

## Consultant Advisory

2017-3

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

Questions regarding this  
Consultant Advisory  
should be directed to:

Mike Meddaugh  
517-335-5905  
[MeddaughM@Michigan.gov](mailto:MeddaughM@Michigan.gov)

### Updates to Prequalification

The following prequalification documents and prequalification requirements have been updated and are effective immediately:

#### Financial Prequalification Updates

1. Revised MDOT [Financial Prequalification Questionnaire for Audited Indirect Cost Rates](#)
  - a. Added supplemental question and clarifying information to section B.2
  - b. Updated Management Representation and Certification to Section, item #3
2. Revised MDOT [Financial Prequalification Questionnaire for Compiled Indirect Cost Rates](#)
  - a. Added supplemental question and clarifying information to section B.2
  - b. Updated Management Representation and Certification Section, item #3
3. Revised the MDOT [Key Financial Worksheet](#)
  - Added clarifying information/definitions regarding the expectations of each requested figure.
  - Added a reconciliation table for consultants to identify the document name, page number, and calculation to support the financial information provided.

#### Insurance Requirement Updates

All vendors are required to maintain the following insurance requirements while prequalified and/or throughout the life of contract:

Required Limits	Additional Requirements
<b>Commercial General Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	Consultant must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
<b>Automobile Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
<b>Workers' Compensation Insurance</b>	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
<b>Employers Liability Insurance</b>	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
<b>Professional Liability (Errors and Omissions) Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Per Claim	

The Prime Consultant will be responsible for verification of subconsultant(s) compliance with MDOT's insurance requirements. The insurer shall provide at least thirty (30) days written notice of cancellation. Additional insurance requirements may be required at time of contract.

For details regarding all current policies, procedures, questionnaires and/or worksheets, please review MDOT's [Consultant Prequalification Application Instructions](#).