State of Michigan
Administrative Guide to State Government

0110.10 Professional Services (Minor Projects)

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PURPOSE

To provide for the selection of architects, engineers, landscape architects, surveyors, appraisers or testing firms for professional services at state facilities for minor projects (under $1M).

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Design & Construction Division (DCD)
3111 W. St. Joseph Street
Lansing, MI 48917

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SUMMARY

The agency and State Facilities Administration (SFA) jointly review qualifications of interested professional services contractors and select the most qualified firm to provide services related to a certain project.

APPLICABLE FORMS

DTMB-0400-SF Project Request and Approval – Single Funding

DTMB-0400-MC Project Request and Approval – Multiple Coding Blocks

Request for Proposal (RFP)

Contract for Professional Services

REFERENCES

Administrative Guide Procedure 0110.04 Allocation of Project Funding

Statewide Integrated Governmental Management Applications (SIGMA) Website

PROCEDURES

Agency

- Obtains funding for project (see Administrative Guide Procedure 0110.04 Allocation of Project Funding).
- Prepares Project Request and Approval (use DTMB-0400-SFv for single funding sources and DTMB-0400-MC for multiple funding sources) and submits to State Facilities Administration (SFA).
- Requests SFA to obtain professional services contractor.

SFA

- Holds Project Planning Partnering meeting with agency and other stakeholders to determine project requirements, limitations, communications, scope, schedule, and delivery method.
- Prepares Request for Proposal (RFP) and posts on SIGMA VSS website.
- May also request proposal(s) from firm(s) holding an indefinite service/indefinite delivery contract.
- In case of emergency or other critical situation, may request a Waiver of Selection Process from the DTMB Director.
- Establishes an Ad-hoc Selection Committee (ASC) with agency or reviews and negotiates proposal fees with the selected firm.
- Reviews proposals from interested professional firms.

ASC

- Reviews questionnaires for compatibility with desired qualifications.
- Scores firms using a ratio of 80 percent for the technical (qualifications) proposal and 20 percent for the cost proposal, or for situations with negotiated fees, 100 percent for the technical (qualifications) proposal.
- Ranks firms in order of scores and submits recommendation to SFA.

SFA

- Reviews and negotiates fee if necessary.
- If unable to reach agreement in case of a negotiated fee, repeats process with next-highest qualified firm until fee agreement is reached.
- Notifies unsuccessful applicants.
- Prepares recommendation for contract award to the director of DTMB or the State Administrative Board (SAB) as appropriate.

DTMB Director/SAB

- Approves or rejects recommendation for contract award, after SFA resolves questions and issues raised during review. Insoluble issues result in the item at hand being removed from the agenda.

SFA

- Obtains required insurances and signatures and executes contract.

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