

## 0110.09 Professional Services (Major Projects)

Issued: January 1, 1994  
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### PURPOSE

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To provide for the selection of architects, engineers, landscape architects, surveyors, appraisers or testing firms for professional services at state facilities for major projects (over \$1M) or for initial indefinite-scope/indefinite delivery contracts.

### APPLICATION

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Executive Branch Departments and Sub-units, community colleges, and higher education.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
State Facilities Administration (SFA)  
Design & Construction Division (DCD)  
3111 W. St. Joseph Street  
Lansing, MI 48917

Telephone: 517-284-7910

Fax: 517-284-7970

### SUMMARY

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The agency and State Facilities Administration (SFA) jointly review qualifications of interested professional services contractors and select the most qualified firm to provide services related to a certain project.

### APPLICABLE FORMS

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Contract for Professional Services  
DTMB-0400 Project Request and Approval  
Request for Proposal (RFP)  
Request for Qualifications (RFQ)

### PROCEDURES

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#### Agency

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- Prepares program statement and submits to the State Budget Office (SBO).

#### SBO

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- Approves or rejects program statement and returns to the agency.

## **Agency or College/University (when project managed by DTMB)**

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- Obtains funding for project (see Administrative Guide Procedure 0110.04).
- Prepares Project Request and Approval (DTMB-0400) and submits to SFA.
- Requests SFA to obtain professional services contractor.

## **SFA**

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- Holds Project Planning Partnering meeting with agency and other stakeholders to determine project requirements, limitations, communications, scope, schedule, and delivery method.
- Prepares Request for Qualifications (RFQ) and posts on the Bid4Michigan website.
- May also advertise for professional services in a major trade journal or request proposals from firms holding an indefinite service/indefinite delivery contract.
- In case of emergency or other critical situation, may request a waiver of the selection process from the DTMB Director.
- Establishes an Ad-hoc Selection Committee (ASC) with agency.
- Reviews questionnaires from interested professional firms.

## **ASC**

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- Establishes scoring criteria for qualifications.
- Reviews questionnaires for compatibility with desired qualifications.
- Ranks firms in order of their qualifications.
- Selects and recommends most qualified firms (no more than six) to submit proposals.

## **SFA**

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- Notifies unsuccessful applicants.
- Prepares Request for Proposal (RFP) and distributes to firms submitting proposals (technical and cost proposals separately).

## **ASC**

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- Establishes scoring criteria.
- Reviews submitted proposals.
- May invite firms into office for oral presentation.
- Scores firms using a ratio of 80 percent for the technical proposal and 20 percent for the cost proposal, or may select a firm on the basis of qualifications with fee negotiation to follow.
- Ranks firms in order of resultant score and submits recommendation to SFA.

## **SFA**

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- Reviews and negotiates fee if necessary.
- If unable to reach agreement in case of a negotiated fee, repeats process with next-highest qualified firm until fee agreement is reached.
- Prepares recommendation for contract award to the director of DTMB or the State Administrative Board (SAB) as appropriate.

## **DTMB Director/SAB**

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- Approves or rejects recommendation for contract award, after SFA resolves questions and issues raised during review. Insoluble issues result in the item being removed from the agenda.

## **SFA**

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- Obtains required insurances and signatures and executes contract.

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