

SELECTION
GUIDELINES

FOR

SERVICE CONTRACTS

Michigan Department of Transportation

Effective April 3, 2025

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1. PART I - GENERAL INFORMATION

1.1 Request for Proposal (RFP)

The MDOT Project Manager and/or Contract Services Division (CSD) are responsible for determining which prequalification classifications, if any, are required for the service. The MDOT Project Manager develops the Request for Proposal (RFP) which is a combination of the scope of work and completed [Form 5100B](#) that gives the consultant/vendors information on the selection.

The Project Manager, with assistance from Contract Services Division and in accordance with these Guidelines, will determine the type of selection needed. In accordance with the Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) regulations, Federal Railroad Administration (FRA) and Federal Transit Administration (FTA), professional services (as defined by the Brooks Act below) must be selected using Qualifications-Based Selection (QBS).

Only selections for services utilizing any Federal funding that deviate from these Guidelines will require concurrence from the appropriate Federal entity (FHWA, FAA, FRA, or FTA).

Requests for Proposal (RFPs) for all services greater than \$250,000 will be posted on MDOT's website.

1.1.1 Brooks Act

Brooks Act services for projects valued at \$250,000 or more, are defined as “professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph; professional services of an architectural or engineering nature performed by contract that are associated with planning, development, design, construction, alteration, or repair of real property; and such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.”

1.1.2 Qualifications-Based Selection (QBS)

The Michigan Department of Transportation (MDOT) uses a QBS process, low bid process, or a best value process, for procuring services. QBS is a procurement process for the competitive selection of services under which the most competent consultant/vendor is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than cost. Cost cannot be considered when selecting a consultant/vendor utilizing the QBS process. Fair and reasonable cost is negotiated with the selected consultant/vendor for the agreed-upon scope of services.

NOTE: All selections of services defined in the Brooks Act, for any estimated dollar value, will be completed using QBS criteria. Low Bid, or Best Value selections are not permitted. All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

1.1.3 Request for Proposal Advertisement Period

On a quarterly basis, MDOT will post on the website a list of potential service opportunities that are anticipated to be advertised during that quarter. These are services that will exceed \$250,000. This list is for informational purposes only and does not guarantee that all services listed will be advertised. If the advertised service was not on a prior quarterly anticipated listing, additional advertisement time may be required.

Federal funding and whether engineering services are required for the project will also affect the amount of time a project is advertised. Projects without Federal funding (100% State funded) in the project phase being advertised (i.e. PE, PE-S, CON, etc.) AND with engineering, architecture, or surveying services required, may be advertised for one (1) week or two (2) weeks if using the 100% State funded Expedited Contracting Process and depending upon the complexity of the proposal deliverables. For 100% State funded projects using the 100% State funded Expedited Contracting Process with engineering, architecture, or surveying services required, scopes requiring the submittal of an Understanding of Service section (see Section 3.2.1 Understanding of Service and Innovations (If Applicable)) must be advertised for 2 weeks. For 100% state funded projects using the 100% State funded Expedited Contracting Process with engineering, architecture, or surveying services required, that do not require the submittal of an Understanding of Service, the projects may be advertised for either one (1) or two (2) weeks depending upon the complexity of the project and will be at the MDOT Project Manager's discretion. For projects with any Federal funding in the project phase, see the typical advertisement period table below.

Following are typical advertisement periods:

Federally Funded Phases

Anticipated Service Value	Engineering and/or Architecture, and/or Surveying Services Required for Project	Posted on Quarterly Anticipated Listing	Typical Advertisement Period
\$250,000 - \$500,000	Yes or No	No	21 Calendar Days
	Yes or No	Yes	14 Calendar Days
Over \$500,000	Yes or No	Yes or No	28 Calendar Days

State Funded Phases (100% State Funded using the 100% State Funded Expedited Contracting Process)

Anticipated Service Value	Engineering and/or Architecture, and/or Surveying Services Required for Project	Posted on Quarterly Anticipated Listing	Typical Advertisement Period
\$250,000 - \$500,000	No	No	21 Calendar Days
	No	Yes	14 Calendar Days
	Yes	Yes or No	7 to 14 Calendar Days
Over \$500,000	No	Yes or No	28 Calendar Days
	Yes	Yes or No	7 to 14 Calendar Days

If MDOT determines that an advertisement period shorter than listed in the above table is warranted due to the nature of the work or timeline, Region Engineer/Division Administrator approval will be obtained, and MDOT will indicate on our advertisement page the “Shortened Advertisement Period”. MDOT will also put a note in either the paper file or an electronic file detailing the justification for the shortened advertisement period. **Advertisements with Federal funding in the project phase shall not be less than 14 days.** Only in very unusual circumstance and with the approval of FHWA, can the minimum 14-day advertisement period be reduced on projects with Federal funding in the project phase.

1.2 Tiers

This Guideline defines the type of RFP based on the estimated cost of the service. Projects are categorized based on estimated service fees in the following manner:

RFP Type	Anticipated Service Cost
Tier I	\$0 - \$250,000
Tier II	\$250,000 - \$1,500,000
Tier III	\$1,500,000 and Over

Consultants/vendors selected using the QBS process will be requested to submit a priced proposal after selection (not with their response to the RFP). If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next qualified consultant/vendor based on QBS, best value, or low bid will be considered for the contract.

All approved selections will be placed on the MDOT website.

1.3 Independent Cost Estimates

MDOT Project Managers are responsible for providing independent cost estimates as related to the selection to determine the appropriate RFP Tier. These cost estimates must be completed prior to advertisement.

1.4 Selection Team

Selection Team Members shall consist of at least three persons which will include at least one member from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members. In addition, 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a Central Selections Review Team (CSRT) delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity. For QBS Tier III selections, the Selection Team will consist of two members of the CSRT, the MDOT Project Manager, and two additional members, of which one must have a different reporting relationship from the MDOT Project Manager. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members. For Best Value and Low Bid Tier III selection the Selection Team will be comprised of at least four people, including a CSRT member, and at least one of the remaining three members of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

Unless another individual is appointed by the Division Administrator, Bureau Director, Office Director/Administrator, or Region Engineer in writing to perform all the duties of a Project Manager through selection, the Project Manager will be part of the Selection Team. Any deviation from the Selection Team make up will require Region Engineer/Division Administrator approval. Specific selection team requirements are identified under each selection type further in this document.

1.4.1 Selection Team Member's Conflict of Interest

The Project Manager, or otherwise appointed individual to perform the duties of the Project Manager through selection, must assure that no member(s) on the team has any appearance of a conflict of interest. Any member that has a conflict of interest shall be removed from the Selection Team. If there is participation on the Selection Team from non-MDOT employees, they must complete [Form 5100F](#).

1.5 Conflict of Interest

The consultant/vendor must identify its status as it relates to a conflict of interest or perceived conflict of interest for each project on which a proposal is submitted. This status must be identified and described, as applicable, on Form 5100D. Consultants can find the Conflict of Interest Guidance document on MDOT's website.

1.6 Inquiries

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of three (3) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. The MDOT Project Manager will strive to send the questions with the appropriate responses to MDOT-CSD-Selections@michigan.gov with sufficient time to post these Questions/Answers on the MDOT [e-Proposal](#) website within 48 hours of receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed.

Responses to questions posted on MDOT's [e-Proposal](#) website officially act as a modification/amendment to the RFP. It is the responsibility of the Consultant to monitor the website, and implement any changes into their responses, as applicable.

The employees of the proposing consultant/vendors may not contact any MDOT staff, including members of the Selection Team, other than the MDOT Project Manager, or their designee, to obtain information regarding the RFP. Such contact may result in disqualification.

1.7 Addenda to RFP

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT [e-Proposal](#) website. It is the responsibility of the Consultant to monitor the [e-Proposal](#) website, and implement any changes into their responses, as applicable.

1.8 News Releases

Any news release(s) pertaining to the RFP or the services, study, data, or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

1.9 Disclosures

The information provided in the consultant/vendor's proposal will be kept confidential by MDOT. However, all information in a consultant/vendor's proposal and any contract resulting from the RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The consultant/vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

1.10 Business Requirements for MDOT Projects

Several business requirements must be met by MDOT vendors prior to contract award. These requirements include: registration with the Michigan Department of Licensing and Regulatory Affairs (LARA) to perform business within the state of Michigan and satisfaction of the Michigan “2/3rds Principal” rule as detailed in the following sections.

1.10.1 Non-Prequalified Services

If prequalification is not identified in the RPF, all vendors who feel they are qualified to perform the service may submit a proposal. If selected, the vendor will need to provide proof of company registration with the State of Michigan and may need to demonstrate compliance with the Michigan “2/3rds Principal” rule (see Section 1.10.1.2 Michigan “2/3rds Principal” Rule for additional information) if providing professional services. Eligibility requirements must be met before contract award.

1.10.1.1 Michigan Business Registration

In accordance with the [Michigan Business Corporation Act](#) and the [Michigan Nonprofit Corporations Act](#), all foreign and domestic vendors seeking to provide non-prequalified services to the department must be able to supply proof of registration with LARA.

To gain approval from LARA or for assistance regarding the Michigan Business Corporation Act or the Michigan Nonprofit Corporations Act, please contact LARA’s Corporations Division office at (517) 241-6470 or [LARA’s Corporations Division website](#).

1.10.1.2 Michigan “2/3rds Principal” Rule

If your firm is contracting to provide professional services in architecture, professional engineering or professional surveying, Article 20 of the Michigan Occupational Code, P.A. 299 of 1980, as Amended, requires that at least 2/3 of the principals of the firm be licensed in Michigan in one or more of the professions.

Questions regarding this policy or the Michigan Occupational Code may be obtained by contacting the Michigan Department of Licensing and Regulatory Affairs (LARA) Design Boards office at (517) 241-0199 or by accessing LARA’s Website, [Department of Licensing and Regulatory Affairs](#).

To gain approval from the Michigan Department of Licensing and Regulatory Affairs, under MCL 339.2010(2), please apply for Firm Approval using the Bureau of Professional Licensing’s online portal, MiPLUS. For assistance applying for firm approval, please view [How to Request Firm Approval](#) and/or contact the Bureau of Professional Licensing directly via phone at (517) 241-0199 or email at BPLHelp@michigan.gov.

1.10.2 Prequalification

Some services will require a consultant/vendor to be prequalified to be eligible to participate in

the selection. For these services, the RFP will clearly state what prequalification classification(s) is required. Interested submitters must be approved in the applicable prequalification classifications listed in the RFP at the time the proposals are due. To become prequalified, a consultant/vendor must submit an application to MDOT's Contract Services Division (CSD). To acquire information on what services MDOT prequalifies for and how to become prequalified, view the [prequalification application](#).

1.10.2.1 Primary Prequalification Classification

MDOT's Request for Proposals (RFP's) will identify both primary and secondary prequalification classification requirements, as determined for each project. To be eligible to submit a proposal on a project, a company must have obtained an approved prequalification status in the applicable prequalification classification(s) listed in the RFP on, or prior to, the proposal due date. The requirements to perform the specific work classifications are as follows:

The prime consultant/vendor must be prequalified in all primary prequalification classifications identified on the RFP. They may, however, subcontract out work identified under the primary prequalification classification(s) to another prequalified consultant/vendor.

1.10.2.2 Secondary Prequalification Classification

The prime consultant is not required to be prequalified in the secondary prequalification classification(s) identified on the RFP. The work, however, must be performed by a prequalified consultant/vendor, which may be either the prime consultant/vendor or a subconsultant/vendor.

In all cases, the prime consultant must perform at least 40% of the services, by dollar value, unless otherwise specified in the RFP.

In all cases, tier one subconsultant(s) must perform at least 50% of the services, by dollar value of their subcontract, unless otherwise specified in the RFP.

If a priced proposal is received where the tier one subconsultant is not performing at least 50% of the service by dollar value of the tier one subcontract, then CSD Division Administrator approval is required. CSD Administrator approval/denial of the exception request will be retained in the contract file within Contract Services.

Consultants are not permitted to Joint Venture for the purpose of prequalification or for the purpose of submitting project proposals. As stated above, subconsulting is permitted as long as the subconsultant is prequalified to perform the intended services and the subconsultant work does not exceed the previously specified percentage of the total dollar amount of the contract.

If the consultant/vendor team does not meet these prequalification requirements, the proposal will be rejected. The prequalification requirements for a service should remain unchanged

throughout the selection process. In the event that the requirements do change during the posting period, the information will be provided to the consultant/vendors on the website.

To ensure a complete consultant/vendor pool, MDOT may advertise such services in newspapers, periodicals or determine other methods in addition to placing information on the MDOT website.

1.11 Disadvantaged Business Enterprise (DBE)

The DBE participation contract goal is specified in the RFP. DBE participation [Form 0182](#) must be submitted to the individual specified in the RFP with the priced proposal, or during contract negotiations. The prime consultant/vendor shall select DBEs to perform, at minimum, work which corresponds in dollar value to the DBE participation goal. DBEs must perform a commercially useful function as required by 49 CFR §26.55 of the Federal Register and by contractual requirements.

If the consultant is unable to achieve DBE participation totaling, at minimum, the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal using [Form 0182](#). If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award. [Form 0182](#) may also be required to be submitted if a contract amendment or authorization revision results in the DBE requirement not being achieved.

DBEs may provide prequalified or non-prequalified services. If prequalification is required, credit may be given only for firms who are both prequalified and DBE-certified in the applicable prequalification classification. Only DBEs who are currently certified and listed on the web-based Michigan Uniform Certification Program (MUCP) database are eligible for DBE participation credit: A MUCP is linked directly to the MDOT Web site at [MDOT - Disadvantaged Business Enterprise](#). Under "Directories," select the "Search MUCP DBE Directory for all certified DBEs in Michigan" link.

1.12 Title VI Notice to the Public

It is the Michigan Department of Transportation's (MDOT) policy to ensure no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not, as provided by Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987. Any person who believes his/her Title VI protection has been violated may file a complaint with MDOT's Title VI Coordinator. Title VI complaint forms and/or advice may be acquired by calling (517) 241-7462 or by visiting the Department's [Title VI website](#).

1.13 Rejection of Submittals

MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received

as a result of any RFP. MDOT will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP. MDOT may, at its discretion, cancel the selection after approval, prior to contract award for any project.

1.14 Acceptance of Proposal Content

The content of a proposal, technical proposal, and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in termination of the contract.

1.15 Notice of Selection

The Selected consultants will be posted to MDOT's website after applicable approvals have been received. Total scores, and Bid Amount where applicable, will be provided for all proposals on selections made in Tiers II and III. Only the selected Consultant's name will be provided; however, each consultant will receive their individual score sheet from MDOT via e-mail. This will enable each proposing consultant to compare their scores with the other proposers.

1.16 Debriefing

Feedback may be provided by Project Managers for all Tier II and Tier III selections at the request of the consultant. Feedback will be provided via phone, e-mail, or in person, as determined by the MDOT Project Manager.

1.17 MDOT Digital Signatures

MDOT mandates the use of OneSpan, a cloud-based digital signature software, when signing consultant contracts and amendments. No additional software or user accounts are necessary for utilizing OneSpan. MDOT will initiate the signing process once all internal contract reviews and approvals are complete.

For all other consultant contract and invoicing-related documents - such as prequalification forms, RFP proposal responses, selection forms, price proposals, subcontracts, and invoices - any electronic signature method is acceptable. For further information on MDOT's digital signature requirements, please visit the [MDOT Digital Signature Program](#) website.

2. PART II - PROCESS STEPS

2.1 Selection - Tier I - Services Estimated at Less than \$250,000

The Tier I process is separated into two (2) separate processes:

- QBS selections process
 - o This process must be utilized **only for projects with engineering, architectural, or surveying services**
- Non-QBS selections process
 - o This process must be utilized **only for projects without engineering, architectural, or surveying services**

These two processes are described in detail below.

2.1.1 (QBS) Selection - Tier I - Services Estimated at Less than \$250,000

Services selected by this process must include either engineering, architectural, or surveying services and cannot be amended to exceed \$250,000. Services that exceed \$250,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$250,000, the Tier II or Tier III process must be followed.

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, required proposal deliverables, and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required.
2. The final scope shall be reviewed and approved by the appropriate approver as follows: Associate Region Engineer of Development or designated approver for Region/TSC managed design jobs; Associate Region Engineer of Operations or designated approver for Region/TSC construction and operational jobs; or the appropriate Section Manager or designated approver for jobs managed by Central Office Bureaus. The approver will electronically stamp the Scope of Services, and return the document to the Project Manager.
3. For Tier I Selections, the Project Manager is required to contact at least one company from the Small Business Program (SBP), which includes all Disadvantaged Business Enterprise (DBE), if such are available for the required Primary prequalification categories. If this a specialty service with no prequalification category, there is no SBP/DBE contact requirement.
4. The MDOT Project Manager will review the prequalification list and send the scope to a minimum of three consultant/vendors by e-mail for their availability to perform the service. A qualifications-based selection, as described in Section 1.1.2 Qualifications-Based Selection (QBS) will be performed to select the preferred vendor. **Vendors cannot provide any cost information at this time.**
5. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and

time indicated. [Form 5100D](#) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.

6. The Project Manager will send the selection information to MDOT-CSD-Selections@michigan.gov by completing [Form 5100E](#), providing supporting comments about each of the consultant/vendors that submitted, and attaching the System Manager (or designee) approved scope of services and completed cost estimate.
7. Review of all recommended selections will be completed by the Chair of the Central Selections Review Team. If the selection has been properly conducted, with adequate supporting documentation, the Chair may approve the selection. If there are any questions about the selection, the Chair may contact the Selection Analyst for assistance.
8. Once the selection is approved, MDOT will seek to contract with the selected consultant/vendor.
9. Negotiations will proceed with the selected consultant/vendor following the instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.1.2 (non-QBS) Selection - Tier I - Services Estimated at Less than \$250,000

Services selected by this process cannot include engineering, architectural, or surveying services in which price must be a factor in selection and cannot be amended to exceed \$250,000. Services that exceed \$250,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$250,000, the Tier II or Tier III process must be followed.

1. The MDOT Project Manager will assemble completed cost estimate, a scope of work which includes details of the services needed, an anticipated schedule, and any project-specific experience/equipment requirements for the successful proposer. The MDOT Project Manager will also assemble a bid sheet for the required services.
 2. The CSD Scope Specialist must review the scope/bid sheet and contact the Project Manager prior to the Project Manager contacting the consultants/vendors.
 3. The Project Manager will send the scope to at least three consultant/vendors that can provide the service via e-mail and will determine the most qualified consultant/vendor using evaluation criteria appropriate for the service. The selection of these services must utilize either a Low Bid or Best Value Selection. See Sections 2.4 Low Bid Selections and 2.5 Best Value Selections for additional information regarding these selection types.
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4. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and time indicated. [Form 5100D](#) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.
5. The Project Manager will send the selection information to MDOT-CSD-Selections@michigan.gov by completing [Form 5100E](#), completed and signed individual form 5100C BV scoresheets for each consultant, and attaching the CSD Scope Specialist approved scope of services.
6. Review of all recommended selections will be completed by the Chair of the Central Selections Review Team. If the selection has been properly conducted, with adequate supporting documentation, the Chair may approve the selection. If there are any questions about the selection, the Chair may contact the Selection Analyst for assistance.
7. Once the selection is approved, MDOT will seek to contract with the selected consultant/vendor.
8. Negotiations will proceed with the selected consultant/vendor following the instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

Services selected by this process may include Federal funding.

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, an anticipated schedule, and what prequalification classifications, both primary and secondary, are required.

The Following documentation will be submitted to the CSD Scope Specialist for review:

- a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal.
- b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.
- c. Scope of Services

2. After review and any modifications of the RFP by the CSD Scope Specialist, the Selection Analyst will post the RFP on the [e-Proposal](#) website.
3. The Selection Team should establish the consensus meeting date at this time.
4. If the service does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that additional advertisements are placed in newspapers, periodicals, additional websites, and/or an email notification is sent to consultant/vendors.
5. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than seven pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages. [Form 5100D](#) and [5100J](#) (if applicable) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority. These forms will not be included in the page limitations.
6. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
7. The Selection Team will review all proposals submitted by the consultant/vendors for compliance as listed in these guidelines and the RFP. Any proposal received after the due date/time or not prepared in accordance with the Consultant/Vendor Selection Guidelines must be rejected.
8. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.
9. QBS Tier II Selections
 - a. 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a CSRT delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity.
 - b. Final approval of all Tier II selections will be performed by the Region Engineer/Division Administrator or the Bureau Director
 - c. CSRT will not approve Tier II Selections. The selections will be presented to CSRT for information only.
10. QBS Tier III Selections
 - a. The Selection Team will consist of:
 - i. Two members of the CSRT,
 - ii. The MDOT Project Manager

- iii. Two additional members, of which one must have a different reporting relationship from the MDOT Project Manager. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

The Selection Analyst will notify the two assigned CSRT members at the time of posting of the RFP and the Project Manager will contact the assigned CSRT members to coordinate the proposal evaluation meeting. The Project Manager will be required to designate and notify the remaining team members.

11. The Selection Team will evaluate each consultant/vendor's proposal by completing [Form 5100C](#) individually. After each submitting consultant/vendor is scored individually by everyone on the Selection Team, the Selection Team should hold a consensus meeting where [Form 5100C](#) should be filled out for each submitting consultant/vendor with consensus comments and scores. Please note that comments are required for each scoring criteria being evaluated.
12. Where presentations are required, the selection team will score the proposals to determine who is eligible for shortlisting for the presentation. Except in cases of insufficient response to the solicitation, a minimum of three consultant/vendors will be shortlisted for the presentation. The MDOT Project Manager will contact the shortlisted consultants/vendors to schedule their presentations with at least 3-weeks' notice, **unless otherwise stated in the RFP**. If a written supplement to the technical proposal is required, the RFP will specifically define its requirements. The selection team will score the presentation and written supplement to the technical proposal (if required), adding this score to the original shortlisting scoresheets. All consensus scoresheets along with the Selection Team Action Sheet, will be sent to the selection analyst for review.

For more information regarding presentation, see **3.2.6 Presentations**.

13. Where presentations are not required, the Selection Team will recommend the most qualified consultant/vendor from the information in the proposals.
14. The Selection Team will complete the CSRT Action Sheet ([Form 5100E](#)) and forward it to the Selection Analyst. When presentations are not required, the CSRT Action Sheet will indicate which consultant/vendor's proposal had the highest score.
15. The Selection Analyst will review the information and take appropriate action to work with the Selection Team until all selection material is acceptable.
16. If MDOT receives only one response to an RFP and the Selection Team determines the response acceptable, approval by the CSRT Chair is required. See Section 2.7.3 Inadequate Competition (Single Bidder) Selections for process details.
17. Results of selection approvals will be posted on the MDOT website and the MDOT Project Manager will be notified of those results prior to posting.

18. Negotiations will proceed with the selected consultant/vendor following the instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.3 (QBS) Selection – 100% State Funded Only Expedited Contracting Process - Services Estimated Greater than \$250,000

Services selected by this process must include either engineering, architectural, or surveying services and cannot include any Federal funding in the project phase (i.e. PE, PE-S, CON, etc.).

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, required proposal deliverables, advertisement period for the scope, and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required.
 - a. If an Understanding of Service is required in the vendor response, the advertisement period must be 2 weeks
 - b. If an Understanding of Service is not required in the vendor response, the advertisement period may be either 1 week or 2 weeks.
 - i. The Project Manager may specify a specific Key Issue directly related to the project for the vendor responses to address without requiring an Understanding of Service
2. The final scope shall be reviewed and approved by the appropriate approver as follows: Associate Region Engineer of Development or designated approver for Region/TSC managed design jobs; Associate Region Engineer of Operations or designated approver for Region/TSC construction and operational jobs; or the appropriate Section Manager or designated approver for jobs managed by Central Office Bureaus. The approver will electronically stamp the Scope of Services, and return the document to the Project Manager.
3. The Project Manager will submit the following information to MDOT-CSD-Selections mailbox@michigan.gov:
 - a. Final scope with System Manager (or designee) electronic stamp
 - b. Completed Cost Estimate
 - c. Scope review checklist stamped by the System Manager (or designee)
4. CSD will post the scope on the [e-Proposal](#) website.
5. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and time indicated. Form 5100D must be submitted with all proposals and must be signed by a

consultant/vendor representative with contracting authority.

6. The MDOT Project Manager, along with the Associate Region Engineer of Development, Associate Region Engineer of Operations, Central Section Manager, or designee, will perform a qualifications-based selection, as described in Section 1.1.2 Qualifications-Based Selection (QBS) to select the preferred vendor.
7. The Project Manager will send the selection information to MDOT-CSD-Selections@michigan.gov by completing [Form 5100E](#), providing supporting comments (no numerical scores) about each of the consultant/vendors that submitted, the System Manager (or designee) approved scope of services and attaching all proposals received from the consultants/vendors.
8. Review of all recommended selections will be completed by the Chair of the Central Selections Review Team. If the selection has been properly conducted, with adequate supporting documentation, the Chair may approve the selection. If there are any questions about the selection, the Chair may contact the Selection Analyst for assistance.
9. Once the selection is approved, MDOT will seek to contract with the selected consultant/vendor.
10. Negotiations will proceed with the selected consultant/vendor following the instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.4 Low Bid Selections

All selections other than those defined in the Brooks Act must include price of service as a consideration. Low Bid or Best Value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, an anticipated schedule, and what prequalification classifications, both primary and secondary, are required.
2. The Following documentation will be submitted to the CSD Scope Specialist for review:
 - a. The completed Checklist to Designate Areas of Evaluation for RFP ([5100B](#)), which shows what elements the consultant/vendor is required to submit in the proposal
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts

- for the project.
- c. Scope of Services
 - d. A bid sheet identifying the bid items and place for consultant/vendor signature and total bid price and a cost derivation sheet (if applicable).
3. After review and any modifications of the RFP by the CSD Scope Specialist, the Selection Analyst will post the RFP on the [e-Proposal](#) website.
 4. If the service does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that additional advertisements are placed in newspapers, periodicals, additional websites, and/or an email notification is sent to consultant/vendors.
 5. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than 7 pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages per person. [Form 5100D](#) and [5100J](#) (if applicable) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority. These forms will not be included in the page limitations.
 6. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
 7. The Selection Team will review all proposals submitted by the consultant/vendors for compliance as listed in these guidelines and the RFP. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines must be rejected.
 8. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.
 9. Low Bid Tier II Selections
 - a. 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a CSRT delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity.
 - b. Low Bid Tier II selections will be presented to the Region Engineer/Division Administrator or the Bureau Director for approval and CSRT for information only.
 10. Low Bid Tier III Selections

- a. A member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT member at the time of posting of the RFP and the Project Manager will contact the CSRT Member to coordinate proposal evaluation meetings.
 - b. The Selection Team will complete the CSRT Action Sheet ([Form 5100E](#)) and forward it to the Selection Analyst.
 - c. Low bid Tier III Selections will be presented to CSRT for information only.
11. If MDOT receives only one response to an RFP and the Selection Team determines the response acceptable, approval by the CSRT Chair is required. See Section 2.7.3 Inadequate Competition (Single Bidder) Selections for process details.
 12. MDOT will seek to contract with the bidder with the lowest acceptable bid. MDOT will post the bid amounts on the MDOT website when the selection is approved.
 13. If for any reason contracting is unsuccessful, the Project Manager may proceed to the next lowest bidder and approved vendor from the original selection.

2.5 Best Value Selections

All selections other than those defined in the Brooks Act must include price of service as a consideration. Low Bid or Best Value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, an anticipated schedule, and what prequalification classifications, both primary and secondary, are required.
2. The Following documentation will be submitted to the CSD Scope Specialist for review:
 - a. The completed Checklist to Designate Areas of Evaluation for RFP ([Form 5100B](#)), which shows what elements the consultant/vendor is required to submit in the proposal
 - b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for the project.
 - c. Scope of Service.
 - d. A bid sheet identifying the bid items and place for consultant/vendor signature and total bid price and a cost derivation sheet (if applicable).
 - e. The scoring criteria and point values that will be used for the best value selection. The following five scoring criteria are required; however, the points possible per scoring criteria may vary. (1) Understanding of Service (2) Qualifications of Team; (3) Past Performance; (4) Location; (5) Price. Any other scoring criteria may be added.

*** Note: Best Value scoring criteria will be approved by CSRT prior to the RFP being posted if it deviates from the standard Best Value scoring Criteria listed below.***

The following is the CSRT approved Best Value scoring criteria:

3. SCORING (130 Points)

Proposed Selection Criteria and Total Possible Points

Understanding of Service – 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team – 40 Points

Describe your team, the roles of key personnel, and a project organizational chart.
Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed.

Price – 35 Points

CSRT approved formula: $\frac{\text{low bid}}{\text{bid}} * \text{points assigned}$

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

4. CSD will present proposed scoring criteria if it deviates from the scoring criteria identified above to CSRT for their approval prior to advertisement of the RFP.
5. After review and any modifications of the RFP by the CSD Scope Specialist, the Selection Analyst will post the RFP on the [e-Proposal](#) website.
6. The Selection Team should establish the consensus meeting date at this time. If the service does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that additional advertisements are placed in newspapers, periodicals, additional websites, and/or an email notification is sent to consultant/vendors.
7. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than 7 pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages per person. [Form 5100D](#) and [5100J](#) (if applicable) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.
8. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.
9. The Selection Team will review all proposals submitted by the consultant/vendors for compliance with the Consultant/Vendor Selection Guidelines. Any proposal received after the due date/time or not in accordance with the Consultant/Vendor Selection Guidelines

must be rejected.

10. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

11. Best Value Tier II Selections

- a. 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a CSRT delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity.
- b. Final approval of all Tier II selections will be done by the Region Engineer/Division Administrator or the Bureau Director.
- c. CSRT will not approve Tier II Selections. The selections will be presented to CSRT for information only.

12. Best Value Tier III Selections

- a. A member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT member at the time of posting of the RFP and the Project Manager will contact the CSRT Member to coordinate proposal evaluation meetings.
- b. The Selection Team will complete the CSRT Action Sheet ([Form 5100E](#)) and forward it to the Selection Analyst.

13. Score sheets will be submitted to CSRT for final approval. The Selection Team will evaluate each consultant/vendor's proposal by completing [Form 5100C-BV](#) individually. After each submitting consultant/vendor is scored individually by everyone on the Selection Team, the Selection Team should hold a consensus meeting where [Form 5100C-BV](#) should be filled out for each submitting consultant/vendor with consensus comments and scores. Please note that comments are required for each scoring criteria being evaluated.

14. The Selection Team will complete the CSRT Action Sheet ([Form 5100E](#)) and forward it to the Selection Analyst. When presentations are not required, the CSRT Action Sheet will indicate which consultant/vendor's proposal had the highest score.

15. Where presentations are required, the selection team will score the proposals to determine who is eligible for shortlisting for the presentation. Except in cases of insufficient response to the solicitation, a minimum of three consultant/vendors will be shortlisted for the presentation. The MDOT Project Manager will contact the shortlisted consultants/vendors to schedule their presentations with at least 3-weeks' notice, **unless otherwise stated in the RFP**. If a written supplement to the technical proposal is required, the RFP will specifically define its requirements. The selection team will score the presentation and written supplement to the technical proposal (if required), adding this score to the original shortlisting scoresheets. All consensus scoresheets along with the Selection Team Action

Sheet, will be sent to the selection analyst for review.

For more information regarding presentation, see **3.2.6 Presentations**.

16. Where presentations are not required, the Selection Team will determine the selected consultant/vendor from the information in the proposals.

The CSRT will review the information and approve or take appropriate action to work with the Selection Team and/or Selection Analyst until an approved selection is made.

17. If MDOT receives only one response to an RFP and the Selection Team determines the response acceptable, approval by the CSRT Chair is required. See Section 2.7.3 Inadequate Competition (Single Bidder) Selections for process details.
18. Results of approved selection will be posted on the MDOT website and the MDOT Project Manager will be notified of those results prior to posting.

2.6 Multi-Vendor As-Needed Selections (Two-Tier Process)

In accordance with 23 CFR 172.9(a)(3)(iv)(B)(2), all selections for as needed services in which more than one vendor is selected to perform the as-needed service(s), an additional Qualifications-Based Selection procedure (second tier selection) must be performed to select the most qualified consultant for each specific task. The exceptions to this rule are:

1. When multiple vendors are selected to perform as-needed inspection, testing, as-needed CE, etc. on construction projects, and unique items of work or areas of work are assigned to each vendor, on the RFP that was advertised, a single-tier, QBS selection may be performed. The MDOT Project Manager would select the vendor assigned to the specific task, locations, etc. to perform the as-needed work, without any additional documentation.
2. When multiple vendors are selected to perform tasks uniquely assigned to each vendor on the same project (i.e. Vendor #1 is assigned Work Zone Maintenance of Traffic, Vendor #2 is assigned Roadway Design), the MDOT Project Manager would select the vendor assigned to the specific task to perform the as-needed work, without any additional documentation.
3. The total project value does not exceed \$250,000 and was advertised as a Tier I selection.

After completion of the first tier of the selection process, the Project Manager must complete a second, Qualifications-Based Selection which identifies the most qualified vendor for all specific task assignments. This second-tier Qualifications-Based Selection should consider the vendor qualifications, vendor availability, etc. The Project Manager may choose to solicit a short (1-page) Statement of Qualifications (SOQ) from each of the vendors within the pool of available vendors for each specific work task or, may choose to determine the most qualified vendor without a second SOQ submittal from the vendors. Regardless of the selected method of secondary qualifications review, the second-tier selection must be documented on the [5100K](#)

form. For all second-tier selections, with the exception of construction phase services, a copy of this [5100K](#) form should be provided to the Contract Services Division with the Contract Request Form ([Form 5105](#)). For construction phase services, the signed and dated [5100K](#) form will be retained in the Project Manager's project file.

2.7 Non-Competitive Selection Types

Noncompetitive Procurement (as specified in 23 CFR 172.7(a)(3)) involves the procurement of engineering and design-related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. This type of procurement may only be used under controlled circumstances and must follow the applicable approval process defined below:

Non-Competitive Selection Type	Definition	Approval
Sole Source	The service is available only from a single source	CSRT Chair
Inadequate Competition (Single Bidder)	After solicitation of a number of sources, competition is determined to be inadequate	CSRT Chair
Emergency	There is an emergency which will not permit the time necessary to conduct competitive negotiations	FHWA

2.7.1 Sole Source Selections

The following procedure will be followed to attain CSRT Chair review and approval of Sole Source procurement requests:

1. The MDOT Project Manager will provide a written justification via email for the use of the noncompetitive procurement selection to the Selection Analyst.
2. The Selection Analyst reviews the information provided by the MDOT PM and forwards the information to CSRT Chair via email for review and approval.
3. The CSRT Chair will respond to the sole source request via email with approval/denial of the request.
4. CSRT Chair approval/denial of the selection will be retained in the project file within Contract Services.

2.7.2 Emergency Selections

There are two (2) situations in which the Emergency Selection process may be followed:

1. Emergency Relief (ER) Funding Eligible Events (Refer to Section 2.7.2.1) – events when roads and/or bridges on Federal-aid highways are damaged as a direct result of a natural disaster or catastrophic failure from an external cause. Only facilities classified as arterials, urban collectors or major rural collectors impacted by these events are eligible for ER funds. Facilities classified as minor rural collectors or local roads are not eligible for ER funding even if other Federal-aid funds have been used on those facilities. These routes may be eligible for Federal Emergency Management Assistance (FEMA) in some cases. Use of ER funds require Governor's or President's Declaration of an Emergency or Disaster. For example, a major flooding event which damages a vast area or large number of facilities. See Title 23, U.S.C, Section 125 for additional information regarding Emergency Relief Funding.
2. Non-Emergency Relief Funding Eligible Events – (Refer to Section 2.7.2.2) roads and/or bridges on Federal-aid highways damaged as a direct result of a natural disaster or catastrophic failure from an external cause. These situations are not required to be major events requiring substantial response, but rather smaller events which have significant impacts to the public and do not result in the Governor's or President's Declaration of an Emergency or Disaster.

2.7.2.1 Emergency Relief Funding Eligible Events

As stated above, this selection process may be used when roads and/or bridges on Federal-aid highways are damaged as a direct result of a natural disaster or catastrophic failure from an external cause and results in a Governor's or President's Declaration of Emergency or Disaster. The following procedure will be implemented for these emergency event selections:

1. After the disaster occurs, the Governor or President must declare an emergency or disaster.
2. After a state of emergency or disaster is declared, the MDOT Safety and Security Administration Administrator will contact the Contract Services Administrator to notify the Contracts Unit a state of emergency or disaster has been declared by a Governor's or President's Declaration, and a FHWA Acknowledgement letter indicating the event meets the criteria to qualify as an ER event has been issued. The FHWA Acknowledgement letter gives MDOT the authorization/approval to begin procuring engineering services, and eligibility for ER funding.
3. MDOT will determine if there are any as-needed contracts already in place that may be utilized for the relief efforts. If as-needed contracts are available, they should be utilized to the extent possible to aid in relief efforts. All costs incurred under an as-needed contract that are eligible for ER reimbursement must be tracked separately and submitted for reimbursement.
4. For any services that cannot be procured via an existing as-needed contract, the MDOT Project Manager will provide a written letter of intent for the use of the emergency

procurement selection to the Contract Services Division Administrator and the Project Manager's Region Engineer/Division Administrator via email. This letter of intent must have the Declaration of Emergency/Disaster attached and provide preliminary estimates of the damages to the Federal-aid facilities.

5. The Contract Services Division Administrator reviews the information provided by the MDOT PM.
6. Upon acknowledgement of the Emergency Relief Funding request by FHWA, the MDOT PM must prepare a scope of work, and may contact one MDOT prequalified consultant/vendor by phone or e-mail about their availability to perform the required services.
7. The Project Manager will complete the 5100E and other documents as required, submit it together with the Scope of Services and send to MDOT-CSD-Selections@michigan.gov.
8. Review and approval of the recommended vendor will be completed by the Chair of the Central Selections Review Team.
9. Upon approval of the selected consultant/vendor, a Limited Term Emergency Contract (LTEC) will be executed with the selected consultant/vendor, with contract negotiations occurring after execution. The LTEC will be comprised of two parts. The initial LTEC will authorize the consultant to immediately begin work (prior to negotiations) to assess and address the emergency situation. The term and dollar value of the initial LTEC will be determined on a case by case basis, but shall not exceed 60 days unless approved by FHWA for extenuating circumstances. Negotiations to determine the final contract terms will proceed with the selected consultant/vendor until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason, negotiations are unsuccessful, the Project Manager must direct the selected consultant/vendor to immediately stop work on the project, and the initial LTEC will be terminated. If negotiations with the consultant/vendor are successful, a priced proposal and other required documents will be submitted, and the initial LTEC amended to include the remainder of the ER work.

2.7.2.2. Non-Emergency Relief Funding Eligible Events

As stated above, this selection process may be used when an unforeseen situation occurs which puts the health, safety, and/or welfare of the public at risk and does not lead to a Governor's Declaration of Emergency or Disaster. The following procedure will be implemented for these emergency event selections:

1. The MDOT Project Manager will provide a written justification via email for the use of the emergency procurement selection to the Contract Services Division Administrator and the Project Manager's Region Engineer/Division Administrator. This written justification must describe how the event which necessitates the emergency procurement places the public health, safety, and/or welfare at risk.

2. The Contract Services Division Administrator reviews the information provided by the MDOT PM and forwards the information to the MDOT's Safety and Security Administration Administrator, via email for review and approval and to the appropriate Area Engineer at FHWA for information.
3. MDOT will then determine if there are any as-needed contracts already in place that may be utilized for the emergency event. If as-needed contracts are available, they should be utilized to the extent possible.
4. For services that cannot be procured via an existing as-needed contract, the MDOT PM must prepare a scope of services and contact at least three prequalified consultants/vendors by phone or e-mail about their availability to perform the service. If the service complies with the Brooks Act, a qualifications-based selection, as described in Section 1.1.2 Qualifications-Based Selection (QBS) will be performed to select the preferred vendor. If the service does not comply with the Brooks Act, the Project Manager will contact at least three consultants/vendors that can provide the service and will determine the most qualified consultant/vendor using evaluation criteria appropriate for the service. The selection of non-Brooks Act services must utilize either a Low Bid or Best Value Selection. See Sections 2.4 Low Bid Selections and 2.5 Best Value Selections for additional information regarding these selection types.
5. The Project Manager will complete the 5100E and other documents as required, and send to MDOT-CSD-Selections@michigan.gov.
6. Review and approval of the recommended vendor will be completed by the Chair of the Central Sections Review Team.
7. Upon approval of the selected consultant/vendor, a Limited Term Emergency Contract (LTEC) will be executed with the selected consultant/vendor, with contract negotiations occurring after execution of the LTEC. The LTEC will be comprised of two parts. The initial LTEC will authorize the consultant to immediately begin work prior to negotiations to assess and address the emergency situation. The term and dollar value of the initial LTEC will be determined on a case by case basis, but shall not exceed 60 days. Negotiations to determine the final contract terms will proceed with the selected consultant/vendor until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason, negotiations are unsuccessful, the Project Manager must direct the selected consultant/vendor to immediately stop work on the project, and the initial LTEC will be terminated. If negotiations with the consultant/vendor are successful, a priced proposal and other required documents will be submitted, and the initial LTEC amended to include the remainder of the emergency event work.

2.7.3 Inadequate Competition (Single Bidder) Selections

If after solicitation of a number of sources, it is determined there is insufficient competition to

perform a competitive selection. The following procedure will be utilized to attain CSRT Chair review and approval of inadequate competition procurement requests:

1. The Selections Analyst will send an inadequate competition procurement request to the CSRT Chair. The request will contain the vendor's name, a description of work, advertisement period, and estimated cost of service.
2. The CSRT Chair will respond to the inadequate competition request via email with approval/denial of the request.
3. CSRT Chair approval of the request will be retained in the project file within Contract Services.

3. PART III – PROPOSAL REQUIREMENTS AND SCORING

3.1 Proposal Forms

3.1.1 Form 5100D – Request for Proposal Cover Sheet

The first page of the proposal must be [Form 5100D](#), Proposal Cover Sheet, which is to be completed by the Prime Consultant/Vendor. The cover page must be signed by a consultant/vendor representative with contracting authority. This cover page will **not** be included in the page limitations for any Tier and the information provided will not be a basis of scoring.

[Form 5100D](#) identifies the following Items:

1. Prime and subconsultant/vendor information, applicable Service Prequalification roles as listed in the RFP, and whether those prequalification roles are to be counted toward DBE goals.
2. Documentation that the consultant/vendor has read and understands MDOT's policy regarding conflicts of interest. Consultant/vendor must also certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor needs to describe the conflict. **MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.**
3. Consultants can find [Conflict of Interest Guidance](#) on MDOT's website.
4. Documentation of the key personnel and the average number of hours per week for the period of time they plan to work on the service for the duration of the task(s), as outlined in the RFP. Subconsultant/vendors should not submit [Form 5100D](#) individually.

The Selection Team must reject any proposal where the Department has determined a conflict of interest exists. The Project Manager should contact the consultant/vendor to assure the information concerning the conflict of interest is correct. The Project Manager will send out a rejection notice to the consultant with a copy to the Selection Analyst.

3.1.2 Form 5100G – Changes to Key Personnel

Loss of Key Staff Notification Process can be located in the MDOT Forms Repository.

If during the selection process, the Project Manager is notified by the consultant/vendor ([Form 5100G](#)) that key personnel are not available, action must be taken as follows:

1. If notified before scoring is complete, but after deadline for submittal, the consultant/vendor can submit the resume of the person who would be replacing the key person. The Selection Team will score using the new key person. The Selection Team must inform the Selection Analyst of the change.
2. If notified after the scoring is complete, but prior to final approval, and the change involves the top scoring consultant/vendor, the consultant/vendor can submit the resume of the person who will replace the key person. The Selection Team must then determine if the new person would affect the selection results. If not, notify the Selection Analyst of the change and the justification for keeping the selection results. If it does, rescore the top consultant/vendor and change the selection.
3. If a consultant/vendor notifies the Project Manager of a key person change any time after the CSRT selection approval, the Project Manager must determine if the new key person is acceptable. If not, the contract/authorization will be terminated, and a new consultant/vendor selected.

Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel must be changed due to change in employment or unanticipated work load shifts or schedule changes. All changes in key personnel must be approved by MDOT in writing by completing [Form 5100G](#).

3.1.3 Form 5100J – Consultant Data and Signature Sheet

If prequalification is not required for requested services, the consultant/vendor performing these services must submit [Form 5100J](#).

3.2 Proposal Information and Scoring

All Sheets within the proposal shall be 8.5 x 11, unless approved by the Project Manager. All text within the proposal shall be 12-point font size with the exception of resumes, forms, exhibits/graphics, and tables. Resumes, forms, exhibits/graphics, and tables may have smaller fonts. Proposals not adhering to this requirement may be considered non-responsive.

3.2.1 Understanding of Service and Innovations (If Applicable)

This section is optional for all Tiers. The Project Manager may choose to require or not to require the Understanding of Service and Innovations requirements on any solicitation. This section should be required only under the following circumstances:

1. When the complexity of the service needs written verification by the consultant/vendors of their understanding.
2. When it is anticipated that the scores for the Qualifications of the Team section will not be sufficient to differentiate or determine the most qualified team.

This section must be required only when the project is part of the Mentor-Protégé program. When a project is a Mentor-Protégé project, [5100C-MP](#) form must be used.

The information provided by the consultant/vendor should not be a repeat of the information in the scope. NOTE: Not requiring this section does not mean the consultant/vendor does not need to understand the service, just that a narrative is not required.

The consultant/vendor may include any work item that they believe should be added to the scope of services, or any work item that is in the current scope of services which they believe should be altered. They must describe the benefit to the service, the increase/decrease in resources and the increase/decrease to the cost of construction due to the revision to the work item, if applicable.

When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific items from the proposal that were used in the review and final score. The highest scores should be given to proposals that exceeded the expectations of the Selection Team. The lowest scores should be given to proposals that showed a lack of understanding. If the RFP required this section and it was not included, the consultant/vendor will receive a "0" as a score for this item. If the RFP did not require this section and it was included, no additional points will be awarded.

3.2.2 Qualifications of the Team

This Section is mandatory for all Proposals. This section has been assigned the largest possible points for the selection. When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific personnel, their experience and role in the service. Also, if applicable, include a discussion of the effectiveness of how the team is organized. The team should also note any other items from the proposal that were used in the review and final score. The highest scores should be given to staff, consultant/vendor, and sub-consultant/vendor experience on similar projects, and organization of personnel that exceeded the expectations of the Selection Team. The lowest scores should be given to proposals where there was inadequate experienced staff to support the service.

The scoring for Qualifications of Team will be based on the following information:

1. Structure of the Project Team (Role of Firms and Key Personnel)

- a. The consultant/vendor will describe the structure of the project team including the roles of all key personnel and sub-consultant/vendors. The consultant/vendor will determine what personnel are considered “key”, unless it is specifically outlined in the RFP. For each sub-consultant/vendor, they will describe their role in the service and include what percent of the named role that the sub-consultant/vendor is expected to provide.

The consultant/vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of MDOT see [Form 5100G](#) see Loss of Key Staff Notification Process.

2. Organization Chart

Provide an organization chart of your service team including sub-consultant/vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the consultant/vendor by which they are employed, and lines of communication. The RFP may include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the MDOT Project Manager.

3. Disadvantaged Business Enterprise (DBE)

If DBE participation is required, the consultant/vendor must provide a description of how the submittal meets the DBE participation level and the consultant/vendor’s commitment to maintain the percentage throughout the course of the contract including any future amendments. If the consultant is unable to achieve DBE participation totaling, at minimum, the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal with [Form 0182](#). If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award. If the waiver is granted, the Project Manager will proceed to negotiate with the selected consultant/vendor. If not, and all appeals of the denial have been exhausted, the next highest scoring consultant/vendor will be selected.

[Form 0182](#) may also be required to be submitted if a contract amendment or authorization revision results in the DBE requirement not being achieved. The Project Manager will be contacted for information on the selection and position on the waiver.

4. Location

The consultant/vendor selection criteria may include a consideration of what percentage of the contracted work will be performed in Michigan. The Selection Team will score the percentage of work performed in Michigan on all selections unless the project is for field related projects, on-site inspection, or survey activities. If the project is for field related projects, on-site inspection, or survey activities, then the Selection Team will score the distance from the site to the location of the office(s) as listed in their proposal. The score given should relate to the mileage that may be charged to the service (the further the distance the lower the score). The combination of location and percentage of work performed in Michigan should not exceed five points.

As a guideline for scoring percentage of work performed in Michigan, please use the following:

<u>Percentage of Work To Be Done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

3.2.3 Quality Assurance / Quality Control (QA/QC) Plan

This section is not required for Tier I or Tier II selections and is optional for Tier III selections.

When scoring this section, the Selection Team will review the consultant/vendor's QA/QC plan for this service. It should include background information of the selected QA/QC manager for this service. The person performing the QA/QC review must have extensive experience with MDOT standards and practices.

When scoring this section, the Selection Team should provide factual statements that support their score. This requires noting specific personnel, their experience and QA/QC role in the service. Also, include a discussion of the effectiveness of the QA/QC plan. The highest scores should be given to QA/QC plans and managers that exceeded the expectations of the Selection Team. The lowest scores should be given to QA/QC plans that were inadequate and/or QA/QC managers without sufficient related experience.

If the RFP required this section and it was not included, a score of "0" will be given. If the RFP did not require this section and it was included, no additional points will be awarded.

3.2.4 Resumes of Key Staff

The consultant/vendor will provide resumes (limit 2 pages per person) for each of the key staff of the prime and sub-consultant/vendors. MDOT will not accept resumes for non-key or support staff. The recommended format shown in [Form 1242](#) may be used for reference. In addition to general resume information, the following information will be provided for service experience that is similar to the service being solicited. The scoring for qualifications of team scoring will be one score based on the following information. The consultant/vendor is contractually obligated to supply the key personnel proposed for this service.

- a. General description of the service.
- b. Role of person in the service.
- c. Service budget.
- d. Year service was completed.
- e. Name of client (agency or company).
- f. Role of consultant/vendors in the service. (It is not required that the submitting consultant/vendors have a role.)
- g. Reference: name and phone number of person to contact for client.
- h. Provide the route name, limits of construction, construction budget, and a general description of type of construction.

3.2.5 Past Performance

This section will be scored when applicable; however, consultants/vendors shall not provide a separate written section documenting their past performance or project summaries other than what is already included in the resumes for key staff. The Selection Team should use relevant performance evaluations from CTRAK for the past three years for the prime vendors that are being proposed. A past performance score will be given based on the information provided in CTRAK, will be derived by taking the prime consultant "Project Evaluation Average" score and doubling that number. If no Project Evaluation Average Scores are available in CTRAK, then a score for this section will be given based on references contacted obtained from information provided in the resumes of key staff, and/or previous experience with the Project Manager.

The highest scores should be given to performance evaluations or references when work was excellent or the highest performance score available was given. The lowest scores should be given to performance evaluations or references where work was poor.

3.2.6 Presentation

Presentations are optional for all selection tiers, but are **not allowed** for Tier I QBS selections. CSD Administrator approval is required prior to solicitation for Tier I non-QBS selections and for all Tier II selections. The MDOT Project Manager must submit written justification for the presentation, along with the scope documents, for review and approval. The MDOT Project Manager may choose to require presentations, with or without the use of a written supplement to the technical proposal. Any required supplement to the technical proposal will have a maximum of seven pages, unless otherwise stated in the RFP. The highest scores should be given to presentations, and any required technical proposal supplement, that exceed expectations and support or enhance scoring from the original proposal. The lowest scores should be given to poor quality presentations and supplements to the technical proposals.

Except in cases of insufficient solicitation response, a minimum of three shortlisted consultant/vendors will be given no less than three weeks' notice of the presentation date, **unless otherwise indicated within the RFP**. When more than three proposals are received, the selection team will review the proposals for scoring, shortlisting at least the top three scoring consultant/vendors for presentation. Additional consideration may be detailed within the RFP. The presentation score (including any supplement to the technical proposal) is added to the shortlisted score from the proposal. The final selection will be determined by the consultant/vendor with the highest total score.

3.3 Completing the 5100C and 5100C-BV score sheet

- Sentences shall be complete and should only refer to the project that was advertised in the RFP.
- Assumptions or comments shall not be made regarding current contracts but rather geared towards proposals that were presented.
- Only factual statements shall be listed as they pertain to what was submitted in the proposal.
- Scoring of the proposal shall focus on merits of the proposal, not the presentation of the proposal.
- Comments must be consistent with the scores.
- Statements can refer to positions but shall not include specific names.

4. PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

4.1 Instructions for Submitting Proposals Electronically

1. Consultants/vendors will prepare their proposals using guidelines established in this document.
2. Assemble all proposal documentation into a single PDF file.
3. The PDF file shall be named using the following format: **Requisition#XXX_Company Name.PDF** (Example: Requisition#123_XYZ Company.PDF)
4. The PDF file shall be Bookmarked as follows:
 - I. Request for Proposal Cover Sheet, [Form 5100D](#) *(Required for all three tiers)*
 - A. Consultant Data and Signature Sheet, [Form 5100J](#) *(if applicable)*
 - II. Understanding of Service *(Optional for all three tiers)*
 - A. Innovations *(Optional for all three tiers)*
 - III. Qualifications of Team *(Required for all three tiers)*
 - A. Structure of Project Team
 1. Role of Firms
 2. Role of Key Personnel
 - B. Organizational Chart
 - C. Location
 - IV. Quality Assurance/Quality Control Plan *(Optional for Tier III only)*
 - V. Resumes of Key Staff *(2-page maximum per key staff member, Tier II and III only)*
 - VI. Pricing Documents/Bid Sheet *(to be used only for those projects requiring pricing information, i.e.; Low Bid, and Best Value)*

(Note: For any section that is not required per the RFP, edit the bookmark title to include “N/A” after the bookmark title that is not required (i.e. II. Understanding of Service – N/A)

5. Submit the complete bookmarked PDF file to [e-Proposal](#) Website
6. MILOGIN eProposal Instructions can be found at <https://milogintp.michigan.gov/>
7. Once submitted, consultants/vendors will receive an e-mail reply 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.

If the e-mail reply has not been received by the consultant/vendor, consider the proposal as unreceived.

Submission Assistance:

If you need assistance or have questions with submitting your proposal, please use the contact information below:

Email: MDOT-Eproposal@michigan.gov

Contact one of the following people immediately if you receive an error message, do not receive an automated response that your proposal was received, or have any other issues with your submittal.

Jamie Torok: torokj@michigan.gov 517-643-1395

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

Jacqueline St Onge: StOngeJ2@michigan.gov 517-249-0005

Innovative Contracting Information:

Innovative Contracting Request for Proposals are not advertised via the eProposal portal. Advertisements for Innovative Contracting Projects can be found on [MDOT's Innovative Contracting website](#)

Important Notes:

- All changes to a posted RFP will be made no later than 3 days prior to the proposal due date, and will be identified within the posting.
- MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any RFP.
- The PDF proposal files must not be any larger than forty megabytes (40MB). Any that are over will be considered non-responsive and rejected.
- Proposals will not be accepted after the date and time deadline identified.
- MDOT will not accept multiple proposals. If more than one proposal is received, the first proposal received will be treated as the valid proposal. Consultants may not replace or alter a proposal once it has been submitted. A proposal submittal is defined as a PDF file uploaded to E Proposal in accordance with these guidelines.
- Paper copies and other digital versions (CD, flash drive, etc.) of proposals will not be accepted.
- Proposals that fail to comply with these instructions could be considered non-responsive and rejected.

4.2 Instructions for Submitting Bids (Low Bid Selections)

When needed, low bids will be submitted as part of the bookmarked pdf proposal file.

5. PART V - DEFINITIONS

Best Value Selection- Selection process that is not defined under the Brooks Act that enables the owner to obtain the services of a highly qualified professional vendor based on qualifications and price. Best Value uses the bid amount as a component of the total proposal score (at least 25%), but not the determining factor of the selection.

Brooks Act - The Federal policy concerning the selection of firms and individuals to perform architectural, engineering, and related services for the Federal Government.

Contract Administrator (CA) - An informal title given to the person responsible for contract operations within various portions of MDOT. The CA teams with the PM to manage a contract.

Central Selection Review Team (CSRT) – The team is comprised of members with positions ranging from Bureau Directors, Division Administrators, Equal Employment Opportunity Officer, Engineer of Construction Field Services, Region Engineer, TSC Manager and Departmental Manager.

Disadvantaged Business Enterprise (DBE) - Any person or firm that is certified as a DBE by the MDOT Office of Business Development.

Low Bid Selection- Selection process that is not defined under the Brooks Act that enables the owner to obtain the services of a highly qualified professional vendor based on the lowest bid obtained from items set forth in the Request for Proposal (RFP).

MILogin- MILogin provides enhanced single sign-on (SSO) capabilities in addition to meeting many other business requirements and security and compliance needs. *MILogin:* <https://milogintp.michigan.gov>

Prequalification - A MDOT process of qualifying firms by classification of work. Those firms selected as qualified are eligible to perform work for the Department and are placed on a working list for that purpose.

Prequalification Classification - A specific type of work that MDOT contracts for on a regular basis, in which vendors can request to become prequalified in.

Prequalification Classification Specific Information - The information required for submittal, detailing the vendor staff, vendor experience, and other criteria necessary for MDOT to evaluate the vendor's ability to become prequalified and perform work in a particular classification.

Priced Proposal – the Vendor's proposed cost for the service; updated [Priced Proposal Instructions](#) are available on the Contract Services Division website.

Primary Prequalification – To be eligible to submit a proposal on a project, a company must have obtained an approved prequalification status in the applicable prequalification classification(s) listed in the RFP on or prior to the proposal due date. The prime consultant/vendor must be prequalified in all primary prequalification classifications identified on the RFP. They may, however, subcontract out work identified under the primary prequalification classification(s) to another prequalified consultant/vendor.

Prime Vendor - The person or firm that has an awarded contract with MDOT.

Project Manager (PM) – the person responsible for leading a project from its inception to execution. This includes development and management of the project scope of work, overseeing the selection and contracting (as needed), developing and managing the project budget, providing oversight and direction for the execution of the project, managing the project schedule, reviewing and approving vendor invoices (as needed), management of consultant contracts (as needed), and managing and directing staff (including both internal and external) assigned to the completion of the project.

Proposals - The proposal is the vendor's response to a Department request. See Request for Proposals below for further information on this subject

Qualification Based Selection (QBS) - An equitable selection process that enables the owner to obtain the services of a highly qualified professional vendor based on qualifications set forth in the RFP.

Request for Proposals (RFP) - The Request for Proposal is a document intended to solicit proposals for services. The most important part of an RFP is the Scope of Services. The scope informs the vendor what MDOT services are being solicited. The remainder of the RFP package covers instructions, information, and rules of the process.

Scope of Services - Detailed description of the location, work and deliverables required of the vendor.

Secondary Pre-Qualification - one or more pre-qualification classifications listed on the RFP that is required to complete the services, but is not the primary classification required to complete the services. The prime consultant is not required to be prequalified in the secondary prequalification classification(s) identified on the RFP. The work, however, must be performed by a prequalified consultant/vendor, which may be either the prime consultant/vendor or a subconsultant/vendor.

In all cases, the prime consultant must perform at least 40% of the overall services, by dollar value, unless otherwise specified in the RFP.

In all cases, tier one subconsultant(s) must perform at least 50% of the services, by dollar value of their subcontract, unless otherwise specified in the RFP.

Selection Analyst – Central office personnel responsible for providing assistance in selections and assuring statewide application of the selection process.

Selection Team – Team of individuals gathered to evaluate/score the proposals. The structure of a selection team is the responsibility of the Region Engineer/Division Administrator. The MDOT project manager is typically the leader of the selection team. The team must be comprised of members with at least one different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

Service Completion Date – work completion date on an authorization as determined by the PM.

Technical Proposal – the document prepared and provided by the vendor for presentations.

Tier I Selection – the selection process for vendors/consultants for services estimated under \$250,000 in value.

Tier II Selection - the selection process for vendors/consultants for services estimated between \$250,000 and \$1,500,000 in value.

Tier III Selection - the selection process for vendors/consultants for services estimated at \$1,500,000 and greater in value.

6. GUIDELINE UPDATES BY VERSION

6.12 Version 13 Changes (January 1, 2020)

Performed several grammatical/formatting changes that did not alter the intent/direction provided within these guidelines.

1.1 Request for Proposal (RFP)

For each needed service over ~~\$100,000~~ **\$250,000**, a Michigan Department of Transportation (MDOT) Selection Team is chosen. The MDOT Project Manager and Contract Services Division (CSD) are responsible for determining which prequalification classifications, if any, are required for the service. The MDOT Project Manager develops the Request for Proposal (RFP) which is a combination of the scope of work and completed [Form 5100B](#) that gives the consultant/vendors information on the selection.

The Project Manager, with assistance from Contract Services Division and in accordance with these Guidelines, will determine the type of selection needed. In accordance with the Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) regulations, Federal Railroad Administration (FRA) and Federal Transit Administration (FTA), professional services (as defined by the Brooks Act below) that are \$250,000 or greater must be selected using Qualifications-Based Selection (QBS).

Only selections for services utilizing any Federal funding that deviate from these Guidelines will require concurrence from the appropriate Federal entity (FHWA, FAA, FRA, or FTA).

Requests for Proposal (RFPs) for all services greater than ~~\$100,000~~ **\$250,000** will be posted on MDOT's website.

1.1.2 Qualifications-Based Selection (QBS)

The Michigan Department of Transportation (MDOT) uses a QBS process, low bid process, best value process, or a QBS/low bid process for procuring services. **QBS is a procurement process for the competitive selection of services under which the most competent consultant/vendor is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than cost. Cost cannot be considered when selecting a consultant/vendor utilizing the QBS process. Fair and reasonable cost is negotiated with the selected consultant/vendor for the agreed-upon scope of services.**

1.1.3 Request for Proposal Advertisement Period

On a quarterly basis, MDOT will post on the website a list of potential service opportunities that are anticipated to be advertised during that quarter. These are services that will exceed ~~\$100,000~~ **\$250,000**. This list is for informational purposes only and does not guarantee that all services listed will be advertised. If the advertised service was not on a prior quarterly anticipated listing, additional advertisement time may be required.

Following are typical advertisement periods:

Anticipated Service Value	Posted on Quarterly Anticipated Listing	Typical Advertisement Period
\$100,000 \$250,000 - \$500,000	No	21 Calendar Days
	Yes	14 Calendar Days
Over \$500,000	No	28 Calendar Days
	Yes	28 Calendar Days

1.2 Tiers

This Guideline defines the type of RFP based on the estimated cost of the service. Projects are categorized based on estimated service fees in the following manner:

RFP Type	Anticipated Service Cost
No Tier	\$0 - \$100,000
Tier I	\$100,000 \$0 - \$250,000
Tier II	\$250,000 - \$1,500,000
Tier III	\$1,500,000 and Over

1.4 Selection Team

Selection Team Members shall consist of at least three persons which will include at least one member from a different reporting relationship and a member from specialty areas as needed, such as, but not limited to ITS, geotechnical engineering services, etc. In addition, 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a **Central Selections Review Team (CSRT)** delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity. For QBS Tier III selections, the Selection Team will consist of two members of the CSRT, **the MDOT Project Manager**, and ~~three~~ **two** additional members, of which one must ~~be from outside the Project Manager's Region, Division, or office, depending upon their work location.~~ **have a different reporting relationship from the MDOT Project Manager.** For Best Value, Qualifications/Low Bid and Low Bid Tier III selection the Selection Team will be comprised of at least four people, including a CSRT member, and at least one of the remaining three members of the Selection Team should be from a different reporting relationship.

Unless ~~otherwise approved~~ **another individual is appointed by the Division Administrator, Bureau Director, Office Director/Administrator, or Region Engineer in writing to perform all the duties of a Project Manager through selection,** the Project Manager will be part of the Selection Team. Any deviation from the Selection Team make up will require Region Engineer/Division Administrator approval. Specific selection team requirements are identified under each selection type further in this document.

1.4.1 Selection Team Member's Conflict of Interest

The Project Manager, ~~or otherwise appointed individual to perform the duties of the Project Manager through selection,~~ must assure that no member(s) on the team has any appearance of a conflict of interest. Any member that has a conflict of interest shall be removed from the Selection Team. If there is participation on the Selection Team from non-MDOT employees, they must complete [Form 5100F](#).

1.6 Inquiries

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of five (5) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. ~~The MDOT Project Manager will strive to place all questions and their answers~~ **send the questions with the appropriate responses to MDOT-CSD-Selections@michigan.gov with sufficient time to post these Questions/Answers** on the MDOT website within 48 hours of receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed.

1.9 Disclosures

The information provided in the consultant/vendor's proposal will be kept confidential by MDOT. ~~However, all information in a consultant/vendor's proposal and any contract resulting from the RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.~~

Except for services under ~~\$100,000~~ **\$250,000 (Tier I)** where phone solicitations are acceptable, MDOT personnel shall not discuss the selection, scope, or qualifications of consultant/vendors until the selection is approved.

~~All information in a consultant/vendor's proposal and any contract resulting from the RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.~~

1.12 Title VI Notice to the Public

It is the Michigan Department of Transportation's (MDOT) policy to ensure no person shall, on the grounds of race, color, ~~or~~ national origin, ~~or sex, as provided by Title VI of the Civil Rights Act of 1964~~ be excluded from participation in, be denied the benefits of, or be otherwise **subjected to discrimination against under any programs and activities program or activity, whether those programs and activities are federally funded or not, as provided by Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987.** Any person who believes his/her Title VI protection has been violated may file a complaint with MDOT's Title VI Coordinator. Title VI complaint forms and/or advice may be acquired by calling (517) ~~373-0980~~ **241-7462** or by visiting the Department's [Title VI website](#).

2.1 (QBS) Selection - Tier I - Services Estimated at Less than ~~\$100,000~~ \$250,000

Services selected by this process cannot be amended to exceed ~~\$100,000~~ \$250,000. Services that exceed ~~\$100,000~~ \$250,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed ~~\$100,000~~ \$250,000, the Tier I, II or Tier III process must be followed.

- 8) Negotiations will proceed with the selected consultant/vendor following the ~~Priced Proposal Guidelines~~ instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

Removed Section 2.2 (QBS) Selection - Tier I - Services Estimated Between \$100,000 and \$250,000

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

10. QBS Tier III Selections

- a. The Selection Team will consist of:
 - i. Two members of the CSRT,
 - ii. The MDOT Project Manager
 - iii. ~~Three~~ Two additional members, of which one must be from outside the Project Manager's Region, Division, or office, depending upon their work location have a different reporting relationship from the MDOT Project Manager.

18. Negotiations will proceed with the selected consultant/vendor following the ~~Priced Proposal Guidelines~~ instructions provided within the Priced Proposal Template available on MDOT's website. Once negotiations have been initiated with the selected consultant/vendor, they will continue until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason negotiations are unsuccessful, the Project Manager may proceed to the next most qualified and approved vendor from the original selection.

2.3 Qualifications Based (QBS)/Low Bid Selections (Two-Tier Process)

- 2- If MDOT only receives one response to a RFP and the project is funded by FHWA funds, then FHWA approval is required. The Selection Team will determine if the selection is acceptable prior to seeking FHWA approval. If the selection is approved by the MDOT Selection Team, the process defined in Section 2.7.1 Sole Source Selections will be followed to attain FHWA review and approval. ~~following process will be followed to attain FHWA review and approval:~~

- ~~MDOT Project Manager emails a write up consisting of the vendor's name, the description of work, the amount of time the RFP was advertised for, the estimated cost of service and the vendor's past performance on similar tasks to the Selection Analyst.~~
- ~~Selection Analyst reviews the information provided by the MDOT PM and forwards the information to FHWA via email for review and approval.~~
- ~~FHWA approval of the selection will be retained in the project file within Contract Services.~~

2.4 Low Bid Selections

10. Low Bid Tier III Selections

- c. Low bid Tier III Selections will be presented to CSRT for information only.
 - If MDOT only receives one response to a RFP and the project is funded by FHWA funds, then FHWA approval is required. The Selection Team will determine if the selection is acceptable prior to seeking FHWA approval. If the selection is approved by the MDOT Selection Team, **the process defined in Section 2.7.1 Sole Source Selections will be followed to attain FHWA review and approval.** ~~following process will be followed to attain FHWA review and approval:~~
 - ~~MDOT Project Manager emails a write up consisting of the vendor's name, the description of work, the amount of time the RFP was advertised for, the estimated cost of service and the vendor's past performance on similar tasks to the Selection Analyst.~~
 - ~~Selection Analyst reviews the information provided by the MDOT PM and forwards the information to FHWA via email for review and approval.~~
 - ~~FHWA approval of the selection will be retained in the project file within Contract Services.~~

2.5 Best Value Selections

- 17. If MDOT only receives one response to a RFP and the project is funded by FHWA funds, then FHWA approval is required. The Selection Team will determine if the selection is acceptable prior to seeking FHWA approval. If the selection is approved by the MDOT Selection Team, the **following process will be followed defined in Section 2.7.1 Sole Source Selections will be followed** to attain FHWA review and approval.
 - i. ~~MDOT Project Manager emails a write up consisting of the vendor's name, the description of work, the amount of time the RFP was advertised for, the estimated cost of service and the vendor's past performance on similar tasks to the Selection Analyst.~~

- ~~ii. Selection Analyst reviews the information provided by the MDOT PM and forwards the information to FHWA via email for review and approval.~~
- ~~iii. FHWA approval of the selection will be retained in the project file within Contract Services.~~

Added 2.7.1 Sole Source/Inadequate Competition Selections

3.2 Proposal Information and Scoring

All text within the proposal shall be 12-point font size with the exception of resumes, forms, exhibits/graphics, and tables. Resumes, forms, exhibits/graphics, and tables may have smaller fonts. Proposals not adhering to this requirement may be considered non-responsive.

5. Definitions

~~**Indefinite Delivery of Services (IDS) Contract** – These contracts are multi-year contracts that do not contain any work but establish funding maximums and overall contract timelines at the time of execution. The contract establishes a relationship with the vendor and provides a mechanism so that "authorizations" can be issued when work is ready to proceed. The work and dollars for specific work tasks are added at a later time via an authorization. The provisions of the contract apply during the activities initiated by the authorization.~~

Project Manager (PM) – the person responsible for ~~determining the need for services. Oversees and evaluates the work.~~ leading a project from its inception to execution. This includes development and management of the project scope of work, overseeing the selection and contracting (as needed), developing and managing the project budget, providing oversight and direction for the execution of the project, managing the project schedule, reviewing and approving vendor invoices (as needed), management of consultant contracts (as needed), and managing and directing staff (including both internal and external) assigned to the completion of the project.

6.13 Version 14 Changes (March 5, 2020)

Performed several grammatical/formatting changes that did not alter the intent/direction provided within these guidelines.

1.1 Request for Proposal (RFP)

~~For each needed service over \$250,000, a Michigan Department of Transportation (MDOT) Selection Team is Chosen.~~ The MDOT Project Manager and/or Contract Services Division (CSD) are responsible for determining which prequalification classifications, if any, are required for the service. The MDOT Project Manager develops the Request for Proposal (RFP) which is a combination of the scope of work and completed [Form 5100B](#) that gives the consultant/vendors information on the selection.

1.1.3 Request for Proposal Advertisement Period

Federal funding and whether engineering services are required for the project will also affect the amount of time a project is advertised. Projects without Federal funding (100% State funded) in the project phase being advertised (i.e. PE, PE-S, CON, etc.) AND with engineering, architecture, or surveying services required, may be advertised for one (1) week or two (2) weeks depending upon the complexity of the proposal deliverables. For 100% State funded projects with engineering, architecture, or surveying services required, scopes requiring the submittal of an Understanding of Service section (see Section 3.2.1 Understanding of Service and Innovations (If Applicable)) must be advertised for 2 weeks. For 100% state funded projects with engineering, architecture, or surveying services required, that do not require the submittal of an Understanding of Service, the projects may be advertised for either one (1) or two (2) weeks depending upon the complexity of the project and will be at the MDOT Project Manager's discretion. For projects with any Federal funding in the project phase, see the typical advertisement period table below.

Following are typical advertisement periods:

Federally Funded Phases

Anticipated Service Value	Engineering and/or Architecture, and/or Surveying Services Required for Project	Posted on Quarterly Anticipated Listing	Typical Advertisement Period
\$250,000 - \$500,000	Yes or No	No	21 Calendar Days
	Yes or No	Yes	14 Calendar Days
Over \$500,000	Yes or No	Yes or No	28 Calendar Days

State Funded Phases (100% State Funding)

Anticipated Service Value	Engineering and/or Architecture, and/or Surveying Services Required for Project	Posted on Quarterly Anticipated Listing	Typical Advertisement Period
\$250,000 - \$500,000	No	No	21 Calendar Days
	No	Yes	14 Calendar Days
	Yes	Yes or No	7 to 14 Calendar Days
Over \$500,000	No	Yes or No	28 Calendar Days
	Yes	Yes or No	7 to 14 Calendar Days

If MDOT determines that an advertisement period shorter than listed in the above table is warranted due to the nature of the work or timeline, Region Engineer/Division Administrator approval will be obtained, and MDOT will indicate on our advertisement page the “Shortened Advertisement Period”. MDOT will also put a note in either the paper file or an electronic file detailing the justification for the shortened advertisement period. **Advertisements with Federal funding in the project phase shall not be less than 14 days.** Only in very unusual circumstance and with the approval of FHWA, can the minimum 14-day advertisement period be reduced **on projects with Federal funding in the project phase.**

1.6 Inquiries

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of ~~five (5)~~ **three (3)** business days prior to the date and time that the proposal is due unless otherwise stated in RFP.

1.9 Disclosures

The information provided in the consultant/vendor’s proposal will be kept confidential by MDOT. However, all information in a consultant/vendor’s proposal and any contract resulting from the RFP are subject to disclosure under the provisions of the “Freedom of Information Act,” 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

~~Except for services under \$250,000 (Tier I) where phone solicitations are acceptable, MDOT personnel shall not discuss the selection, scope, or qualifications of consultant/vendors until the selection is approved.~~

The consultant/vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

2.1 Selection - Tier I - Services Estimated at Less than \$250,000

~~Services selected by this process cannot be amended to exceed \$250,000. Services that exceed \$250,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$250,000, the Tier II or Tier III process must be followed.~~

The Tier I process is separated into two (2) separate processes:

- QBS selections process
 - o This process must be utilized **only for projects with engineering, architectural, or surveying services**
- Non-QBS selections process
 - o This process must be utilized **only for projects without engineering, architectural, or surveying services**

These two processes are described in detail below.

Added 2.1.1 (QBS) Selection - Tier I - Services Estimated at Less than \$250,000

Added 2.1.2 (non-QBS) Selection - Tier I - Services Estimated at Less than \$250,000

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

Services selected by this process may include Federal funding.

Added 2.3 (QBS) Selection – 100% State Funded Only - Services Estimated Greater than \$250,000

3.2.2 Qualifications of the Team

4. Location

The consultant/vendor selection criteria ~~will~~ **may** include a consideration of what percentage of the contracted work will be performed in Michigan.

3.2.4 Resumes of Key Staff

~~Resumes are not required for services estimated under \$250,000 (Tier I). Proposals will be considered non-responsive if resumes are included for QBS Tier I Selections.~~ The consultant/vendor will provide resumes (limit 2 pages per person) for each of the key staff of the prime and sub-consultant/vendors.

3.2.5 Past Performance

This section ~~must~~ **will** be scored ~~for all solicitations~~ **when applicable**; however, consultants/vendors shall not provide a separate written section documenting their past performance or project summaries other than what is already included in the resumes for key staff.

6.14 Version 15 Changes (June 25, 2020)

1.1.2 Qualifications-Based Selection (QBS)

The Michigan Department of Transportation (MDOT) uses a QBS process, low bid process, ~~best value process~~, or a **best value** ~~QBS/low bid~~ process for procuring services. QBS is a procurement process for the competitive selection of services under which the most competent consultant/vendor is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than cost. Cost cannot be considered when selecting a consultant/vendor utilizing the QBS process. Fair and reasonable cost is negotiated with the selected consultant/vendor for the agreed-upon scope of services.

NOTE: All selections of services defined in the Brooks Act, for any estimated dollar value, will be completed using QBS criteria. ~~Qualifications/Low Bid, Low Bid, or Best Value~~ selections are not permitted. All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/low bid, low bid, or best value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

1.2 Tiers

Consultants/vendors selected using the QBS process will be requested to submit a priced proposal after selection (not with their response to the RFP). If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next qualified consultant/vendor based on QBS, ~~QBS/low bid~~, best value, or low bid will be considered for the contract.

1.6 Inquiries

All questions regarding the scope of work in the RFP must be submitted by e-mail to the MDOT Project Manager or as directed in the RFP. Questions shall be received a minimum of three (3) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. The MDOT Project Manager will strive to send the questions with the appropriate responses to MDOT-CSD-Selections@michigan.gov with sufficient time to post these Questions/Answers on the MDOT [e-Proposal](#) website within 48 hours of receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed.

Responses to questions posted on MDOT's [e-Proposal](#) website officially act as a modification/amendment to the RFP. It is the responsibility of the Consultant to monitor the website, and implement any changes into their responses, as applicable.

1.7 Addenda to RFP

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT [e-Proposal](#) website. It is the responsibility of the Consultant to monitor the [e-Proposal](#) website, and implement any changes into their responses, as applicable.

2.1.2 (non-QBS) Selection - Tier I - Services Estimated at Less than \$250,000

9. The MDOT Project Manager will assemble **completed cost estimate**, a scope of work which includes details of the services needed, an anticipated schedule, and any project-specific experience/equipment requirements for the successful proposer. The MDOT Project Manager will also assemble a bid sheet for the required services.

10. The CSD Scope Engineer must review the **completed cost estimate**, scope/bid sheet and contact the Project Manager prior to the Project Manager contacting the consultants/vendors.

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

- d. ~~Completed, signed and dated~~ Cost Estimate Worksheet, indicating estimated hours and dollar amounts for project.

2. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the [e-Proposal](#) website.

2.3 (QBS) Selection – 100% State Funded Only - Services Estimated Greater than \$250,000

4. ~~The Selection Analyst~~ **CSD** will post the scope on the [e-Proposal](#) website.

2.4 ~~Qualifications Based (QBS)/Low Bid Selections (Two-Tier Process)~~

~~All selections other than those defined in the Brooks Act must include price of service as a consideration. Qualifications/Low Bid, Low Bid, or Best Value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.~~

- ~~1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, an anticipated schedule, and what prequalification classifications, both primary and secondary, are required.~~

~~The following documentation will be submitted to the CSD Scope Engineer for review:~~

- ~~a. The completed Checklist to Designate Areas of Evaluation for RFP (5100B), which shows what elements the consultant/vendor is required to submit in the proposal~~
- ~~b. Completed Cost Estimate Worksheet, indicating estimated hours and dollar amounts for the project.~~
- ~~c. Scope of Services which includes a minimum acceptable scoring threshold that the proposals must meet for their bids to be opened.~~
- ~~d. A bid sheet identifying the bid items, consultant/vendor signature block, total bid price, and a cost derivation sheet (if applicable).~~
- ~~e. The scoring criteria and point values that will be used for the Qualifications scoring threshold for Qualifications/low bid selections. The following five scoring criteria are required; however, the points possible per scoring criteria may vary. (1) Understanding of Service (2) Qualifications of Team; (3) Past Performance; (4) Location; (5) Price. Any other scoring criteria may be added. Note:~~

~~Qualifications/Low Bid scoring criteria/cut off will be approved by CSRT prior to RFP being posted.~~

- ~~2. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the [e-Proposal](#) website.~~
- ~~3. If the service does not require prequalification, the Selection Team should assure that eligible consultant/vendors are aware of the solicitation. This may mean that additional advertisements are placed in newspapers, periodicals, additional websites, and/or an email notification is sent to consultant/vendors.~~
- ~~4. Interested consultant/vendors shall submit an electronic proposal in accordance with the guidance provided in this document, which must be received by the deadline date and time indicated. The proposal may not be more than 7 pages in length for Tier II selections, and not more than 14 pages in length for Tier III selections, not including key personnel resumes, which are limited to two (2) pages per person. [Form 5100D](#) and [5100J](#) (if applicable) must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority. These forms will not be included in the page limitations.~~
- ~~5. If applicable, the Project Manager will check the prequalification status of the prime and subconsultant/vendors to ensure compliance as stated in these guidelines.~~
- ~~6. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship.~~
- ~~7. QBS /Low Bid Tier II Selections~~
 - ~~a. 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a CSRT delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity.~~
 - ~~b. Final approval of all Tier II selections will be done by the Region Engineer/Division Administrator for approval or the Bureau Director~~
 - ~~c. CSRT will not approve Tier II Selections. The selections will be presented to CSRT for information only.~~
- ~~8. QBS/Low Bid Tier III Selections~~
 - ~~a. A member of the CSRT will serve on the Selection Team. The Selection Analyst will notify the CSRT member at the time of posting of the RFP and the Project Manager will contact the CSRT Member to coordinate proposal evaluation meetings.~~
 - ~~b. The Selection Team will complete the CSRT Action Sheet ([Form 5100E](#)) and forward it to the Selection Analyst.~~
 - ~~c. Score Sheets will be submitted to CSRT for final approval.~~

2.5 Low Bid Selections

3. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the [e-Proposal](#) website.

2.6 Best Value Selections

5. After review and any modifications of the RFP by the CSD Scope Engineer, the Selection Analyst will post the RFP on the [e-Proposal](#) website.

3.2 Proposal Information and Scoring

All Sheets within the proposal shall be 8.5 x 11, unless approved by the Project Manager. All text within the proposal shall be 12-point font size with the exception of resumes, forms, exhibits/graphics, and tables. Resumes, forms, exhibits/graphics, and tables may have smaller fonts. Proposals not adhering to this requirement may be considered non-responsive.

3.2.1 Understanding of Service and Innovations (If Applicable)

This section must be required only when the project is part of the Mentor-Protégé program. When a project is a Mentor-Protégé project, [5100C-MP](#) form must be used.

4. PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

4.1 Instructions for Submitting Proposals Electronically

8. Consultants/vendors will prepare their proposals using ~~the current proposal~~ guidelines established in this document.
5. Submit the complete bookmarked PDF file to [e Proposal](#) Website ~~by e-mail to: MDOT-RFP-Response@michigan.gov unless otherwise specified in the scope/RFP. There is no link from the MDOT website that will allow the RFP response to be sent.~~
6. ~~The subject line of the e-mail shall include the requisition number (as identified on MDOT's website or in the RFP) and the consultant/vendor's name in the following format:~~
Requisition#XXX_Company Name
(Example: Requisition#123_XYZ Company)
7. ~~The electronic proposal must be e-mailed by the consultant/vendor and must be received by MDOT no later than the due date and time designated in the RFP.~~
9. MILOGIN eProposal Instructions can be found at the following link. <https://milogintp.michigan.gov>
10. If the e-mail reply has not been received by the consultant/vendor, consider the proposal as ~~unsent~~ **unreceived**. In rare cases, it may be necessary to send the e-mail from a different

~~e-mail address. Continue sending until the automatic reply from MDOT has been received.~~

VI. Pricing Documents/Bid Sheet *(to be used only for those projects requiring pricing information, i.e.; Low Bid, ~~QBS/Low Bid~~, and Best Value)*

Important Notes:

- All solicited consultant/vendors will be notified on the [e-Proposal](#) website if there is a change in the due date or time.
- The PDF proposal files must not be any larger than ~~five megabytes (5 MB)~~ **Forty megabytes (40MB)**. Any that are over five megabytes will be considered non-responsive and rejected.
- MDOT will not accept multiple proposals. If more than one proposal is received, the first proposal received will be treated as the valid proposal. Consultants may not replace or alter a proposal once it has been submitted. A proposal submittal is defined as ~~an email including an attached PDF file~~ **uploaded to eProposal** in accordance with these guidelines.

5. Definitions

MILogin- State of Michigan Identity, Credential and Access Management (MICAM) solution. MILogin provides enhanced single sign-on (SSO) capabilities in addition to meeting many other business requirements and security and compliance needs. **MILogin:** <https://milogintp.michigan.gov>

Best Value Selection- Selection process that is not defined under the Brooks Act that enables the owner to obtain the services of a highly qualified professional vendor based on qualifications and price. ~~Unlike the QBS/Low Bid process,~~ Best Value uses the bid amount is a component of the total proposal score (at least 25%), but not the determining factor of the selection.

~~**Qualification Based/Low Bid Selection (QBS/Low Bid)** Two step selection process that is not defined under the Brooks Act which enables the owner to obtain the services of a highly qualified professional vendor based on qualifications set forth in the RFP. The selected vendor is then chosen by the lowest bid obtained from items set forth in the RFP.~~

6.15 Version 16 Changes (December 1, 2020)

1.1.1 Brooks Act

Brooks Act services for projects valued at \$250,000 or more, are defined as “professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph; professional services of an

architectural or engineering nature performed by contract that are associated with ~~research~~, planning, development, design, construction, alteration, or repair of real property; and such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.”

1.4 Selection Team

Selection Team Members shall consist of at least three persons which will include at least one member from a different reporting relationship. ~~A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members. and a member from specialty areas as needed, such as, but not limited to ITS, geotechnical engineering services, etc.~~ In addition, 25% of Tier II selections will be randomly selected and an additional MDOT employee will be included in the Selection Team, acting as a Central Selections Review Team (CSRT) delegate. The CSRT delegates will be alternately selected from a pool of MDOT staff trained in this capacity. For QBS Tier III selections, the Selection Team will consist of two members of the CSRT, the MDOT Project Manager, and two additional members, of which one must have a different reporting relationship from the MDOT Project Manager. A different reporting relationship is defined as that in which the ~~first line supervisor may not be the same individual for all three selection team members.~~ For Best Value, ~~Qualifications/Low Bid~~ and Low Bid Tier III selection the Selection Team will be comprised of at least four people, including a CSRT member, and at least one of the remaining three members of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the ~~first line supervisor may not be the same individual for all three selection team members.~~

Unless another individual is appointed by the Division Administrator, Bureau Director, Office Director/Administrator, or Region Engineer in writing to perform all the duties of a Project Manager through selection, the Project Manager will be part of the Selection Team. Any deviation from the Selection Team make up will require Region Engineer/Division Administrator approval. Specific selection team requirements are identified under each selection type further in this document.

2.1.1 (QBS) Selection - Tier I - Services Estimated at Less than \$250,000

Services selected by this process must include either engineering, architectural, or surveying services and cannot be amended to exceed \$250,000. Services that exceed \$250,000 cannot be broken down into smaller components merely to permit the use of this selection process. If it is anticipated that the cost of the service could eventually exceed \$250,000, the Tier II or Tier III process must be followed.

1. The MDOT Project Manager will assemble a scope of work which includes details of the services needed, required proposal deliverables, and an anticipated schedule. It also indicates what prequalification classifications, both primary and secondary, are required.

2. The ~~Region Systems Manager (Associate Region Engineer of Development) or designee must review~~ final scope shall be reviewed and approved by the appropriate approver as follows: Associate Region Engineer for Development for Region/TSC managed design jobs; Associate Region Engineer for Operations for Region/TSC construction and operational jobs; or the appropriate Section Manager for jobs managed by Central Office Bureaus. The approver will digitally sign the Scope of Services, and return these document to the Project Manager.

~~electronically sign the final scope, and document the review of the scope then return the final scope to the Project Manager prior to the Project Manager contacting the consultants/vendors.~~

3. For Tier I Selections, the Project Manager is required to contact at least one Small Business Enterprise (SBE), which includes all Disadvantaged Business Enterprise (DBE), if such are available for the required Primary prequalification categories. If this a specialty service with no prequalification category, there is no SBE/DBE contact requirement.

5. The Project Manager will send the selection information to MDOT-CSD-Selections@michigan.gov by completing [Form 5100E](#), providing supporting comments about each of the consultant/vendors that submitted, and attaching the System Manager (or designee) approved scope of services and ~~MDOT Project Manager signed/dated engineer's~~ completed cost estimate.

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

8. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.
10. QBS Tier III Selections
 - f. The Selection Team will consist of:
 - i. Two members of the CSRT,
 - ii. The MDOT Project Manager
 - iii. Two additional members, of which one must have a different reporting relationship from the MDOT Project Manager. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

2.3 (QBS) Selection – 100% State Funded Only Expedited Contracting Process - Services

Estimated Greater than \$250,000

Services selected by this process must include either engineering, architectural, or surveying services and cannot include any Federal funding in the project phase (i.e. PE, PE-S, CON, etc.).

~~2. The Region Systems Manager (Associate Region Engineer of Development) or designee must review the scope, electronically sign the final scope, and document the review of the scope then return the final scope to the Project Manager.~~

The final scope shall be reviewed and approved by the appropriate approver as follows: Associate Region Engineer for Development for Region/TSC managed design jobs; Associate Region Engineer for Operations for Region/TSC construction and operational jobs; or the appropriate Section Manager for jobs managed by Central Office Bureaus. The approver will complete the Scope Review Checklist, document the review of the final scope by digitally signing the document, and then return the documents to the Project Manager.

11. The Project Manager will submit the following information to MDOT-CSD-Selections mailbox@michigan.gov:

- a. Final scope with System Manager (or designee) electronic signature
- ~~b. Signed and dated Engineer's estimate for the requested services~~ **Completed Cost Estimate**
- c. Scope review checklist signed by the System Manager (or designee)

2.4 Low Bid Selections

All selections other than those defined in the Brooks Act must include price of service as a consideration. ~~Qualifications/Low Bid~~ Low Bid or Best Value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

8. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should be from a different reporting relationship. **A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.**

2.5 Best Value Selections

All selections other than those defined in the Brooks Act must include price of service as a consideration. ~~Qualifications/Low Bid,~~ Low Bid, or Best Value (the bid amount is a component of the total proposal score, but not the determining factor of the selection) selections processes must be used.

- e. The scoring criteria and point values that will be used for the best value selection. The following five scoring criteria are required; however, the points possible per scoring criteria may vary. (1) Understanding of Service (2) Qualifications of Team; (3) Past Performance; (4) Location; (5) Price. Any other scoring criteria may be added. Note: Best Value scoring criteria will be approved by CSRT prior to the RFP being posted **if it deviates from the standard Best Value scoring Criteria listed below.**

The following is ~~an example of~~ **the CSRT approved** Best value scoring criteria:

3. SCORING (130 Points)

Proposed Selection Criteria and Total Possible Points

Understanding of Service – 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team – 40 Points

Describe your team, the roles of key personnel, and a project organizational chart. Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed.

Price – 35 Points

CSRT approved formula: $\frac{\text{low bid}}{\text{bid}} * \text{points assigned}$

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

- 10. An MDOT Selection Team will be assembled for each service. The Selection Team must be comprised of at least three people, and at least one member of the Selection Team should

be from a different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

5. Definitions

Selection Team – Team of individuals gathered to evaluate/score the proposals. The structure of a selection team is the responsibility of the Region Engineer/Division Administrator. The MDOT project manager is typically the leader of the selection team. The team must be comprised of members with at least one different reporting relationship. A different reporting relationship is defined as that in which the first line supervisor may not be the same individual for all three selection team members.

6.17 Version 17 Changes (March 1, 2021)

1.5 Conflict of Interest

~~The consultant/vendor must certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor must describe the conflict on [Form 5100D](#). MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.~~

~~Consultants can find [Conflict of Interest Guidance for Project Managers and Consulting Firms](#) on MDOT's website.~~

The consultant/vendor must identify its status as it relates to a conflict of interest or perceived conflict of interest for each project on which a proposal is submitted. This status must be identified and described, as applicable, on [Form 5100D](#). Consultants can find the [Conflict of Interest Guidance](#) document on MDOT's website.

2.1.1 (QBS) Selection - Tier I - Services Estimated at Less than \$250,000

5. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and time indicated. Form 5100D must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.

2.1.2 (non-QBS) Selection - Tier I - Services Estimated at Less than \$250,000

4. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and time

indicated. Form 5100D must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.

2.3 (QBS) Selection – 100% State Funded Only Expedited Contracting Process - Services Estimated Greater than \$250,000

5. Interested consultant(s)/vendor(s) shall submit an electronic proposal in accordance with the guidance provided in the Scope of Service which must be received by the deadline date and time indicated. Form 5100D must be submitted with all proposals and must be signed by a consultant/vendor representative with contracting authority.

6.18 Version 18 Changes (April 22, 2021)

2.7.2 Emergency Selections

There are two (2) situations in which the Emergency Selection process may be followed:

1. Emergency Relief (ER) Funding Eligible Events (Refer to Section 2.7.2.1) – events when roads and/or bridges on Federal-aid highways are damaged as a direct result of a natural disaster or catastrophic failure from an external cause. Only facilities classified as arterials, urban collectors or major rural collectors impacted by these events are eligible for ER funds. Facilities classified as minor rural collectors or local roads are not eligible for ER funding even if other Federal-aid funds have been used on those facilities. These routes may be eligible for Federal Emergency Management Assistance (FEMA) in some cases. Use of ER funds require Governor's or President's Declaration of an Emergency or Disaster. For example, a major flooding event which damages a vast area or large number of facilities. See Title 23, U.S.C, Section 125 for additional information regarding Emergency Relief Funding.
2. Non-Emergency Relief Funding Eligible Events – (Refer to Section 2.7.2.2) roads and/or bridges on Federal-aid highways damaged as a direct result of a natural disaster or catastrophic failure from an external cause. These situations are not required to be major events requiring substantial response, but rather smaller events which have significant impacts to the public and do not result in the Governor's or President's Declaration of an Emergency or Disaster.

2.7.2.1 Emergency Relief Funding Eligible Events

As stated above, this selection process may be used when roads and/or bridges on Federal-aid highways are damaged as a direct result of a natural disaster or catastrophic failure from an external cause and results in a Governor's or President's Declaration of Emergency or Disaster. The following procedure will be implemented for these emergency event selections:

1. After the disaster occurs, the Governor or President must declare an emergency or disaster.
2. After a state of emergency or disaster is declared, the MDOT Safety and Security Administration Administrator will contact the Contract Services Administrator to notify the Contracts Unit a state of emergency or disaster has been declared by a Governor's or President's Declaration, and a FHWA Acknowledgement letter indicating the event meets the criteria to qualify as an ER event has been issued. The FHWA Acknowledgement letter gives MDOT the authorization/approval to begin procuring engineering services, and eligibility for ER funding.
3. MDOT will determine if there are any as-needed contracts already in place that may be utilized for the relief efforts. If as-needed contracts are available, they should be utilized to the extent possible to aid in relief efforts. All costs incurred under an as-needed contract that are eligible for ER reimbursement must be tracked separately and submitted for reimbursement.
4. For any services that cannot be procured via an existing as-needed contract, the MDOT Project Manager will provide a written letter of intent for the use of the emergency procurement selection to the Contract Services Division Administrator and the Project Manager's Region Engineer/Division Administrator via email. This letter of intent must have the Declaration of Emergency/Disaster attached and provide preliminary estimates of the damages to the Federal-aid facilities.
5. The Contract Services Division Administrator reviews the information provided by the MDOT PM.
6. Upon acknowledgement of the Emergency Relief Funding request by FHWA, the MDOT PM must prepare a scope of work, and may contact one MDOT prequalified consultant/vendor by phone or e-mail about their availability to perform the required services.
7. The Project Manager will complete the 5100E and other documents as required, submit it together with the Scope of Services and send to MDOT-CSD-Selections@michigan.gov .
8. Review and approval of the recommended vendor will be completed by the Chair of the Central Selections Review Team.

9. Upon approval of the selected consultant/vendor, a Limited Term Emergency Contract (LTEC) will be executed with the selected consultant/vendor, with contract negotiations occurring after execution. The LTEC will be comprised of two parts. The initial LTEC will authorize the consultant to immediately begin work (prior to negotiations) to assess and address the emergency situation. The term and dollar value of the initial LTEC will be determined on a case by case basis, but shall not exceed 60 days unless approved by FHWA for extenuating circumstances. Negotiations to determine the final contract terms will proceed with the selected consultant/vendor until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason, negotiations are unsuccessful, the Project Manager must direct the selected consultant/vendor to immediately stop work on the project, and the initial LTEC will be terminated. If negotiations with the consultant/vendor are successful, a priced proposal and other required documents will be submitted, and the initial LTEC amended to include the remainder of the ER work.

2.7.2.2. Non-Emergency Relief Funding Eligible Events

As stated above, this selection process may be used when an unforeseen situation occurs which puts the health, safety, and/or welfare of the public at risk and does not lead to a Governor's Declaration of Emergency or Disaster. The following procedure will be implemented for these emergency event selections:

1. The MDOT Project Manager will provide a written justification via email for the use of the emergency procurement selection to the Contract Services Division Administrator and the Project Manager's Region Engineer/Division Administrator. This written justification must describe how the event which necessitates the emergency procurement places the public health, safety, and/or welfare at risk.
2. The Contract Services Division Administrator reviews the information provided by the MDOT PM and forwards the information to the MDOT's Safety and Security Administration Administrator, via email for review and approval and to the appropriate Area Engineer at FHWA for information.
3. MDOT will then determine if there are any as-needed contracts already in place that may be utilized for the emergency event. If as-needed contracts are available, they should be utilized to the extent possible.

4. For services that cannot be procured via an existing as-needed contract, the MDOT PM must prepare a scope of services and contact at least three prequalified consultants/vendors by phone or e-mail about their availability to perform the service. If the service complies with the Brooks Act, a qualifications-based selection, as described in Section 1.1.2 Qualifications-Based Selection (QBS) will be performed to select the preferred vendor. If the service does not comply with the Brooks Act, the Project Manager will contact at least three consultants/vendors that can provide the service and will determine the most qualified consultant/vendor using evaluation criteria appropriate for the service. The selection of non-Brooks Act services must utilize either a Low Bid or Best Value Selection. See Sections 2.4 Low Bid Selections and 2.5 Best Value Selections for additional information regarding these selection types.
5. The Project Manager will complete the 5100E and other documents as required, and send to MDOT-CSD-Selections@michigan.gov .
6. Review and approval of the recommended vendor will be completed by the Chair of the Central Sections Review Team.
7. Upon approval of the selected consultant/vendor, a Limited Term Emergency Contract (LTEC) will be executed with the selected consultant/vendor, with contract negotiations occurring after execution of the LTEC. The LTEC will be comprised of two parts. The initial LTEC will authorize the consultant to immediately begin work prior to negotiations to assess and address the emergency situation. The term and dollar value of the initial LTEC will be determined on a case by case basis, but shall not exceed 60 days. Negotiations to determine the final contract terms will proceed with the selected consultant/vendor until successful completion, unless authorization to break off negotiations has been received from the Region Engineer/Division Administrator. If for any reason, negotiations are unsuccessful, the Project Manager must direct the selected consultant/vendor to immediately stop work on the project, and the initial LTEC will be terminated. If negotiations with the consultant/vendor are successful, a priced proposal and other required documents will be submitted, and the initial LTEC amended to include the remainder of the emergency event work.

2.7.3 Inadequate Competition

If after solicitation of a number of sources, it is determined there is insufficient competition to perform a competitive selection. The following procedure will be utilized to attain FHWA review and approval of inadequate competition procurement requests:

1. The MDOT Project Manager will provide a written justification, via email, for use of the inadequate competition procurement selection process to the Selection Analyst. Within this justification, the Project Manager should provide a description of the efforts to competitively select for the service (period of solicitation and statements on the qualifications of the vendor to perform the work)

2. The Selection Analyst reviews the information provided by the MDOT PM and forwards the information to FHWA, via email, for review and approval.
3. FHWA will respond to the inadequate competition request via email with approval/denial of the request.
4. FHWA approval/denial of the request will be retained in the project file within Contract Services.

6.19 Version 19 Changes (July 16, 2021)

2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)

12. Where presentations are required (Tier III only), the CSRT Action Sheet will indicate which consultant/vendors (generally at least three of the highest scoring) will be short-listed to give a presentation. In addition, a technical proposal may be required. If a technical proposal is required, the RFP will specifically define its requirements. The Selection Team will score the presentation and technical proposal (if required). This score will be added to the original score from the short-listing to determine the most qualified consultant/vendor. The short-listing and the final selection will be sent to the Selection Analyst for review. ~~At the Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted.~~

2.5 Best Value Selections

16. ~~At the Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted.~~ Where presentations are not required, the Selection Team will determine the selected consultant/vendor from the information in the proposals.

The CSRT will review the information and approve or take appropriate action to work with the Selection Team and/or Selection Analyst until an approved selection is made.

3.2.6 Presentation

If a presentation is required, the Selection Team may also require a technical proposal. ~~If required, the specific requirements will be indicated in the RFP.~~ **Short listed consultant/vendors will be given no less than three weeks notice of a presentation date. The technical proposals will be due approximately 1 week prior to the presentation date. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to** **The technical proposal shall have a maximum of seven** ~~the number of pages that can be provided.~~ The technical proposal expands

upon ~~four~~ **three** areas of the proposal. ~~At the MDOT Project Manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the initial proposal is submitted.~~ The highest scores should be given to presentations and technical proposals that exceed expectations and support or enhance scoring from the original proposal. The lowest scores should be given to poor quality presentations and technical proposals ~~and for information that shows the score from an original proposal.~~

The presentation score is added to the previous score from the proposal. The final selection will be determined by the consultant/vendor with the highest total score.

1. ~~General Information~~

~~Provide all changes from the information that was provided in the original proposal. The Selection Team must determine if the changes in the information are material enough to change the ranking of the consultant/vendor. This determination from the Selection Team will be required to be made any time a change occurs.~~

2. **1. Expanded Understanding of Services and Innovations**

Provide an expanded work plan and **expand on** any proposed innovations in implementing the service.

3. **2. Expanded Qualification of Team-Staff Efficiency/Effectiveness**

Provide how the consultant/vendor will effectively and efficiently use their staff to assure a quality product ~~at a reasonable price~~. Provide a schedule showing how the consultant/vendor plans to complete the service on time. This can be described and shown graphically.

4. **3. Quality Assurance/Quality Control Plan**

Provide an outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.

4. PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

4.1 Instructions for Submitting Proposals Electronically

Submission Assistance:

If you need assistance or have questions with submitting your proposal, please use the contact information below:

Email: MDOT-Eproposal@michigan.gov

Contact one of the following people immediately if you receive an error message, do not receive an automated response that your proposal was received, or have any other issues with your submittal.

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

Tammy Haring: haringt@michigan.gov 517-290-9444

Michael Meddaugh: MeddaughM@michigan.gov 517-335-1095

Office hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Innovative Contracting Information:

Innovative Contracting Request for Proposals are not advertised via the eProposal portal. Advertisements for Innovative Contracting Projects can be found on [MDOT's Innovative Contracting website](#)

6.20 Version 20 Changes (May 11, 2023)

Language changes made to various sections throughout the document to reflect FHWA's approval and subsequent delegated authority to a variety of consultant contracting process exceptions, as identified below:

- Tier I Subconsultants not performing 50% of their subcontract dollar value.
- Non-Competitive Solicitation (Sole Source)
- Inadequate Competition (Single Submitter to an advertised RFP)

6.21 Version 21 Changes (April 3, 2025)

Language changes made to reflect SOM/MDOT/CSD internal workflow process and software changes, as well as updates to the optional use of consultant presentation selection review and scoring, as identified below:

- 1.10 Michigan "2/3rds Principal Rule"
- 1.15 Notice of Selection
- 1.17 MDOT Digital Signatures
- 2.1.1 (QBS) Selection – Tier I – Services Estimated at Less than \$250,000
- 2.1.2 (non-QBS) Selection - Tier I - Services Estimated at Less than \$250,000
- 2.2 QBS Selection – Tiers II (\$250,000 - \$1,500,000) and III (Over \$1,500,000)
- 2.3 (QBS) Selection – 100% State Funded Only Expedited Contracting Process – Services Estimated Greater than \$250,000
- 2.4 Low Bid Selections
- 2.5 Best Value Selections
- 3.2.6 Presentation
- Submission Assistance
- Important Notes
- PART V – DEFINITIONS