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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

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VENDOR ANNOUNCEMENT
Selection Changes - Effective July 17, 2007

The following changes will be effective today, **July 17, 2007**, so anything advertised after that date will follow the new procedures. Please note that the Consultant/Vendor Selection Guidelines and the Selection Team Guidelines have been updated to include the following modifications:

- Guidelines for completing a Best Value selection, where price is a component of the total proposal score, but not the determining factor, has been added to the Selection Team Guidelines and the Consultant/Vendor Selection Guidelines.
- The Location section was updated to include a guideline for scoring percentage of work performed in Michigan. It was also added that if the service is for **survey activities** or on-site inspection, then the Selection Team will score the distance from the site to the location of the office(s) and key staff.
- The conflict of interest section was clarified to indicate that Form 5100I must be **completed and signed** by the prime vendor/consultant and submitted with every proposal. Subvendors are not required to submit anything. **Three forms are now required with every proposal submitted: Form 5100D, 5100G, and 5100I.** These forms will not be included in the page limitations.

The following forms were also modified and we had one form added to the 5100 series of forms:

- **Form 5100B - Checklist to Designate Areas of Evaluation for RFP.** Location explanation was modified to indicate that location should be scored using the distance from the consultant office to the on-site inspection and/or **survey activity**.
- **Form 5100C - Score Sheet.** The location explanation was modified to indicate that location should be scored using distance from the consultant office to the on-site inspection and/or **survey activity**. A Guideline for Percentage of Work Performed in Michigan was also added to the form for project managers to use when scoring location when the project is not on-site inspection or survey activities. The columns for scoring were also modified to score Tiers II and III separately.
- **Form 5100D - Request for Proposal Cover Sheet.** The form was modified to include the address and phone number of each subconsultant as well as the work type or prequalification classification and percentage of the contract that the subconsultant will be handling. The DBE participation goal for the project was also added to the form.
- **Form 5100E - Central Selection Review Team Action Sheet.** The form was modified to include checkboxes for Under \$25,000 selections, Best Value selections, as well as breaking Tiers II and III into two checkboxes. On Page 2, under Selections Under \$25,000 and Tier I Top Band/Justification, the boxes were broken out so that the first three boxes are for Under \$25,000 justifications and the last three boxes are for Tier I justifications.
- **Form 5100G - Certification of Availability of Key Personnel.** A column for Percentage of Time on Project was added to the form. Consultants must now indicate what percentage of time each key personnel will be spending on the project.
- **Form 5100H - Request for Proposal.** Minor modifications for ease of reading.
- **Form 5100I - Conflict of Interest Statement.** This is a new form that is required with all proposals that are submitted. Consultants must certify to the fact that they have read and understand MDOT's policy regarding conflicts of interest and they also must either certify that there is no conflict with the subject project or what the conflict is if one exists.