

Consultant Advisory

2011-2

January 14, 2011

MDOT, CSD, Consultant  
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Consultant Advisory  
should be directed to:

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## Electronic Submittals of Consultant Proposals - Pilot Process REMINDER

As a reminder, the deadline for the first pilot to test the electronic submittal of consultant proposals is on Friday, February 18, 2011, at noon and the second deadline is on Friday, March 14, 2011 at noon. There have been some questions received regarding the information provided on Consultant Advisory 2011-1, dated January 31, 2011. To clarify:

- You must send the document via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov). There is no link from the MDOT website that will allow the RFP response to be sent.
- The proposals submitted for the two pilots must not be any larger than five megabytes.
- In the subject line of your e-mail for the February 18, 2011, pilot, indicate 'Pilot Submittal February 18, 2011'.
- In the subject line of your e-mail, for the March 4, 2011 pilot indicate 'Pilot Submittal March 4, 2011'.
- You can use any means to bookmark the proposal. The instructions provided to you in the 2011-1 Advisory is just one option. The proposal document must be bookmarked in the order identified below:
  - I. Request for Proposal Cover Sheet , Form 5100D
  - II. Certification of Availability of Key Personnel, Form 5100G
  - III. Conflict of Interest Sheet, Form 5100I
  - IV. Understanding of Service
    - A. Innovations
    - B. Safety Program
  - V. Qualifications of Team
    - A. Structure of Project Team
    - B. Staff Service Experience
    - C. Organizational Chart
  - VI. Past Performance (references)
  - VII. Quality Assurance/Quality Control Plan
  - VIII. Location
  - IX. Resumes
    - A. Key Staff
    - B. Supporting Staff

