

Consultant Advisory

2017-7

October 25, 2017

Selection Guidelines for Service Contracts – Version 7 Release

As part of the Michigan Department of Transportation's efforts to continually improve our services to our customers, we have reviewed our Selection Guidelines for Service Contracts and applied several updates/revisions. Following is a brief summary of the proposed updates/revisions to the latest approved version of these guidelines:

- Removed all references to completed Form 5100A
- Performed several grammatical/formatting changes that did not alter the intent/direction provided within these guidelines.
- **Added 1.1.3. Request for Proposal Advertisement Period**
- **1.4. Selection Team**
 - o Removed the requirement to designate the selection team members at the time of RFP advertisement.
- **Added 1.10. Business Requirements for MDOT Projects**
 - o This section (and associated subsections) document the business requirements to perform business with MDOT including certification with LARA and compliance with Michigan's 2/3rds Principal rule (for professional services). These requirements have been enforced for many years and were documented in other MDOT materials however, were not documented in the Selections Guidelines until this revision.
- **Added 1.10.1 Non-Prequalified Services**
- **Added 1.10.1.1 Michigan Business Registration**
- **Added 1.10.1.2 Michigan "2/3rds Principal" Rule**
- **Added 1.12 Title VI Notice to the Public**
- **1.15. Notice of Selection**
 - o Revised the following statement "Only the selected Consultants name 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.~~"
- **Added 1.17 MDOT Digital Signatures**
- **2.3 QBS Selection – Tiers II (\$150,000 - \$1,000,000) and III (Over \$1,000,000)**
 - o Added new procedure for selection of Tier III selections when 3 or more vendors are selected.
- Added procedure for when MDOT only receives one response to a RFP and the project is funded by FHWA funds.
- **Added 2.7. Non-Competitive Selection Types**

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
Fax/517-355-7446
www.michigan.gov/mdot

Questions regarding this
Consultant Advisory
should be directed to:

Keith Simons, PE, PTOE
517-373-2944
simonsk1@michigan.gov

For details regarding these revisions, please review the updated [Selection Guidelines for Service Contracts](#).