

Consultant Advisory

2011-4

May 3, 2011

MDOT, CSD, Consultant
Contracts Section
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Consultant Advisory
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Mandatory Electronic Submittal of Consultant Proposals

MDOT and ACEC representatives have determined that the electronic pilot proposal submittals that occurred on Friday February 18, 2011 and Friday March 4, 2011 were successful. As a result, we plan to move forward with **mandatory** proposal submittals in May, 2011 for **two to three projects**. These projects will be identified by an e-mail notification via the consultant listserve, as well as on the project advertisement. If these electronic submittals are determined to be successful by both MDOT and ACEC, **we will move to mandatory electronic proposal submittals for all proposals in June, 2011.**

Consultants will prepare their proposals, bookmark the document as required by MDOT, and save the document as a PDF file. The PDF proposal will be e-mailed by the consultant to the e-mail address below. Once submitted, consultants will receive an automated e-mail reply from MDOT indicating that the proposal was received. **It is important that a copy of this e-mail be retained as proof that the proposal was sent.** MDOT will upload all proposals into its Contract Tracking System (CTRAK) for review by the MDOT selection teams. Note that forms **5100D**, **the first page of 5100G**, and **5100I** have been combined into one form titled **Request for Proposal Cover Sheet, form 5100D**. Any staff changes throughout the life of the contract/project must be documented on the Changes to Key Personnel, **form 5100G**. **This form is not required for the selection process.**

The following requirements must be met. If these and any other current proposal submittal requirements are not met, MDOT may determine the proposal to be non-compliant, and will be rejected.

- You must send the proposal document via e-mail to MDOT-RFP-Response@michigan.gov. There is no link from the MDOT website that will allow the RFP response to be sent.
- Proposals must not be any larger than five megabytes
- Proposals will not be accepted if **not received** by MDOT on or before the date and time deadline identified
- MDOT will not accept multiple proposals. If more than one proposal is received, the first proposal will be treated as the valid proposal

- The file name and subject line on the e-mail must be as follows:
Requisition#xxxx_MMDDYYYY_Firm Name
- To ensure consistency, to bookmark your proposals, **you must use the bookmark template provided on MDOT's Vendor Consultant Services Website**, located in the top box, titled Required Bookmark Template for Electronic Submittal of Proposals. Note that this template must be saved to your desktop prior to using. Below is an outline of the required bookmarks.
- When a RFP/proposal does not require a specific section identified in the bookmark template to be submitted, the consultant **must insert a blank page that states 'Not Applicable'**. **Blank pages will not count toward the maximum number of pages allowable for the response.**

Please be aware that any links to social networking sites in your company's footer may block the e-mail from the State of Michigan network.

- I. Request for Proposal Cover Sheet, Form 5100D
- II. Understanding of Service
 - A. Innovations
 - B. Safety Program
- III. Qualifications of Team
 - A. Structure of Project Team
 1. Role of Firms
 2. Role of Key Personnel
 3. Communication Plan
 - B. Organizational Chart
- IV. Past Performance (references)
- V. Quality Assurance/Quality Control Plan
- VI. Location
- VII. Resumes
 - A. Key Staff
 - B. Supporting Staff
- VIII. Pricing Documents/Bid Sheet (to be used only for those projects requiring pricing information, i.e.; low bid, QBS/low bid, best value)