

Consultant Advisory

2020-1

January 6, 2020

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

Questions regarding this
Consultant Advisory
should be directed to:

Keith Simons, PE, PTOE
517-335-5833
simonsk1@michigan.gov

2020 Consultant Prequalification Updates

Contract Services Division (CSD) has published an updated version of the [Consultant Prequalification Application Instructions \(V2.12\)](#). Included within this update are the following changes:

- Updated contact information for MDOT Prequalification Analyst,
- The Classification-specific Review Forms are hyperlinks within the electronic Instructions,
- Updates to the Classification-specific Forms including:
 - o Removing the General Items formerly listed on the first page
 - o Updated contact information for the MDOT Procedural Evaluator
 - o Updated contact information for the MDOT Technical Evaluator (where appropriate)
 - o Updated experience requirements for many Classifications

In addition, the following Financial Prequalification (FPQ) Documents have been updated:

- [Financial Prequalification Questionnaire for the Users of the Safe Harbor Rate](#)
- [Financial Prequalification Questionnaire for Compiled Indirect Cost Rates](#)
- [Financial Prequalification Questionnaire for Audited Indirect Cost Rates](#)
- [NCM Compliance Worksheet](#)
- [Facilities Capital Cost of Money Worksheet](#)
- [Related Party Cost of Ownership Calculation](#)

The following pages contain a description of the revisions to each document.

Please provide the current version of the applicable FPQ during annual prequalification renewal.

REVISIONS TO MDOT'S FINANCIAL PREQUALIFICATION APPLICATION

Financial Prequalification Questionnaire for Audited Indirect Cost Rates

FPQ Page	Original Language	Revised Language
1	<i>N/A - New attachment requirement</i>	Direct Cost Summary Worksheet

Financial Prequalification Questionnaire for Compiled Indirect Cost Rates

FPQ Page	Original Language	Revised Language
2	... <u>or</u> National Compensation Matrix Compliance Worksheet (<i>Company Supplied or Worksheet</i>)	... <u>or</u> National Compensation Matrix Compliance Worksheet (<i>Company Supplied or Worksheet</i>). Note – the National Compensation Matrix is updated by AASHTO every year. The most current version of the matrix can be found on AASHTO's website (audit.transportation.org).
20	H.1 Credits Associated with Direct Costs. Is the indirect cost pool relieved/reduced for credits/reimbursements received for direct costs? (<i>Yes/No</i>)	H.1.1 How is the indirect cost pool relieved/reduced for credits/reimbursements received for direct costs?
20	<i>N/A – new question under H.1.2</i>	H.1.2 If the company bills projects directly for company-owned equipment/vehicles, how does the company ensure that costs associated with such company-owned equipment/vehicles (such as maintenance, depreciation, insurance, etc.) are not also included in the indirect cost rate?
20	<i>N/A – new question under H.1.3</i>	H.1.3 If the company bills projects directly for company-performed services (such as lab testing or drilling), how does the company ensure that costs associated with such services (such as lab costs, lab tech labor, etc.) are not also included in the indirect cost rate?
20	<i>N/A – new question under H.1.4</i>	H.1.4 If the company bills projects directly for company-owned equipment/vehicles or company-performed services (such as lab testing or drilling), how does the company determine billing rates for such equipment?
24	I.2 ...If no, please complete and attach the National Compensation Matrix compliance worksheet.	I.2 ...If no, please complete and attach the National Compensation Matrix compliance worksheet. Note – the National Compensation Matrix is updated by AASHTO every year. The most current version of the matrix can be found on AASHTO's website (audit.transportation.org).

Financial Prequalification Questionnaire for Users of the Safe Harbor Rate

FPQ Page	Original Language	Revised Language
6	<i>N/A – New question</i>	B.7 Within the past three years, has the company had an indirect cost rate (other than the Safe Harbor Rate) accepted by a cognizant agency or State Department of Transportation?

Calculation Worksheets

FPQ Attachment	Original Language	Revised Language
NCM Compliance Worksheet	N/A – New footnote added	Added asterisk in Cell N21 and added the following language in row 39: *Note: The National Compensation Matrix Tool is updated by AASHTO every year. The most current version of the matrix tool can be found on AASHTO’s website (audit.transportation.org)
Related Party Cost of Ownership	The ‘Treasury Rates’ were listed through 2018	Updated to add 2019 treasury rates
FCCM Calculation	The ‘Treasury Rates’ were listed through 2018	Updated to add 2019 treasury rates

Consultant Advisory

2020-2

March 12, 2020

MDOT Consultant Selections Manual Updates (1 of 4)

As part of the Michigan Department of Transportation's (MDOT) efforts to continually improve our services to our customers, we have reviewed our [Selection Guidelines for Service Contracts](#) to assist the MDOT Project Managers in achieving the MDOT Rebuild Michigan program. The following updates to MDOT policies and procedures will be implemented immediately. The modifications discussed below **will not be retroactive** to existing contracts or RFPs advertised prior to March 10, 2020.

Expedited Contracting Process for Qualifications-Based Selections Only (for 100% State Funded Project Phases Greater than \$250,000)

The following modifications to the consultant procurement process is only applicable to projects for which the specific phases (PE, PE-S, CON, etc.) for which services are being requested are 100% state funded and are estimated to exceed \$250,000 in value. Note that **vendor pricing/level of effort information shall not be requested in the proposal stage, nor a factor in the selection process**. Pricing/level of effort may only be discussed with the vendor selected through the QBS process.

The consultant procurement process for projects satisfying the requirements noted above have been simplified in an effort to provide greater flexibility, simplicity, and speed in procuring consultants while maintaining the principles of a qualifications-based selection. The highlights of this new process are provided below. For a full description of the process, please review Section 2.3 of the [Selection Guidelines for Service Contracts](#) or the [Expedited Contracting Process Map flowchart](#) available on the [Requests for Proposals](#) website.

- Scope Development
 - o The MDOT PM must specify the following information regarding the consultant response (proposal) within the scope of services:
 - Length of proposal
 - Proposals may be 1 to 3 pages in length (not including resumes in page limits). Specific page limits will be provided within the scope.
 - An Understanding of Service section may be required in the proposal. If a full Understanding of Service is not required, the MDOT PM may request that the consultants provide a description of one challenge or significant issue relating to the project, and how that challenge or significant issue will be addressed during the project in place of the Understanding of Service

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MDOT Consultant Selections Manual Updates (2 of 4)

- If the Understanding of Service is required, the Scope must be posted to the advertisement website for two (2) weeks
 - If the Understanding of Service is not required, but a challenge or significant issue is, the Scope may be posted to the advertisement website for one (1) week
 - Qualifications of Team must be provided by the consultant in their proposal
 - No additional information, including pricing/level of effort, other than Understanding of Service and/or Qualifications of Team and key staff resumes may be requested by the MDOT PM in the consultant proposal response
 - The MDOT PM must specify a second person to whom proposal responses should be sent.
 - The MDOT PM or designee will be responsible for sending an e-mail to the submitting consultant notifying the consultant that their proposal has been received. If the consultant does not receive an e-mail identifying that their proposal has been received, they should contact the MDOT PM and/or designee (Proposal Agent) to ensure the proposal was received.
- Scope Advertisement
 - The MDOT Selections Analyst will post the scope to the MDOT Request for Proposal website under the heading *100% State Funded Projects Greater than \$250,000*, for the requested duration
 - **The scopes will be posted as soon as possible (not only on Mondays as is the procedure for non-State funded RFPs)**
- Consultant Questions and Answers regarding posted Scopes
 - Consultants will be required to submit questions via e-mail to the MDOT PM no later than three (3) business days of the proposal due date
 - Questions and associated answers will be posted to the [MDOT Request for Proposal](#) website.
- Consultant Selection
 - The MDOT PM and the Region System Manager, or designee will review the submitted proposals and identify the most qualified consultant.
 - Scores for the proposals will neither be generated nor provided to the submitting consultants.

Consultant Advisory

2020-2

March 12, 2020

MDOT Consultant Selections Manual Updates (3 of 4)

- Posting of Selections
 - o MDOT will post both the selected consultant name and the names of all submitting consultants to the web on the nearest Friday after receiving the selected vendor.
- Contracting Process
 - o The contracting process will remain unchanged for the consultant.

Tier I Expedited Contracting Process for Qualifications-Based Selections Only (for Both State Funded and Federally Funded Project Phases Less than \$250,000)

The following modifications to the consultant procurement process is only applicable to Qualifications Based Selections (selections containing engineering, architectural, or survey services) for which the services are estimated to be less than \$250,000 in value and may be used for both State and Federal funded projects.

The expedited Tier I process generally follows the expedited state-funded process detailed above. However, the following exceptions apply:

- Scope Development
 - o Proposals must be 1 page in length only.
 - o The MDOT PM must specify whether or not an Understanding of Service section will be required in the proposal. If a full Understanding of Service is not required, the MDOT PM may request that the consultants provide a description of one challenge or significant issue relating to the project and how that challenge or significant issue will be addressed during the project in place of the Understanding of Service. Note that **vendor pricing/level of effort information shall not be requested in the proposal stage, nor a factor in the selection process.** Pricing/level of effort may only be discussed with the vendor selected through the QBS process.
- Scope Advertisement
 - o The MDOT PM must e-mail the scope to a minimum of three (3) consultants that are prequalified to perform the requested services.
- Proposal Responses
 - o Proposal responses will be sent directly to the MDOT PM and their second person (Proposal Agent).
 - The MDOT PM and/or the Proposal Agent will be responsible for sending a timely e-mail to the submitting consultant notifying the consultant that their proposal has been received. If the consultant does not receive an e-mail identifying that their proposal has been received, they should contact the MDOT PM and/or designee (Proposal Agent) to ensure the proposal was received.

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Consultant Advisory

2020-2

March 12, 2020

MDOT Consultant Selections Manual Updates (4 of 4)

- Any proposals received after the due date/time posted to the [MDOT Request for Proposal](#) website **must be considered non-responsive**. The MDOT PM will be required to notify the submitting consultant that their proposal was considered non-responsive because it was received after the due date/time. **There shall not be any exceptions made to this requirement.**
- Notification of Selection
 - MDOT will post both the selected consultant name and the names of all submitting consultants to the web on the nearest Friday.

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Consultant Advisory

2020-3

April 29, 2020

MDOT, CSD, Consultant
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Questions regarding this
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should be directed to:

Tammy Arnold
517-335-5827
Arnoldt1@michigan.gov

Electronic Submittal of Consultant Prequalification Applications and Information

As part of a continuous effort to streamline the electronic submittal process and maximize efficiencies, on **May 7, 2020**, MDOT will begin utilizing the e-Proposal web site for the submission of all Consultant Prequalification applications and information.

This will include uploading and submitting the following documents:

- **New Vendor Prequalification Information:** Including Financial Information; General Information; and Classification Specific Information
- **Annual Renewal Information:** Including Financial Information; General Information
- **Documentation Supporting Requests for new Classifications**
- **Key Staff Update Information**

An auto-generated email will be received by the submitter upon successful upload of any of the above listed items. Please view the [Instructional video](#) for uploading Consultant Prequalification documents.

To allow time to acclimate to the new process, between May 7, 2020 and September 1, 2020, Consultants will have the option to utilize this new process or may continue to submit all prequalification documentation and information via email to MDOT-ServicePrequal@Michigan.gov. **Beginning September 1, 2020, all Consultant Prequalification documentation must be submitted via e-proposal.**

Consultants must have a MILogin account to begin submitting Consultant Prequalification applications and information via e-Proposal. Please follow the link, below, to create a MILogin account. Also, below are instructions for accessing the MDOT e-Proposal site using MILogin.

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/>

The upgrade of MDOT e-Proposal will take place on Thursday, May 7, 2020, from 11:00 a.m. to 5:00 p.m. Once completed, existing users will be asked to verify Company/Agency, Phone and Fax (if applicable). Users will also notice that MDOT e-Proposal has an updated look as well.

If you have any questions, please contact Tammy Arnold at: (517) 335-5827 or ArnoldT1@michigan.gov

Instructions for Accessing the MDOT e-Proposal System using MILogin

Overview

MDOT e-Proposal is available free of charge to registered users for obtaining MDOT project proposals, plans and addenda for advertised projects.

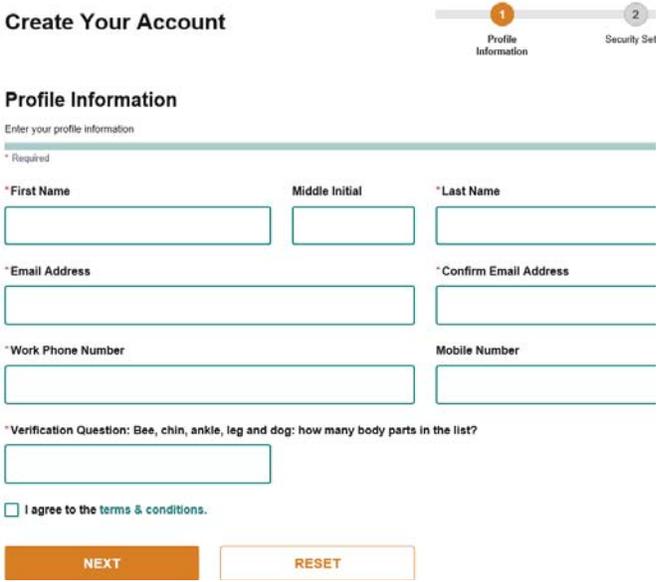
This document includes creating a MILOGIN account, requesting access to MDOT's e-Proposal system, as well as navigating MDOT e-Proposal, adding account to Plan holders list, and submitting Notice to Bidder (NTB) Inquiries.

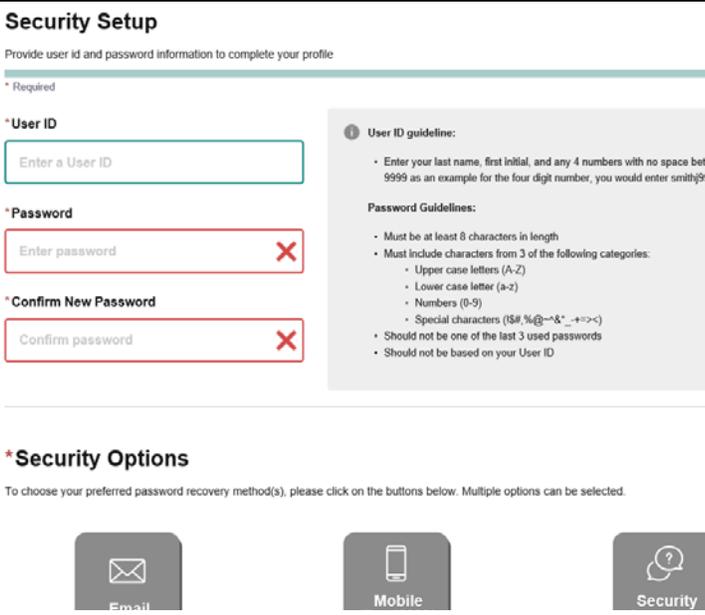
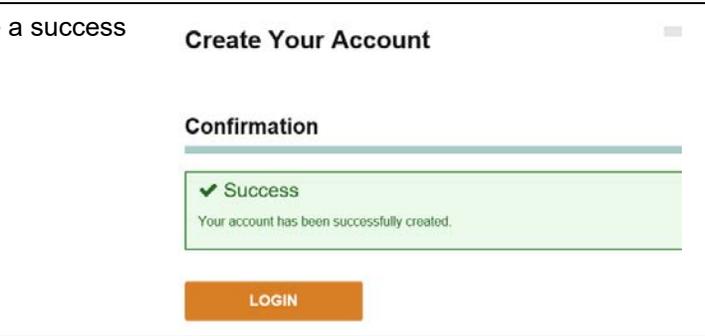
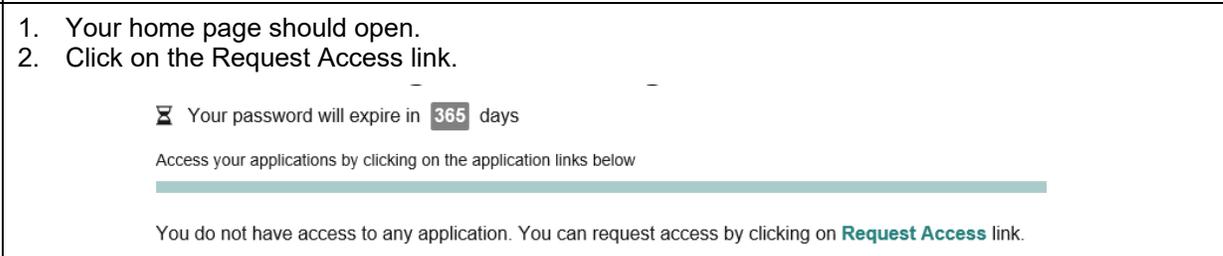
If you have any questions on the e-Proposal site itself, please feel free to contact: MDOT-eProposal@Michigan.gov.

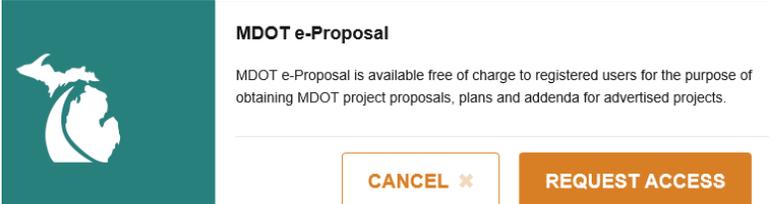
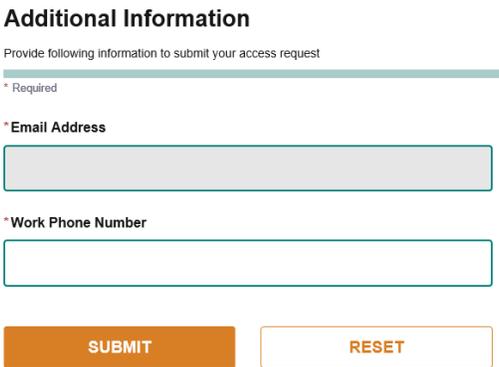
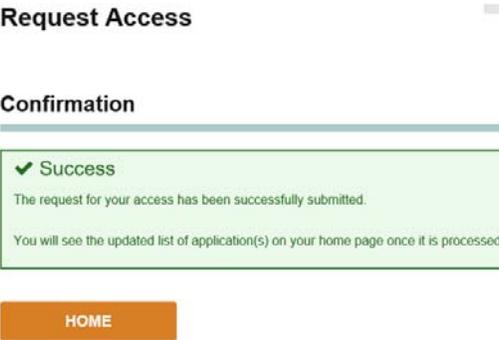
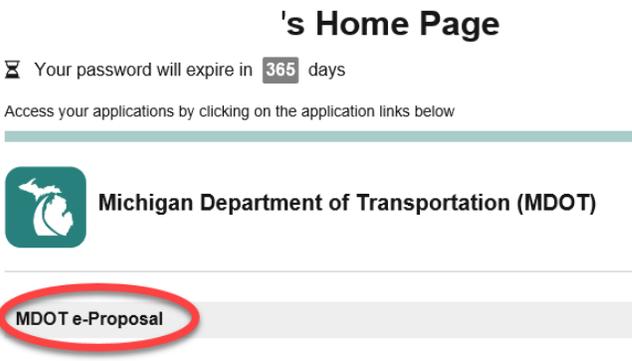
Create MILogin account

Use the following procedure to create a MILogin account:

*If you already have a MILogin account, please proceed to step 6.

Step	Action
1	Go to the State of Michigan's MILogin website: Third Party users: MILogin for Third Party State of Michigan users: https://miloginworker.michigan.gov
2	Click the Sign Up button. 
3	A Create Your Account window page will open. <ol style="list-style-type: none"> Fill out all the required fields as well as read and agree to the terms and conditions. Click Next once all required fields have been entered. 

Step	Action	
4	<ol style="list-style-type: none"> 1. Create a user id and password in the Security Setup window. 2. Select a Security Option. 3. Click Create Account was complete. 	
5	<p>Upon account creation, you should receive a success confirmation message.</p>	
6	<p>Click the Login button and proceed to login using the user id and password created in step 4.</p>	
7	<ol style="list-style-type: none"> 1. Your home page should open. 2. Click on the Request Access link. 	
8	<p>In the Request Access's Window:</p> <ol style="list-style-type: none"> 1. Search Application enter: MDOT e-Proposal 2. Click on Magnifying Glass 3. MDOT e-Proposal will appear near the bottom of the window. 4. Click on MDOT e-Proposal 	

Step	Action
9	<p>On the MDOT e-Proposal window, click Request Access</p>  <p>MDOT e-Proposal</p> <p>MDOT e-Proposal is available free of charge to registered users for the purpose of obtaining MDOT project proposals, plans and addenda for advertised projects.</p> <p>CANCEL ✕ REQUEST ACCESS</p>
10	<p>On the Additional Information window:</p> <ol style="list-style-type: none"> Review email address and work phone number Click Submit  <p>Additional Information</p> <p>Provide following information to submit your access request</p> <p>* Required</p> <p>* Email Address</p> <p>* Work Phone Number</p> <p>SUBMIT RESET</p>
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> You should receive a success confirmation message. Click the Home button.  <p>Request Access</p> <p>Confirmation</p> <p>✓ Success</p> <p>The request for your access has been successfully submitted.</p> <p>You will see the updated list of application(s) on your home page once it is processed.</p> <p>HOME</p>
12	<p>You will be directed back to your home page and MDOT e-Proposal should be listed.</p>  <p>'s Home Page</p> <p>🕒 Your password will expire in 365 days</p> <p>Access your applications by clicking on the application links below</p> <p> Michigan Department of Transportation (MDOT)</p> <p>MDOT e-Proposal</p>
12b	<p>If you click on the link prior to September 7, 2017 you will receive the following message:</p>  <p>MDOT eProposal</p> <p>Warning!</p> <p>This site is currently under construction. Please continue using the existing site: http://mdotcf.state.mi.us/public/eprop</p>
13	<p>If you click on the link on or after September 7, 2017 you will be directed to MDOT e-Proposal's Disclaimer page.</p>

Consultant Advisory

2020-4

June 3, 2020

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Questions regarding this
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should be directed to:

Amy Meldrum
517-335-0137
meldruma@michigan.gov

Changes to the Submittal of Consultant Proposals

As part of a continuous effort to streamline the electronic submittal process and maximize efficiencies, on **June 29, 2020**, the Michigan Department of Transportation (MDOT) will begin utilizing the e-Proposal web site for the advertisement of Request for Proposals (RFP's), and the mandatory submittal of all Consultant Proposals, in response to MDOT's RFP's. On June 29, 2020, consultants will no longer be able to see MDOT's RFP's on [Request for Proposal webpage](#), and instead will be directed, via a link, to the e-Proposal web site.

- Beginning June 29, 2020, consultant proposals, in response to MDOT's RFP's, will no longer be accepted via email to MDOT-RFP-Response and must be submitted via the e-Proposal website.
- All consultant proposals in response to MDOT's RFP's, submitted prior to June 29, 2020, to MDOT-RFP-Response, will be honored.
- With the exception of the submittal requirement changes, addressed in this Advisory, all current requirements, as documented in MDOT's Selection Guidelines for Service Contracts, remain unchanged.

An auto-generated email will be received by the submitter upon the successful upload of their proposal. Please view the instructional video [Uploading Consultant Proposals in eProposal](#) for uploading Consultant Proposals.

Consultants must have a MILogin account to view Request for Proposals and to begin submitting Consultant Proposals via e-Proposal. Please follow the link, below, to create a MILogin account. Also, below are instructions for accessing the MDOT e-Proposal site using MILogin.

[MILogin](#)

If you have any questions, please contact Amy Meldrum at: (517) 335-0137 or meldruma@michigan.gov

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This document includes creating a MILOGIN account, requesting access to MDOT's e-Proposal system, as well as navigating MDOT e-Proposal, adding account to Plan holders list, and submitting Notice to Bidder (NTB) Inquiries.

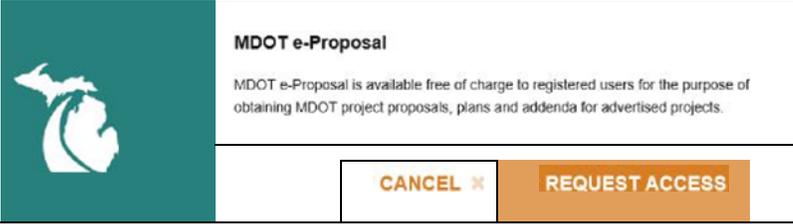
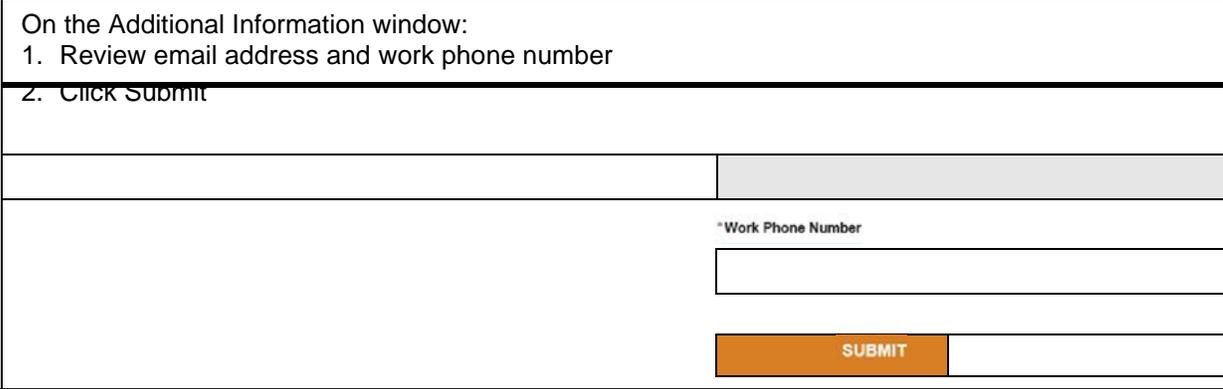
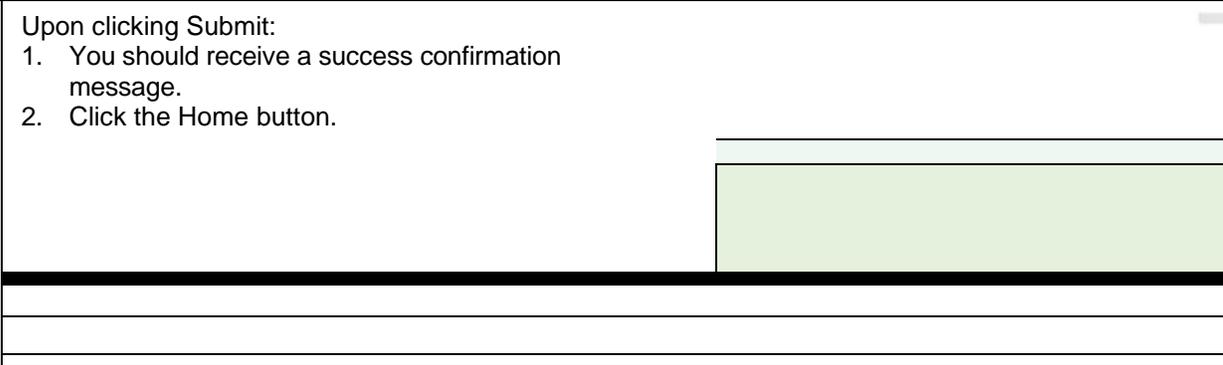
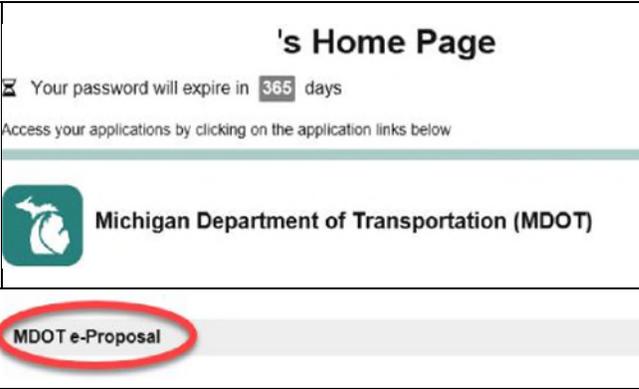
If you have any questions on the e-Proposal site itself, please feel free to [contact: MDOT-eProposal@Michigan.gov](mailto:MDOT-eProposal@Michigan.gov).

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10	<p>On the Additional Information window:</p> <ol style="list-style-type: none"> Review email address and work phone number Click Submit  <p>Work Phone Number</p> <p>SUBMIT</p>	
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> You should receive a success confirmation message. Click the Home button. 	
12	You will be directed back to your home page and MDOT e-Proposal should be listed.	 <p>'s Home Page</p> <p>Your password will expire in 365 days</p> <p>Access your applications by clicking on the application links below</p> <p>Michigan Department of Transportation (MDOT)</p> <p>MDOT e-Proposal</p>
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13	If you click on the link on or after September 7, 2017 you will be directed to MDOT e- Proposal's Disclaimer page.	

Consultant Advisory

2020-5

September 3, 2020

Submittal of Consultant Proposals – Clarification for Consultants Submitting Proposals

On **June 29, 2020**, the Michigan Department of Transportation (MDOT) began utilizing the [e-Proposal web site](#) for the advertisement of Request for Proposals (RFP's), and the mandatory submittal of all Consultant Proposals, in response to MDOT's RFP's.

To Confirm:

Users must initiate the submittal of their proposals prior to the proposal due date identified for each Requisition, or the system will not accept the proposal.

Once a proposal is submitted, consultants will receive an auto generated email from MDOT indicating that the proposal was received. It is important that you retain a copy of this e-mail as proof that the proposal was submitted on time and received by MDOT *If the e-mail reply has not been received by the consultant, consider the proposal as unreceived.*

If an auto generated email is not received or any issues are incurred, you may contact the following resources:

Email: MDOT-Eproposal@michigan.gov

MI Login Password assistance number: 1-800-968-2644

Amy Meldrum: MDOT-RFP-Response@michigan.gov or 517-335-0137

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