

State of Michigan  
Administrative Guide to State Government

**0110.10 Professional Services (Minor Projects)**

Issued: February 13, 2009

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**SUBJECT:** Professional Services (Minor Projects).

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To provide for the selection of architects, engineers, landscape architects, surveyors, appraisers or testing firms for professional services at state facilities for minor projects (under \$1M).

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Facilities and Business Services Administration (FBSA)  
Design & Construction Division  
Mason Bldg., 2<sup>nd</sup> Floor  
530 W. Allegan Street  
Lansing, MI 48933

**TELEPHONE:** 517-241-2822

**FAX:** 517-373-3562

**SUMMARY:** The agency and Facilities and Business Services Administration (FBSA) jointly review qualifications of interested professional services contractors and select the most qualified firm to provide services related to a certain project.

**APPLICABLE FORMS:** DTMB-0400 Project Request and Approval  
Request for Proposal (RFP)  
Contract for Professional Services

**PROCEDURES:**

Agency:

- Obtains funding for project (see Administrative Guide Procedure 0110.04).
- Prepares Project Request and Approval (DTMB-0400) and submits to Facilities and Business Services Administration (FBSA).
- Requests FBSA to obtain professional services contractor, if required.

FBSA:

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

ASC:

- Reviews questionnaires for compatibility with desired qualifications.
- Scores firms using a ratio of 80 percent for the technical (qualifications) proposal and 20 percent for the cost proposal, or for situations with negotiated fees, 100 percent for the technical (qualifications) proposal.
- Ranks firms in order of scores and submits recommendation to FBSA.

FBSA:

- 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.
- Notifies unsuccessful applicants.
- Prepares recommendation for contract award to the director of DTMB or the State Administrative Board (SAB) as appropriate.

DTMB Director/SAB:

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

FBSA:

- Obtains required insurances and signatures and executes contract.

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