team Action Sheet 5100E. The team will include at least one member from a different reporting relationship and a member from specialty areas as needed, such as, but not limited to ITS, geotechnical engineering services etc. Unless otherwise approved, the Project Manager will be part of the Selection Team. Any deviation from the Selection Team make up will require Region Engineer/Division Administrator approval. For selections greater than \$1

million, or projects deemed necessary, a member of the CSRT or a representative of CSRT will serve on the Selection Team. The Selection Analyst will notify CSRT at the time of posting of the RFP, and the assigned CSRT member will contact the Project Manager to coordinate proposal evaluation meetings.

1.4.1. Selection Team Member's Conflict Of Interest

The Project Manager must assure that no members on the team have any appearance of a conflict of interest. Any member that has a conflict of interest shall be removed from the Selection Team. If there is participation on the Selection Team from non-MDOT employees, they must complete Form 5100F.

1.5. Conflict of Interest

The Consultant/vendor must certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor needs to describe the conflict. **(NOTE: MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.)**

Consultants can find [Conflict of Interest Guidance for Project Managers and Consulting Firms](#) on MDOT's website.

1.6. Inquiries

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of five (5) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. MDOT will strive to place all questions and their answers on the MDOT website within 48 hours of receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed.

(The employees of the proposing consultant/vendors may not contact any MDOT staff, including members of the Selection Team, other than the MDOT Project Manager, or their designee, to obtain information on the RFP. Such contact may result in disqualification.)

1.7. Addenda to RFP

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT website.

1.8. News Releases

Any news release(s) pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

1.9. Disclosures

The information provided in the consultant/vendor's proposal will be kept confidential by the members of the Selection Team, the contract administrator, and the CSRT.

Except for services under \$25,000 where phone solicitations are acceptable, MDOT personnel shall not discuss the selection, scope, or qualifications of consultant/vendors until the selection is approved.

All information in a consultant/vendor's proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The consultant/vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

1.10. Prequalification

Some services will require a consultant/vendor to be prequalified to be eligible to participate in the selection. For these services, the RFP will clearly state what prequalification classification(s) is required. To become prequalified, a consultant/vendor must submit an application to MDOT's Contract Services Division (CSD). To acquire information on what services MDOT prequalifies for and how to become prequalified, locate the prequalification application under "Doing Business with MDOT" http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html .

Consultant/vendors must be prequalified to provide services that require prequalification. The RFP will state if prequalification is required to perform the service. The RFP will also state the primary (main) prequalification classification(s) and any secondary prequalification(s) that may be required.

1.10.1. Primary Prequalification Classification

The prime consultant/vendor must be prequalified in all classifications listed as primary prequalification classifications.

1.10.2. Secondary Prequalification Classification

The proposing team must have a member prequalified in each secondary prequalification classification. The requirement may be met by either the prime consultant/vendor or a sub-consultant/vendor(s).

If the consultant/vendors do not meet these prequalification requirements, the proposal will be rejected. The prequalification requirements for a service should remain unchanged throughout the selection process. In the event that the requirements do change, the information will be provided to the consultant/vendors on the website.

If prequalification is not required, all consultant/vendors who feel they are qualified to perform the service may submit a proposal. To ensure a complete consultant/vendor pool, MDOT may advertise such services in newspapers, periodicals or determine other methods in addition to placing information on the MDOT website.

1.11. Disadvantaged Business Enterprise (DBE)

The DBE participation contract goal is specified in the RFP, DBE participation form 0182 must be submitted to the individual specified in the RFP with the priced proposal (QBS) or during contract negotiations. The prime consultant/vendor shall select DBEs to perform, at minimum, work which corresponds in dollar value to the DBE participation goal. DBEs must perform a commercially useful function as required by 49 CFR §26.55 of the Federal Register and by contractual requirements.

If the consultant is unable to achieve DBE participation totaling, at minimum, the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal with Form 0180. If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award. Form 0180 may also be required to be submitted if a contract amendment or authorization revision results in the DBE requirement not being achieved.

NOTE: DBEs may provide prequalified or non-prequalified services. If prequalification is required, credit may be given only for firms who are both prequalified and DBE-certified in the applicable prequalification classification. Only DBEs who are currently certified and listed on the web-based Michigan Uniform Certification Program (MUCP) database are eligible for DBE participation credit: A MUCP is linked directly to the MDOT Web site at [MDOT - Disadvantaged Business Enterprise](#). Under "Directories," select the "Search MUCP DBE Directory for all certified DBEs in Michigan" link.

1.12. Prime Consultant/Vendor Responsibility

The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by the dollar value required on the service, unless otherwise specified in the RFP.

1.13. Rejection of Submittals

MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any RFP. MDOT will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

1.14. Acceptance of Proposal Content

The content of a proposal, technical proposal, and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in cancellation of the contract.

1.15. Notice of Selection and Debriefing

1.15.1. Services under \$25,000 and Tier I Services (\$25,000 to \$99,999)

The selected consulting firm will be announced and the information posted on the web following CSRT approval. Feedback will be provided via phone or email upon the request of the consultant.

1.15.2. Tier II and III Services (\$100,000 or greater)

All scores will be posted on MDOT's website in conjunction with the posting of the selected consultant. Both total scores and individual category scores will be provided on selections made in Tiers II and III. No consultant names will be provided; however, each consultant will receive their individual score sheet from MDOT via e-mail within two working days of the scores and selection results being posted. This will enable each proposing consultant to compare their scores with the other proposers. Feedback will be provided at the discretion of the Project Manager via phone, email, or in person upon the request of the consultant.

2. PART II - PROCESS STEPS

2.1. *Services Estimated at Less than \$25,000.*

(NOTE: Services selected by this process cannot be amended to exceed \$25,000. Services that exceed \$25,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$25,000, the Tier I, II, or III process must be followed.)

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.
2. The CSD Scope Engineer must review the scope and contact the Project Manager prior to the Project Manager contacting the consultants/vendors.
3. The MDOT Project Manager will review the prequalification list and contact three consultant/vendors by phone or e-mail about their availability to perform the service. If the service does not require prequalification, the Project Manager will contact at least three consultant/vendors that can provide the service, and will determine the most qualified consultant/vendor using evaluation criteria appropriate for the service. **NOTE:** If the selection is for real estate services, then at least five consultant/vendors that can provide the service must be contacted.
4. If the selection is by low bid, the Project Manager will get a bid from each consultant/vendor and select the lowest bid.
5. The Project Manager will send the selection information to the MDOT Selection Analyst by completing Form 5100E, providing supporting comments about each of the consultant/vendors contacted, and attaching the CSD Scope Engineer approved scope of services.
6. Review of all recommended selections will be completed by the Chair of the Central Selections Review Team. If the selection has been properly conducted, with adequate supporting documentation, the Chair may approve the selection. If there are any questions about the selection, the Chair may contact the Selection Analyst for assistance.
7. Once the selection is approved, MDOT will seek to contract with the selected consultant/vendor.

2.2. (QBS) Tier I – Services Estimated Between \$25,000 and \$99,999

(NOTE: All services selected by this process cannot be amended to exceed \$100,000. Services that exceed \$100,000 cannot be broken down into smaller components merely to permit the use of the Tier I selection process. If it is anticipated that the cost of the service could eventually exceed \$100,000, the Tier II process must be followed.)

1. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.
2. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.

The Following documentation will be submitted to the CSD Scope engineer for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal.
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
 - c. Scope of Services
3. The Project Manager should assure that adequate funding is in place or will be when the contract/authorization is awarded.
 4. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the website.
 5. If this is a service that does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that the Project Manager places an additional advertisement in newspapers, periodicals, additional websites, and/or sends out an email to all those consultant/vendors.
 6. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by MDOT by the deadline date and time indicated. The proposal may not be more than three pages in length, and no personnel resumes will be accepted. Form 5100D and 5100J (if applicable) must be submitted with all proposals and must be signed by a representative with contracting authority. It will not be included in the page limitations.

7. The Project Manager will check the monthly report entitled Vendors with \$50,000 Contract Amount Limit, which is sent out via listserv and is posted on the internal website. If the project is over \$50,000, and a consultant/vendor submits who is on the list, then their proposal will be rejected from consideration.
8. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
9. The Selection Team will develop a short-list of consultant/vendors who are most qualified to perform the work by completing a qualitative evaluation, including qualifications of team leader, qualifications of the team, location, and past performance.
10. If MDOT only receives one response to an RFP and the project is funded with FHWA funds, then FHWA approval is required.
11. The Selection Team will document the short-list of consultant/vendors by completing the CSRT Action Sheet (Form 5100E). The Selection Team will submit the completed Form 5100E to the MDOT Selection Analyst via email to MDOT-CSD-Selections. On Page 1 of Form 5100E, all consultant/vendors submitting proposals will be listed. On Page 2, a short listing of the highest, equally qualified consultant/vendors will be listed, with justification and rationale for their recommendation. This list must include a minimum of three consultant/vendors, unless fewer than three consultant/vendors responded.
12. A final selection for each project is made by the CSRT after a review of the short list of consultant/vendors for each project. In determining which consultant/vendors will be selected for Tier I projects, the CSRT will use the following criteria:
 - Year-to-date workload – review of all executed contracts, authorizations, and consultant/vendor payments received by the prime consultant/vendor being considered for possible selection, for the current fiscal year.
 - Past performance
 - Provisional ratings – determine if the work to be performed is classified as a provisional prequalification classification for the consultant/vendor being considered for possible selection.
 - Market entry – determine if the work to be performed is a new prequalification category for the consultant/vendor being considered for possible selection, or whether the considered consultant/vendor is new to MDOT, and has not previously performed work for the department.
13. Results of selection approvals will be posted on the MDOT website.
14. MDOT will seek to contract with the selected consultant/vendor.
15. Negotiations will proceed with the most qualified consultant/vendor following the [Priced Proposal Guidelines](#). Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to

break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

1.1. (QBS) Tiers II and III - Services Equal To or Greater Than \$100,000

(NOTE: The only difference between Tier II and III in the process is the complexity of the requirements for the RFP. The Selection Team may choose to use this process for services with an estimated cost less than \$100,000.)

1. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the Project Manager to coordinate proposal evaluation meetings.
3. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.

The Following documentation will be submitted to the CSD Scope engineer for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal.
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
 - c. Scope of Services
4. The Project Manager should assure that adequate funding is in place or will be when the contract/authorization is awarded.
 5. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the website.
 6. The Selection Team should establish the consensus meeting date at this time.
 7. If this is a service that does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that the Project Manager places an additional advertisement in newspapers, periodicals, additional websites, and/or sends out an email to all those consultant/vendors.

8. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than seven pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages. Form 5100D and 5100J (if applicable) must be submitted with all proposals and must be signed by a representative with contracting authority. These forms will not be included in the page limitations.
9. The Project Manager will check the monthly report entitled Vendors with \$50,000 Contract Amount Limit, which is sent out via listserv and is posted on the internal website. If the project is over \$50,000, and a consultant/vendor submits who is on the list, then their proposal will be rejected from consideration.
10. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
11. The Selection Team will review all proposals submitted by the consultant/vendors for compliance as listed in these guidelines and the RFP. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines must be rejected.
12. The Selection Team will evaluate each consultant/vendor's proposal by completing Form 5100C **individually**. After each submitting consultant/vendor is scored individually by everyone on the Selection Team, the Selection Team should hold a consensus meeting where Form 5100C should be filled out for each submitting consultant/vendor with **consensus** comments and scores. Please note that comments are required for each scoring criteria being evaluated.
13. Where presentations are required (Tier III only), the CSRT Action Sheet will indicate which consultant/vendors (generally at least three of the highest scoring) will be short-listed to give a presentation. If all submitting consultant/vendors will be granted a presentation, CSRT approval is only required after the presentations step has been completed. In addition, a technical proposal may be required. If a technical proposal is required, the RFP will specifically define its requirements. The Selection Team will score the presentation and technical proposal (if required). This score will be added to the original score from the short-listing to determine the most qualified consultant/vendor. The short-listing and the final selection will be sent to the Selection Analyst for review and CSRT for approval. At the Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted.
14. Where presentations are not required, the Selection Team will recommend the most qualified consultant/vendor from the information in the proposals. Once final approvals are received from CSRT, a priced proposal using the most current [Priced Proposal Guidelines](#) will be requested and, if necessary, negotiations will proceed with the most qualified consultant/vendor. If negotiations with the most qualified consultant/vendor are not successful, then the next most qualified consultant/vendor will be requested to submit a priced

proposal and conduct negotiations, if necessary. This process will repeat until negotiations are successful.

15. The Selection Team will complete the CSRT Action Sheet (form 5100E) and forward it to the Selection Analyst. When presentations are not required, the CSRT Action Sheet will indicate which consultant/vendor's proposal had the highest score.
16. The Selection Analyst will review the information and take appropriate action to work with the Selection Team until everything is acceptable to forward to the CSRT. The CSRT will review the information and approve or take appropriate action to work with the Selection Team and/or Selection Analyst until a selection is approved.
17. If MDOT only receives one response to a RFP and the project is funded by Federal Highway Administration (FHWA) funds, then FHWA approval is required. The Selection Team will determine if the proposal is acceptable prior to seeking FHWA approval. A copy of the FHWA approval will be included with form 5100E.
18. Results of selection approvals will be posted on the MDOT website and the MDOT Project Manager will be notified of those results prior to posting.
19. Negotiations will proceed with the most qualified consultant/vendor following the [Priced Proposal Guidelines](#). Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.4. QBS/Low Bid Selections (Two-Tier Process)

(All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.)

1. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the Project Manager to coordinate proposal evaluation meetings.
3. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.

The following documentation will be submitted to the CSD Scope engineer for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
 - c. Scope of Services which includes a minimum acceptable scoring threshold that the proposals must meet in order for their bids to be opened.
 - d. A bid sheet identifying the bid items and place for consultant/vendor signature and total bid price and a cost derivation sheet (if applicable).
 - e. The scoring criteria and point values that will be used for the QBS threshold. The following four scoring criteria are required; however the points possible per scoring criteria may vary. (1) Understanding of Service (2) Qualifications of Team; (3) Past Performance; (4) Location; (5) Price. Any other scoring criteria may be added. Note: QBS/Low Bid scoring criteria/ cut off will be approved by CSRT prior to RFP being posted.
4. The Project Manager should assure that adequate funding is in place or will be when the contract/authorization is awarded.
 5. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the website.
 6. If this is a service that does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that the Project Manager places an additional advertisement in newspapers, periodicals, additional websites, and/or sends out an email to all those consultant/vendors.
 7. The Selection Team should establish the consensus meeting date at this time.
 8. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than seven pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages per person. Form 5100D and 5100J (if applicable) must be submitted with all proposals and must be signed by a representative with contracting authority. These forms will not be included in the page limitations.
 9. The Project Manager will check the monthly report entitled Vendors with \$50,000 Contract Amount Limit, which is sent out via listserv and is posted on the internal website. If the project is over \$50,000, and a consultant/vendor submits who is on the list, then their proposal will be rejected from consideration.
 10. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.

11. The Selection Team will review all proposals submitted by the consultant/vendors for compliance as listed in these guidelines and the RFP. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines must be rejected.
12. The Selection Team will complete the CSRT Action Sheet 5100E, which will indicate which consultant(s)/vendor(s) will have their bids reviewed, and forward it to the Selection Analyst.
13. If MDOT only receives one response to a RFP and the project is funded by Federal Highway Administration (FHWA) funds, then FHWA approval is required. The Selection Team will determine if the proposal is acceptable prior to seeking FHWA approval. A copy of the FHWA approval will be included with form 5100E.
14. Once CSRT approval is given, the Selection Team will review the bids of those qualified bidders meeting the established threshold. MDOT will seek to contract with the bidder with the lowest acceptable bid. MDOT will post the bid amounts on the website.
15. Results of selection approvals will be posted on the MDOT website and the MDOT Project Manager will be notified of those results prior to posting.
16. If for any reason contracting is unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.5. Low Bid Selections

(All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.)

1. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the Project Manager to coordinate proposal evaluation meetings.
3. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.

The Following documentation will be submitted to the CSD Scope engineer for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
 - c. Scope of Services
 - d. A bid sheet identifying the bid items and place for consultant/vendor signature and total bid price and a cost derivation sheet (if applicable).
4. The Project Manager should assure that adequate funding is in place or will be when the contract/authorization is awarded.
 5. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the website.
 6. If this is a service that does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that the Project Manager places an additional advertisement in newspapers, periodicals, additional websites, and/or sends out an email to all those consultant/vendors.
 7. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. Form 5100D and 5100J (if applicable) must be submitted with all proposals and must be signed by a representative with contracting authority.
 8. The Project Manager will check the monthly report entitled Vendors with \$50,000 Contract Amount Limit, which is sent out via listserv and is posted on the internal website. If the project is over \$50,000, and a consultant/vendor submits who is on the list, then their proposal will be rejected from consideration.
 9. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
 10. The Selection Team will review all proposals submitted by the consultant/vendors for compliance as listed in these guidelines and the RFP. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines must be rejected.
 11. The Selection Team will complete the CSRT Action Sheet (form 5100E) and forward it to the Selection Analyst.
 12. The Selection Analyst will notify the Selection Team when approved by the CSRT.
 13. If MDOT only receives one response to a RFP and the project is funded by Federal Highway Administration (FHWA) funds, then FHWA approval is required. The Selection Team will determine if the proposal is acceptable prior to seeking FHWA approval. A copy of the FHWA approval will be included with form 5100E.

14. MDOT will seek to contract with the bidder with the lowest acceptable bid. MDOT will post the bid amounts on the website.
15. If for any reason contracting is unsuccessful, the Project Manager may proceed to the next lowest bidder and approved vendor from the original selection.

2.6. Best Value Selections

(All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.)

1. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Analyst will notify CSRT at the time of posting of the RFP and the assigned CSRT member will contact the Project Manager to coordinate proposal evaluation meetings.
3. The MDOT Project Manager will assemble a scope of work which includes details of the services needed and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required. This includes identifying the Disadvantaged Business Enterprise (DBE) requirement.

The Following documentation will be submitted to the CSD Scope engineer for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal
- b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
- c. Scope of Service.
- d. A bid sheet identifying the bid items and place for consultant/vendor signature and total bid price and a cost derivation sheet (if applicable).
- e. The scoring criteria and point values that will be used for the best value selection. The following five scoring criteria are required; however the points possible per scoring criteria may vary. (1) Understanding of Service (2) Qualifications of Team; (3) Past Performance; (4) Location; (5) Price. Any other scoring criteria may be added. Note: Best Value scoring criteria will be approved by CSRT prior to RFP being posted.

Following is an example of the scoring section of the scope of services for best value selections:

SCORING (130 Points)

Proposed Selection Criteria and Total Possible Points

Understanding of Service – 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team – 40 Points

Describe your team and the roles of key personnel. Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed for other agencies.

Price – 35 Points

CSRT approved formula: $\text{Low Bid/Bid} * \text{points assigned}$

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

4. The Project Manager should assure that adequate funding is in place or will be when the contract/authorization is to be awarded.
5. Selection Analyst will present proposed scoring criteria to CSRT for their approval at the next scheduled CSRT meeting.
6. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the website.
7. The Selection Team should establish the consensus meeting date at this time.
8. If this is a service that does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that the Project Manager places an additional advertisement in newspapers, periodicals, additional websites, and/or sends out an email to all those consultant/vendors.
9. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than seven pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages per person. Form 5100D and 5100J (if applicable) must be submitted with all proposals and must be signed by a representative with contracting authority.

10. The Project Manager will check the monthly report entitled Vendors with \$50,000 Contract Amount Limit, which is sent out via listserv and is posted on the internal website. If the project is over \$50,000, and a consultant/vendor submits who is on the list, then their proposal will be rejected from consideration.
11. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
12. The Selection Team will review all proposals submitted by the consultant/vendors for compliance with the Consultant/Vendor Selection Guidelines. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines may be rejected.
13. The Selection Team will evaluate each consultant/vendor's proposal by completing Form 5100C **individually**. After each submitting consultant/vendor is scored individually by everyone on the Selection Team, the Selection Team should hold a consensus meeting where Form 5100C should be filled out for each submitting consultant/vendor with **consensus** comments and scores. Please note that comments are required for each scoring criteria being evaluated.
14. The Selection Team will complete the CSRT Action Sheet (form5100E) and forward it to the Selection Analyst. When presentations are not required, the CSRT Action Sheet will indicate which consultant/vendor's proposal had the highest score.
15. Where presentations are required, the CSRT Action Sheet will indicate which consultant/vendors (generally at least three of the highest scoring) will be short-listed to give a presentation. If all submitting consultant/vendors will be granted a presentation, CSRT approval is only required after the presentations step has been completed. In addition, a technical proposal may be required. The Selection Team will score the presentation and technical proposal (if required). This score will be added to the original score from the short-listing to determine the most qualified consultant/vendor. The short-listing and the final selection will be sent to the Selection Analyst for review and CSRT for approval.
16. At the Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted. Where presentations are not required, the Selection Team will determine the most qualified consultant/vendor from the information in the proposals.
17. The Selection Analyst will review the information and take appropriate action to work with the Selection Team until everything is acceptable to forward to the CSRT. The CSRT will review the information and approve or take appropriate action to work with the Selection Team and/or Selection Analyst until a selection is approved.
18. If MDOT only receives one response to a RFP and the project is funded by FHWA funds, then FHWA approval is required. The Selection Team will determine if the proposal is acceptable prior to seeking FHWA approval. A copy of the FHWA approval will be included with Form5100E.

19. Results of selection approvals will be posted on the MDOT website and the MDOT Project Manager will be notified of those results prior to posting.
20. Once final approvals are received, negotiations will proceed with the most qualified consultant/vendor. If for any reason contracting is unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

3. PART III – PROPOSAL REQUIREMENTS AND SCORING

3.1. Proposal Forms

3.1.1 Form 5100D – Request for Proposal Cover Sheet

The first page of the proposal must be Form 5100D, Request for Proposal Cover Sheet, which is to be completed by the Prime Consultant/Vendor. The cover page must be signed by a representative with contracting authority. This cover page will **not** be included in the page limitations for any Tier and the information provided will not be a basis of scoring.

Form 5100D identifies the following items:

1. Prime and subconsultant/vendor information, applicable Service Prequalification roles as listed in the RFP, and whether or not those prequalification roles are to be counted toward DBE goals.
2. Documentation that the consultant/vendor has read and understands MDOT's policy regarding conflicts of interest. Consultant/vendor must also certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor needs to describe the conflict. **(NOTE: MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.)**
3. Documentation of the key personnel and the average number of hours per week for the period of time they plan to work on the service for the duration of the task(s), as outlined in the RFP. Subconsultant/vendors should not submit Form 5100D individually.

The Selection Team must reject any proposal where the Department has determined a conflict of interest exists. The Project Manager should contact the consultant/vendor prior to returning the proposal to assure the information concerning the conflict of interest is correct. The Project Manager will send out a rejection notice to the consultant along with a copy to the Selection Analyst.

3.1.2. Form 5100G – Changes to Key Personnel

If during the selection process, the Project Manager is notified by the consultant/vendor (Form 5100G) that key personnel are not available, action must be taken as follows:

1. If notified before scoring is complete, but after deadline for submittal, the consultant/vendor can submit the resume of the person who would be replacing the key person. The Selection Team will score using the new key person. The Selection Team must inform the Selection Analyst of the change.
2. If notified after the scoring is complete, but prior to CSRT approval and the change involves the top scoring consultant/vendor, the consultant/vendor can submit the resume of the

person who will replace the key person. The Selection Team must then determine if the new person would affect the selection results. If not, notify the Selection Analyst of the change and the justification for keeping the selection results. If it does, rescore the top consultant/vendor and change the selection. CSRT review/approval is required for both situations.

3. If a consultant/vendor notifies the Project Manager of a key person change anytime after the CSRT selection approval, the Project Manager must determine if the new key person is acceptable. If not, the contract/authorization will be terminated and a new consultant/vendor selected.

Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category, and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel have to be changed due to change in employment or unanticipated work load shifts or schedule changes. All changes in key personnel must be approved by MDOT in writing by completing Form 5100G.

3.1.3. Form 5100J – Consultant Data and Signature Sheet

If prequalification is not required for certain services, the consultant/vendor performing these services must submit form 5100J to certify that all listed persons are authorized to execute contracts with MDOT.

3.2. Proposal Information and Scoring

3.2.1 Understanding of Service and Innovations (If Applicable)

This section is optional for all Tiers. The Selection Team may choose to require or not to require the Understanding of Service and Innovation requirement on any solicitation. This section should be required only under the following circumstances:

1. When the complexity of the service needs written verification by the consultant/vendors of their understanding.
2. When it is anticipated that the scores for the Qualifications of the Team section will not be sufficient to differentiate or determine the most qualified team.

It should not just be a repeat of the information in the scope. NOTE: Not requiring this section does not mean the consultant/vendor does not have to have an understanding of the service, just that a narrative is not required.

The consultant/vendor may include any work item that they believe should be added to the scope of services, or any work item that is in the current scope of services which they believe should be altered. They must describe the benefit to the service, the increase/decrease in resources and the increase/decrease to the cost of construction due to the revision to the work item, if applicable.

When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific items from the proposal that were used in the review and final score. The highest scores should be given to proposals that exceeded the expectations of the Selection Team. The lowest scores should be given to proposals that showed a lack of understanding. If the RFP required this section and it was not included, the consultant/vendor will receive a “0” as a score for this item. If the RFP did not require this section and it was included, no additional points will be awarded.

3.2.2 Qualifications of the Team

This Section is mandatory for all Proposals. This section has been assigned the largest possible points for the selection. When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific personnel, their experience and role in the service. Also, if applicable, include a discussion of the effectiveness of how the team is organized. The team should also note any other items from the proposal that were used in the review and final score. The highest scores should be given to staff, consultant/vendor, and sub-consultant/vendor experience on similar projects, and organization of personnel that exceeded the expectations of the Selection Team. The lowest scores should be given to proposals where there was inadequate experienced staff to support the service.

The scoring for Qualifications of Team will be based on the following information:

1. Structure of the Project Team (Role of Firms and Key Personnel)

- a. The consultant/vendor will describe the structure of the project team including the roles of all key personnel and sub-consultant/vendors. The consultant/vendor will determine what personnel are considered “key”, unless it is specifically outlined in the RFP. For each sub-consultant/vendor, they will describe their role in the service and include what percent of the named role that the sub-consultant/vendor is expected to provide.
- b. The consultant/vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of MDOT see form 5100 G .

2. Organization Chart

Provide an organization chart of your service team including sub-consultant/vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the consultant/vendor by which they are employed, and lines of communication. The RFP may include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the MDOT Project Manager.

3. Disadvantaged Business Enterprise (DBE)

If DBE participation is required, the consultant/vendor must provide a description of how the submittal meets the DBE participation level and the consultant/vendor’s commitment to maintain the percentage throughout the course of the contract including any future amendments. If the consultant is unable to achieve DBE participation totaling, at minimum,

the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal with Form 0180. If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award. If the waiver is granted, the Project Manager will proceed to negotiate with the selected consultant/vendor. If not, and all appeals of the denial have been exhausted, the next highest scoring consultant/vendor will be selected.

Form 0180 may also be required to be submitted if a contract amendment or authorization revision results in the DBE requirement not being achieved. The Project Manager will be contacted for information on the selection and position on the waiver.

4. Location

The consultant/vendor selection criteria will include a consideration of what percentage of the contracted work will be performed in Michigan. The Selection Team will score the percentage of work performed in Michigan on all selections unless the project is for field related projects, on-site inspection, or survey activities. If the project is for field related projects, on-site inspection, or survey activities, then the Selection Team will score the distance from the site to the location of the office(s) as listed in their proposal. The score given should relate to the mileage that may be charged to the service (the further the distance the lower the score). The combination of location and percentage of work performed in Michigan should not exceed five points.

As a guideline for scoring percentage of work performed in Michigan, please use the following:

<u>Percentage of Work To Be Done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

3.2.3 Quality Assurance / Quality Control (QA/QC) Plan

This section is not required for Tier II or smaller and is optional for Tier III.

When scoring this section, the Selection Team will review the consultant/vendor’s QA/QC plan for this service. It should include background information of the selected QA/QC manager for this service. The person performing the QA/QC review must have extensive experience with MDOT standards and practices.

When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific personnel, their experience and QA/QC role in the service. Also, include a discussion of the effectiveness of the QA/QC plan. The highest scores should be

given to QA/QC plans and managers that exceeded the expectations of the Selection Team. The lowest scores should be given to QA/QC plans that were inadequate and/or QA/QC managers without sufficient related experience.

If the RFP required this section and it was not included, a score of “0” will be given. If the RFP did not require this section and it was included, no additional points will be awarded.

3.2.4 Resumes of Key Staff

Resumes are not required for estimated services under \$100,000 (Tier I and smaller). The consultant/vendor will provide resumes (Limit 2 pages per person) for each of the key staff of the prime and sub- consultant/vendors. MDOT will not accept resumes for non-key or support staff. The recommended format shown in Form 1242 may be used for reference. In addition to general resume information, the following information will be provided for service experience that is similar to the service being solicited. The scoring for qualifications of team scoring will be one score based on the following information. The consultant/vendor is contractually obligated to supply the key personnel proposed for this service.

- a. General description of the service.
- b. Role of person in the service.
- c. Service budget.
- d. Year service was completed.
- e. Name of client (agency or company).
- f. Role of consultant/vendors in the service. (It is not required that the submitting consultant/vendors have a role.)
- g. Reference: name and phone number of person to contact for client.
- h. Provide the route name, limits of construction, construction budget, and a general description of type of construction.

3.2.5 Past Performance

This section must be scored for all solicitations, however consultants/vendors shall not provide a separate written section documenting their past performance or project summaries other than what is already included in the resumes for key staff. Instead, the Selection Team should use relevant performance evaluations from SVES and CTRAK for the past three years for prime vendors that are being proposed. A score will be given based on the SVES and or CTRAK scores for the primary prequalification classification(s) and the total overall score for the prime consultant being proposed. If no scores in the primary classification and/or total overall average are available in SVES or CTRAK, then a score for this section will be given based on references contacted obtained from information provided in the resumes of key staff, and/or previous experience with the Project Manager.

The highest scores should be given to performance evaluations or references when work was excellent or the highest performance score available was given. The lowest scores should be given to performance evaluations or references where work was poor.

3.2.6 Presentation

If a presentation is required, the Selection Team may also require a technical proposal. If required, it will be indicated in the RFP. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to the number of pages that can be provided. The technical proposal expands four areas of the proposal. At the MDOT Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the initial proposals submitted. The highest scores should be given to presentations and technical proposals that exceed expectation and support or enhance scoring from the original proposal. The lowest scores should be given to poor quality presentations and technical proposals and for information that shows the score from an original proposal.

The presentation score is added to the previous score from the proposal. The final selection will be determined by the consultant/vendor with the highest total score.

1. **General Information**

Provide any and all changes from the information that was provided in the original proposal. The Selection Team must determine if the changes in the information are material enough to change the ranking of the consultant/vendor. This determination from the Selection Team will be required to be made any time a change occurs.

2. **Expanded Understanding of Services and Innovations**

Provide an expanded work plan and any proposed innovations in implementing the service.

3. **Efficiency/Effectiveness**

Provide how the consultant/vendor will effectively and efficiently use their staff to assure a quality product at a reasonable price. Provide a schedule showing how the consultant/vendor plans to complete the service on time. This can be described and shown graphically.

4. **Quality Assurance/Quality Control Plan**

Provide an outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.

3.3. *Completing the 5100C score sheet*

- Sentences shall be complete and should only refer to the project that was advertised in the RFP.
- Assumptions or comments shall not be made regarding current contracts but rather geared towards proposals that were presented.
- Only factual statements shall be listed as they pertain to what was submitted in the proposal.
- Scoring of the proposal shall focus on merits of proposal, not the presentation of it.
- Comments must be consistent with the scores.
- Statements can refer to positions but shall not include specific names.

4. PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

4.1. Instructions for Sending In Proposals Electronically

1. Consultants/vendors will prepare their proposals using the current proposal guidelines.
2. Assemble all proposal documentation into a single PDF file.
3. The PDF file shall be named using the following format:

Requisition#XXX_Company Name.PDF

(Example: Requisition#123_XYZ Company.PDF)

4. The PDF file shall be Bookmarked as follows:
 - I. Request for Proposal Cover Sheet, Form 5100D *(Required for all three tiers)*
 - A. Consultant Data and Signature Sheet, Form 5100J *(If applicable)*
 - II. Understanding of Service *(Optional for all three tiers)*
 - A. Innovations *(Optional for all three tiers)*
 - III. Qualifications of Team *(Required for all three tiers)*
 - A. Structure of Project Team
 1. Role of Firms
 2. Role of Key Personnel
 - B. Organizational Chart
 - C. Location
 - IV. Quality Assurance/Quality Control Plan *(Optional for Tier III only)*
 - V. Resumes of Key Staff *(2 page maximum per key staff member, Tier II and III only)*
 - VI. Pricing Documents/Bid Sheet *(to be used only for those projects requiring pricing information, i.e.; low bid, QBS/low bid, and best value)*

(Note: For any section that is not required per the RFP, edit the bookmark title to include “N/A” after the bookmark title that is not required ie, II. Understanding of Service – N/A)

5. Submit the complete bookmarked PDF file by e-mail to: MDOT-RFP-Response@michigan.gov There is no link from the MDOT website that will allow the RFP response to be sent.
6. The subject line of the e-mail shall include the requisition number (as identified on MDOT’s website or in the RFP) and the consultant/vendor’s name in the following format:

Requisition#XXX_Company Name

(Example: Requisition#123_XYZ Company)
7. The electronic proposal must be e-mailed by the consultant/vendor and must be received by MDOT no later than the due date and time designated in the RFP.

8. Once submitted, consultants/vendors will receive an automatic e-mail reply from MDOT indicating that the proposal was received. It is important that you retain a copy of this e-mail as proof that the proposal was submitted on time.
9. If the e-mail reply has not been received by the consultant/vendor, consider the proposal as unsent. In rare cases, it may be necessary to send the e-mail from a different e-mail address. Continue sending until the automatic reply from MDOT has been received.

Important Notes:

- All solicited consultant/vendors will be notified on the website if there is a change in the due date or time.
- MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any RFP.
- The PDF proposal files must not be any larger than five megabytes (5 MB). Any that are over five megabytes will be considered non-responsive and rejected.
- Proposals will not be accepted after the date and time deadline identified.
- MDOT will not accept multiple proposals. If more than one proposal is received, the first proposal received will be treated as the valid proposal. Consultants may not replace or alter a proposal once it has been submitted. A proposal submittal is defined as an email including an attached PDF file in accordance with these guidelines.
- Paper copies and other digital versions (CD, flash drive, etc) of proposals will not be accepted.
- Proposals that fail to comply with these instructions could be considered non-responsive and rejected.

4.2. Instructions for Submitting Bids (Low Bid Selections)

When needed, low bids will be submitted as part of the bookmarked pdf proposal file.

5. Definitions

Best Value Selection- Selection process that is not defined under the Brookes Act that enables the owner to obtain the services of a highly qualified professional vendor based on qualifications and price. Unlike the QBS/Low Bid process, Best Value uses the bid amount as a component of the total proposal score (at least 25%), but not the determining factor of the selection.

Brooks Act - The Federal policy concerning the selection of firms and individuals to perform architectural, engineering, and related services for the Federal Government.

Contract Administrator (CA) - An informal title given to the person responsible for contract operations within various portions of MDOT. The CA teams with the PM to manage a vendor contract.

Central Selection Review Team (CSRT) – Currently the team is comprised of ten (10) members with positions ranging from Bureau Directors, Division Administrators, Equal Employment Opportunity Officer, Engineer of Construction Field Services, Region Engineer, TSC Manager and Departmental Manager. This team reviews and approves all selections.

Disadvantaged Business Enterprise (DBE) - Any person or firm that is certified as a DBE by the MDOT Office of Business Development.

Indefinite Delivery of Services (IDS) Contract - These contracts are multi-year contracts that do not contain any work or funding at the time of execution. The contract establishes a relationship with the vendor and provides a mechanism so that "authorizations" can be issued when work is ready to proceed. The work and dollars are added at a later time via an authorization. The provisions of the contract apply during the activities initiated by the authorization.

Low Bid Selection- Selection process that is not defined under the Brookes Act that enables the owner to obtain the services of a highly qualified professional vendor based on the lowest bid obtained from items set forth in the Request for Proposal (RFP).

Prequalification - A MDOT process of qualifying firms by classification of work. Those firms selected as qualified are eligible to perform work for the Department and are placed on a working list for that purpose.

Prequalification Classification - A specific type of work that MDOT contracts for on a regular basis, in which vendors can request to become prequalified in.

Prequalification Classification Specific Information - The information required for submittal, detailing the vendor staff, vendor experience, and other criteria necessary for MDOT to evaluate the vendor's ability to become prequalified and perform work in a particular classification.

Priced Proposal – the Vendors proposed cost for the service; updated [Priced Proposal Guidelines](#) are available on the web.

Primary Prequalification – one or more pre-qualification classifications listed on the RFP. The prime vendor must be pre-qualified in all classifications listed as Primary.

Prime Vendor - The person or firm that has an awarded contract with MDOT.

Project Manager (PM) – the person responsible for determining the need for services. Oversees and evaluates the work.

Proposals - The proposal is the Vendor’s response to a Department request. See Request for Proposals below for further information on this subject

Qualification Based Selection (QBS) - An equitable selection process that enables the owner to obtain the services of a highly qualified professional vendor based on qualifications set forth in the RFP.

Qualification Based/Low Bid Selection (QBS/Low Bid)-Two step selection process that is not defined under the Brookes Act which enables the owner to obtain the services of a highly qualified professional vendor based on qualifications set forth in the RFP. The selected vendor is then chosen by the lowest bid obtained from items set forth in the RFP.

Request for Proposals (RFP) - The Request for Proposal is a package of materials intended to accomplish exactly what the name implies. The most important part of an RFP is the Scope of Services. The scope informs the Vendor what MDOT wants them to do. The remainder of the RFP package covers instructions, information, and rules of the process.

Scope of Services - Detailed description of the location, work and deliverables required of the Vendor.

Secondary Pre-Qualification - one or more pre-qualification classifications listed on the RFP. The prime vendor does not have to be pre-qualified in any/all of the classifications listed as Secondary, but if the prime vendor is not pre-qualified in one of these classification, there **must** be a sub-consultant who is pre-qualified for each secondary classification.

Selection Analyst – Central office personnel responsible for providing assistance in selections and assuring statewide application of the selection process.

Selection Team – make up of a selection team is the responsibility of the Region Engineer/Division Administrator. The MDOT project manager is the leader of the selection team.

Service Completion Date – work completion date on an authorization as determined by the PM.

Technical Proposal – the document prepared and provided by the vendor for presentations.

Tier I Selection – the selection process for vendors/consultants for services estimated between \$25,000 and \$99,999. The resulting contract/authorization cannot be amended to exceed \$100,000.

Tier II Selection - the selection process for vendors/consultants for services estimated between \$100,000 and \$249,999.

Tier III Selection - the selection process for vendors/consultants for services estimated at \$250,000 and greater.