

Consultant Advisory

2009-3

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Michigan Department of
Transportation
Contract Services Division
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Consultant Advisory
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Mandatory Changes to the Consultant Selection Process for Stimulus Funded and Stimulus Related Projects

For any new work that does not fit into current design or construction projects or current as-needed contracts and cannot be amended or revised, a new request for proposal and selection will be needed for any new work using the following guidelines. **Please note that the selection guidelines for all stimulus-funded and stimulus-related projects have changed, and are mandatory.**

A scope of work will be drafted. Any new work directly using stimulus dollars or directly related to stimulus work will be posted for a shortened time period, which will be determined by the project manager.

Following receipt of the proposals, a selection team will be assembled to score the proposals.

If the project manager's estimate is under \$500,000, then the selection will be submitted to the appropriate Region Engineer or Bureau Director for approval. Following Region Engineer or Bureau Director approval and receipt of a copy of the selections paperwork by Contract Services Division, negotiations can be initiated. The Central Selections Review Team (CSRT) will not be required to approve these selections, but will be provided with a report documenting the selections that fall into this category. The results will be posted on the MDOT website.

If the project manager's estimate is over \$500,000, a top band of most qualified consultants will be sent to CSRT for selection and approval. If the estimate is over \$1 million, a CSRT representative will also be required on the selection team. Following selection and approval by CSRT, the results will be posted on the MDOT website and the project manager will be informed of the selection results. Negotiations can be initiated.

Note: All approvals, as applicable, including State Administrative Board approval, for each contract or authorization will still be required prior to award.

Competitive low bid for consultant projects under \$100,000 could be a potential option with region approval.