

Consultant Advisory

2013-2

May 13, 2013

MDOT, CSD, Consultant  
Contracts Section  
P.O. Box 30050  
Lansing, MI 48909  
Fax/517-355-7446  
[www.michigan.gov/mdot](http://www.michigan.gov/mdot)

Questions regarding this  
Consultant Advisory  
should be directed to:

Carol Rademacher  
517-373-3382  
[rademacherc@michigan.gov](mailto:rademacherc@michigan.gov)

## Changes to the Consultant Selection Guidelines, Overtime and Travel Reimbursement Guidelines

MDOT has revised its Consultant Selection process as well as its Consultant Overtime and Travel Reimbursement guidelines. These changes became effective for all MDOT Consultant Projects advertised/posted on or subsequent to May 1, 2013.

The revised selection process includes changes to the dollar limits for each of the Selection Tiers, as documented below, as well as the selection process for Tier II and Tier III projects. The revised Consultant Selection Guidelines can be found at the following link under Vendor/Consultant Selections:

[http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html)

| Former Limits                      | Current/Revised Limits  |
|------------------------------------|-------------------------|
| Under \$25,000                     | Under \$50,000          |
| Tier I (\$25,000 - \$100,000)      | \$50,000 - \$150,000    |
| Tier II (\$100,000 - \$250,000)    | \$150,000 - \$1,000,000 |
| Tier III (\$250,000 - \$1,000,000) | Over \$1,000,000        |

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, and will reimburse vehicle expenses and the cost of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, which both can be found at the following link under Vendor/Consultant Contracts:

[http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html)

In addition, you can view overtime and travel reimbursement scenarios at the following link under Vendor/Consultant Contracts:

[http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html)

MDOT's Overtime Reimbursement and Vehicle Expense Reimbursement Guidelines are intended primarily for construction engineering services. Overtime reimbursement for all other types of work will be approved on a case by case basis.