



Consultant Procurement Guidelines
October 2023

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Introduction

The Michigan Department of Transportation-Office of Aeronautics (AERO) has prepared this packet to assist Sponsors (Airport Owners) in the procurement of Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects as required under the Airport Improvement Program (AIP).

The information contained in this packet streamlines the information contained in the **Federal Aviation Administration (FAA) Advisory Circular (AC)150/5100-14E**, as amended, and in no way replaces or disregards any of the program requirements.

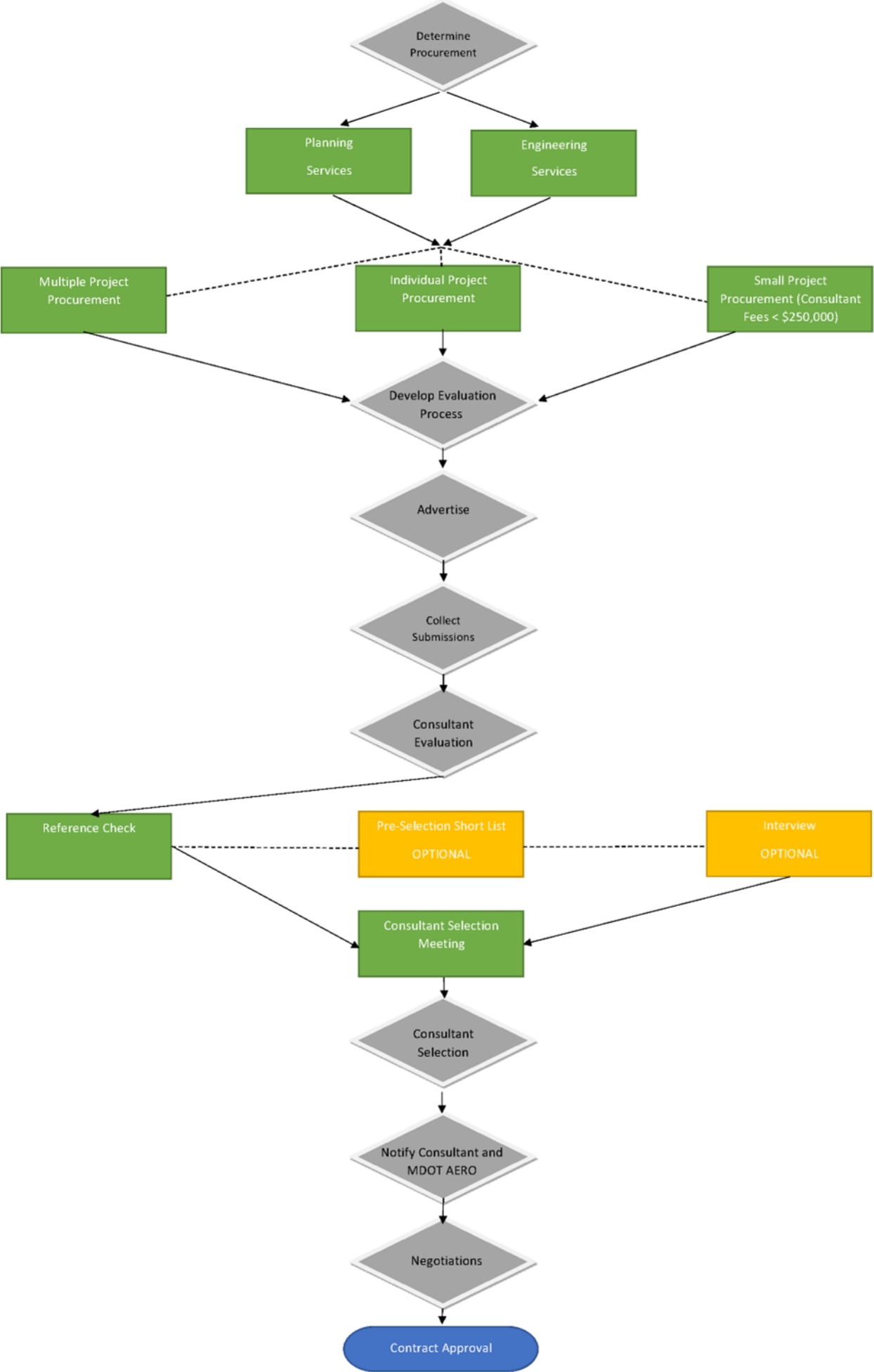
Use this packet in conjunction with the Advisory Circular in the selection and engagement of architectural, engineering, and planning consultant selection. The complete AC is available at www.faa.gov

Make sure to work with your AERO Project Manager (PM) during the Consultant Procurement Process. The advertisement soliciting interested consultants should be reviewed by your PM utilizing the Advertisement Review Checklist (Exhibit I) prior to publication to ensure compliance with program requirements. The selection procedures outlined in this guide are valid for projects funded with any federal and/or state grand funds. Local entities may have additional procurement requirements.

Upon selection of a consultant DOCUMENTATION OF PROCUREMENT ACTION MUST BE SUBMITTED to your AERO PM. Please complete the Consultant Selection Process Record (Exhibit X) and submit to your AERO PM, with the supporting documentation attachments.

Sponsors are responsible for retaining original procurement records. These records may be audited by State and/or Federal officials. Failure to provide proper documentation may result in determination of questionable costs in which the sponsor may be required to reimburse MDOT-AERO and the FAA the State and Federal share of associated project grants.

As of 08/01/2023 Sponsors must procure Engineering and Planning consultant services SEPARATELY. Advertisements may be posted at the same time however projects must be separated into their respective category (Engineering or Planning) according to Federal Aviation Administration (FAA) Advisory Circular [AC\)150/5100-14E](http://www.faa.gov).



Procurement Process Schedule

Preferences regarding procurement actions depend on the size/scope of projects and/or the size and function of airports. Most sponsors choose to perform one procurement action for multiple projects, while other sponsors perform individual procurement actions for individual projects.

Use the following to determine your need and/or approach to consultant procurement.

1. Determine Procurement Need

Does the airport need Engineering services or Planning/Environmental Services? Will the procurement be for multiple projects or a specific project?

2. Developing the Advertisement

Sponsors should submit a draft advertisement to their AERO project manager for review and approval (Exhibit I) prior to posting/advertising. Below are the different types of procurements.

Aviation Planning Services

This category includes studies under the broad headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Airport noise studies under 14 CFR Parts 150 and 161.
8. Compatible land-use planning in the vicinity of airports.
9. Airport site selection studies.
10. Airport development schedules and cost estimates.
11. Airport financial planning and benefit cost analysis.
12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
13. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
14. Preparation of or updating of the airport layout plan.
15. Airspace analysis.
16. GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.

Architectural/Engineering Services for Airport Development Projects.

This category includes the basic A/E services normally required for airport development projects. It involves services generally of an architectural, civil, geotechnical, structural, mechanical, and electrical engineering nature. The basic services are usually conducted in, but are not limited to, the five distinct and sequential phases summarized below:

Preliminary Phase

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

1. Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
2. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.

4. *Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.*
5. *Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design build contracting.*

Design Phase

This phase includes all activities required to undertake and accomplish a full and complete project design.

Examples include, but are not limited to, those below:

1. *Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.*
2. *Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.*
3. *Preparing necessary engineering reports and recommendations.*
4. *Preparing detailed plans, specifications, cost estimates, and design/construction schedules.*
5. *Preparing Construction Safety and Phasing Plan (CSPP).*
6. *Printing and providing necessary copies of engineering drawings and contract specifications.*

Bidding and Negotiation Phase

These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

Construction Phase

This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

1. *Providing consultation and advice to the Sponsor during all phases of construction.*
2. *Representing the Sponsor at preconstruction conferences.*
3. *Inspecting work in progress periodically and providing appropriate reports to the Sponsor.*
4. *Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.*
5. *Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.*
6. *Assisting in the negotiation of change orders and supplemental agreements.*
7. *Observing or reviewing performance tests required by specifications.*
8. *Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.*
9. *Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.*
10. *Reviewing operations and maintenance manuals.*

Project Closeout Phase.

This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:

1. *Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.*
2. *Providing record drawings.*
3. *Preparing summary of material testing report*
4. *Preparing summary of project change orders*
5. *Preparing grant amendment request and associated justification, if applicable.*
6. *Preparing final project reports including financial summary.*
7. *Obtaining release of liens from all contractors.*

Multiple Project Procurement

If procuring for several grant projects through one procurement action, the Sponsors advertisement must include a list of projects which can reasonably be expected to be initiated within a five (5) year period. This list should be generated from the Airports Capital Improvement Program (ACIP) and must include a general timeline and scope of work, so all parties are adequately informed of the items to be accomplished. The advertisement must also include a statement indicating some of the advertised services may not be required and the Sponsor reserves the right to initiate additional procurement action for any of the services included in this procurement advertisement. A sample advertisement is available in Exhibit II.

Individual Project Procurement

If procuring for one project the advertisement should include a description of the project including desired services, special expertise desired, experience with certain size project, and associated timeline. A sample advertisement is available in Exhibit III. Interview questions for individual project procurement might want to be more project specific (i.e. expertise in specific type of project, availability to meet airports timeline, etc.)

Small Project Procurement (consultant fees expected to be under \$250,000)

If procuring for a small project the selection process is not as formal as described herein. For example, the advertising phase may be omitted, and an oral or written request for qualifications from at least three (3) firms would be acceptable. Additionally, the formation of a selection committee is not necessary.

3. Establish Selection Committee:

- Committee is generally:
- a. contains three or more members
 - b. at least one being an engineer, airport planner, or other professional knowledgeable of the services required
 - c. for projects with special design requirements or complex projects, additional technical members in those disciplines

4. Establish Timeline (Exhibit IV)

5. Develop evaluation process/questions (Exhibit V)

6. Develop selection Criteria (Exhibit VI)

7. Advertise for interest and qualification (Exhibit II or III)

(committee, timeline, and evaluation/selection process should be decided prior to advertising)

Suggested advertisement locations include:

- a. MDOT-AERO website
- b. Local Newspaper
- c. Trade Publications
- d. Other Websites (ex. community, county, or airport website)

8. Collect submissions from consulting firms

- a. Review submitted qualifications
- b. Develop short list (select three to five firms to interview)
(could use Exhibit VI to assist in evaluating/short listing firms)
- c. Send memo to Firms Non-Selected for Interview (Exhibit VII)
- d. Send memo to Firms Selected Interview (Exhibit VIII)

9. Consultant Evaluation/Selection/Approval

NOTE: PROCUREMENT PROCESS MUST BE QUALITY BASED SELECTION. NO FEES ARE TO BE DISCUSSED DURING THE SELECTION PROCESS. FEE DISCUSSIONS COME AFTER FIRM IS SELECTED, DURING PROJECT CONTRACT & AMENDMENT NEGOTIATIONS (i.e. Brooks Act).

- a. Sponsor selection committee to conduct Interviews, complete evaluations, rank firms based on Statement of Qualifications/Project Proposal (w/fees omitted). Sponsor selection committee may conduct interviews with each consultant on the pre-selection short-list. On small projects, a telephone interview may be sufficient. Careful consideration of time and cost should be given to the need for formal interviews. If Sponsor has received sufficient information included in the qualification submission to make a selection, then formal interviews may not be necessary.
- b. Conduct Reference Check (Exhibit IX).
- c. Select Firm.
- d. Submit Selection Documentation to AERO Project Manager
Submit Consultant Selection Process Record (Exhibit X) along with documentation specified in the form. Sponsors are responsible for retaining original procurement scoring sheets/documentation until next procurement action. These records may be required for audit purposes. Please note, AERO does not write consultant selection concurrence letter.
- e. Sponsor to finalize local approval process of firm selection (i.e., Board Approval, Township Approval, etc.)
- f. Sponsor to prepare and mail Final Consultant Selection Memos Firms Selected (Exhibit XII) and Non-Selected (exhibit XI) by this procurement action.
- g. Selected firm is to prepare draft contract (see details below in Section 10), including proposed project work scope, cost estimate, and project sketch. Upon completion, Consultant will forward the draft contract to AERO and the Sponsor for a concurrent review process.
- h. AERO and Sponsor will review draft contract for acceptability. If any part of contract is found to be unacceptable, AERO will function as lead agency in a negotiation process between Sponsor and Consultant.
- i. If negotiations with the top-rated firm fail to achieve an acceptable engineering services contract, the Sponsor will request their second-rated firm to prepare and submit a draft engineering services contract for review, and the negotiation process, if necessary, will begin again. The top-rated firm will no longer be eligible for consideration at this point.
- j. Successful negotiations that result in an approved contract will generally result in the successful consulting firm being asked to submit scope/fee/sketch proposals for additional projects listed in a multi-project advertisement, as project funding becomes available.

10. Project Contracts & Amendments – Specific Project Contracting

- a. Selected consulting firm to prepare AERO's most current Standard Consulting Agreement and submit to AERO for Approval of scope and fee. (Note: Generally, the design for the project will be covered in the Standard Consultant Agreement, and subsequent construction supervision will be an amendment to this agreement. Scopes and fees will be negotiated individually per agreement or amendment.)
- b. AERO to forward Approval to Sponsor to execute Standard Consultant Agreement or Amendment.
- c. Upon local approval and execution of Standard Consultant Agreement or Amendment, one original to be forward to AERO to be kept on file.

Exhibit II A

Sample Advertisement for Engineering Services (multiple projects/years)

The following multi-project advertisement template should be completed and submitted to the AERO project manager for review and approval prior to publishing. This template includes information, which is required from the Advisory Circular, therefore the template boilerplate should not be modified. The Sponsor will need to fill in the underline/italic information. Additional information can be added if desired.

Engineering Services Advertisement Request for Qualifications (RFQ)

Sponsor intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, triplicate, etc. to name/address no later than date/time. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on Sponsors current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

*List specific **engineering** projects from airports current Airport Capital Improvement Program (ACIP) which can reasonably be expected to be initiated within five (5) years

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms' ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 20xx-20xx (5-year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Land acquisition consultant services necessary to acquire easements for approach clearing of existing approaches as depicted in the approved airport layout plan (ALP) is included in this advertisement provided the work is completed by a qualified and properly licensed land acquisition consultant. Land acquisition consultant services necessary for any new development project or new approaches not specifically described in this advertisement shall not be performed by the consultant selected under this advertisement and will require the sponsor to advertise for and select a separate qualified and properly licensed land acquisition consultant.

Questions can be directed to: insert contact person information.

Exhibit II B

Sample Advertisement for Planning Services (multiple projects/years)

The following multi-project advertisement template should be completed and submitted to the AERO project manager for review and approval prior to publishing. This template includes information, which is required from the Advisory Circular, therefore the template boilerplate should not be modified. The Sponsor will need to fill in the underline/italic information. Additional information can be added if desired.

Planning Services Advertisement Request for Qualifications (RFQ)

Sponsor intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, triplicate, etc. to name/address no later than date/time. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on Sponsors current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

*List specific **planning** projects from airports current Airport Capital Improvement Program (ACIP) which can reasonably be expected to be initiated within five (5) years

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms' ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 20xx-20xx (5-year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Questions can be directed to insert contact person information.

Exhibit III

Sample Advertisement (single/large project)

The following single project advertisement template should be completed and submitted to AERO project manager for review and approval prior to publishing. The requirements for a single/large project procurement are not as extensive as a multi-project procurement, however there are still certain requirements, therefore the template boilerplate should not be modified. The Sponsor will need to fill in the underline/italic information. Additional information can be added if desired.

Advertisement Request For Qualifications (RFQ)

Sponsor intends to select a consultant to assist in specific project name. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, triplicate, etc. to name/address no later than date/time. The SOQ should demonstrate the consultants' interest in providing list services desired for the individual project such as planning, land, architectural/engineering design, environmental, and/or construction administration associated with the specific project name project.

This is a Quality Based Selection process, and services for this project will be negotiated after procurement selection occurs. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms' ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

The project schedule is anticipated to be list anticipated timeline. The projects may be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Land acquisition consultant services necessary to acquire easements for approach clearing of existing approaches as depicted in the approved airport layout plan (ALP) is included in this advertisement provided the work is completed by a qualified and properly licensed land acquisition consultant. Land acquisition consultant services necessary for any new development project or new approaches not specifically described in this advertisement shall not be performed by the consultant selected under this advertisement and will require the sponsor to advertise for and select a separate qualified and properly licensed land acquisition consultant.

Questions can be directed to insert contact person information.

Exhibit IV

Suggested Timeline

AERO Project Manager advertisement review – 10 days*

Advertise for RFQ's - 20 days*

Review RFQ's/Prepare Short-List - 20 days*

Conduct Interviews/Select Firm – 10 days* (optional)

AFTER CONSULTING FIRM IS SELECTED

Submit Consultant Selection Process Record/Supporting Documentation to
AERO Project Manager - immediately.

AERO Review/Approve Project Contracts/Amendments – 15 to 30 days

Sponsor Execute Project Contract/Amendments – 15 to 45 days
(length of time depends on Local Process)

Some Problems to Avoid:

- * Lengthy selection process. Keep to a minimum the time between asking for qualifications and making a final selection. Sixty days is a reasonable maximum.
- Competition for the sake of competition. Do not pre-select a favored firm and then invite others so that a guise of competition is created. Next time, qualified firms may not respond.
- Evaluating the technical competence of the consultant without having adequate technical experience available to the screening committee.
- Price shopping is not allowed in quality-based selection procurements.

Exhibit V

Suggested Evaluation Process/Questions

All qualifications/proposals received should be evaluated in compliance with FAA Advisory Circular 150/5100-14E, as amended, "Architectural, Engineering, Planning Consultant Services for Airport Grant Projects."

As such, the "Brooks Act" process is to be followed, and the selection of a Firm/Team is to be completed through a qualifications-based selection process.

Consultants may request, or sponsors may recommend interested consultants tour the airport site. Tours should consist of a general site overview, with emphasis on upcoming project or site concerns. Tours could be conducted one on one with each firm, in a group (possibly just prior to interviews), or in any other manner deemed appropriate.

Typical Interview Guidelines:

- Schedule all interviews on same day. This enables the committee to compare all interviewed firms while information is fresh in their minds and ensure consistent interview scoring.
- Selection of firm based on qualifications and selection criteria, NOT on fee. Consultant fees should not be discussed during the selection process.
- Are interviews being held in open or closed session? If regulations require, they be conducted publicly, the firms should be notified of this.
- While it is appropriate to question firms about how they would approach the design of a project, sponsors should not ask for actual design solutions during the interview. Appropriate and responsive designs require considerably more interaction between the sponsor and engineer than is possible during the interview.
- It is not appropriate or ethical to offer or accept any gratuities, or promises of any kind, as a part of the selection process.
- Past performance is important. It is important to check references. Call and talk with previous clients.

Typical Interview Schedule:

Activity	Time Frame
Set-Up	5 minutes
Airport Introduction	5 minutes
Consultant Presentation	20 minutes
Question/Answer Period	20 minutes
Wrap-Up	5 minutes
Total Interaction Time	55 minutes
Committee Evaluation *	15 minutes
Total Time Per Firm	70 minutes

* The committee/board should schedule 15 minutes between interviews for an informal discussion on information presented during the preceding interview and rank the firm.

Exhibit V

Suggested Evaluation Process/Questions - continued

Sponsor should review the following questions, and either pick a few from this list, or create some for consideration during the interview process. Allow time for the procurement candidate to ask questions about the airport, projects, etc. Once questions are selected, the same questions should be asked to each candidate.

A general discussion should take place by the selection committee after each candidate has completed their interview. Following the completion of the interviews, a rating sheet must be prepared on each firm. A sample rating sheet is included in Exhibit VI.

General Questions

1. Airport Development Experience. Capability to perform comprehensive services including planning, financial analysis, project management, environmental engineering, architectural design, mechanical, electrical, geotechnical, structural, and civil engineering, surveying capabilities and construction testing/inspection/administration services.
2. Method to be used to fulfill required services (in-house resources, site visit frequency, accessibility to airport manager, inspection schedules-full or part time, sub-contracting practices).
3. Describe qualifications and experience of project staff.
4. Professional background and caliber of key personnel, including professional integrity and competence. Principal and/or Project Manager Registration as a Professional, as required under Michigan Law (Act 299 of 1980, as amended).
5. Describe qualifications and experience of sub-consultants (your selection process – competitive bidding/quoting, based on location, DBE firms). Describe your history of sub-consultant partnerships, or proposed partnerships, with a MDOT certified, or certifiable, Disadvantaged Business Enterprise (DBE) firms. (NOTE: Sponsor should check with the AERO DBE Coordinator to determine if there is a requirement for consultant DBE participation at airport. If there is, requirement should be listed in the advertisement, so potential consultants are aware of requirement).
6. Recent experience in airport projects including design philosophy, innovative and/or alternative designs approaches, energy conservation measures, value engineering, life cycle costing, visual design excellence. (i.e., LIST TYPES OF AIP PROJECTS)
7. Project Management Approach (5-year planning, ability to meet schedules/deadlines, budgeting/contract modifications/ cost overruns, correcting design oversights, day to day construction project oversight, coordination of multi-disciplined services)
8. Outcome of projects previously undertaken (Within Budget/Over Budget/Lawsuits/Sponsor Satisfaction)
9. Describe knowledge of FAA, MDOT-AERO, MDEQ, USDA, and local policies and procedures including federal contract requirements, granting/appropriation procedures, state/local permitting requirements, local building codes, local/airport zoning ordinances, and AERO's Project Engineers Manual
10. Firms' reputation for competence, quality of performance and work product.

Exhibit V

Suggested Evaluation Process/Questions - continued

11. Familiarity with and proximity to the geographic location of the project
12. Evidence of the establishment and implementation of an Affirmative Action Program

Specific Questions for Interview

13. What other projects is your firm currently working on that could take precedent and time away from our projects? Is your firm under any time constraints for this year?
14. Will one point of contact from your firm be assigned? Who will it be?
15. Is your firm experienced in specific type of project?
16. Is your firm available to meet our project timeline?

Exhibit VI

Suggested Selection Criteria

Firm: _____

Airport: _____

Selection Committee Member: _____

Date: _____

Categories/Questions	Rating *	Notes
Qualifications Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.		
Soundness of Approach Solid technique of analysis, comprehensive problem solving, accomplishing objectives		
Integrity Past record of performance, quality of work, competency		
Fiscal Responsibility Evidence of pro-active cost control measures, budget constraint awareness		
Regulatory Knowledge Experience w/FAA and MDOT Airport Programs, State/Local Regulatory Procedures		
Innovation Generating innovative solutions to project challenges, on the cutting edge of technology		
Customer Focus Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms		
TOTAL		

* **Rating:** Rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories. Enter the rating numbers on the lines provided opposite each category.

Exhibit VI - continued

Suggested Selection Criteria - continued

Airport: _____

Date: _____

Composite Interview Scoring Summary

	Firm 1 -	Fim r 2	Firm 3 -	Firm 4 -	Fim r 5
Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					
Grand Total					

(Note: For use in compiling all scores of firms participating in the interview process. Enter the grand total for each firm as recorded by each interviewer on the interview score sheet.)

Exhibit VII

MEMO - Firms NOT-SELECTED For Interview

TO: (List firms in alphabetical order - All firms NOT-SELECTED to interview)

From: Sponsor
Selection Committee Individuals
Address

RE: Consultant Procurement Process

The insert selection committee/sponsor expresses its appreciation to you and your firm for submitting your Letters of Qualification. After careful consideration of all firms who submitted qualifications, the selection committee has decided to interview the following firms:

(List selected firms in alphabetical order)

Although your firm was not selected for an interview, we appreciate your interest in our airport and the resources spent on the preparation of your proposal.

Exhibit VI

MEMO – Firms

TO: (List firms in alphabetical order)

NOTE: It is the option of the sponsor to list firms in 'group memo' such as this example or to write individual letters to each firm.

From: Sponsor
Selection Committee Individuals
Address

RE: Consultant Procurement Process
Interview Schedule and Requirements

The firms listed above have been short listed and will be interviewed for the professional design services related to (general consultant services of large/specific project name). _____

Attached to this memo are the following:

1. The Selection Criteria Sheet, which will be used by the selection committee during the interview session.
2. The Interview Evaluation Form, which the selection committee will use to compile evaluation scores.
3. Copies of _____ (pertinent reports or studies), compiled by _____, for your information and review.

Each firm will be allowed a ____ minute presentation period, followed by a _____ minute question/answer period. There will be 15 minutes between interview for the selection committee to informally discuss of information presented during the proceeding interview. At the completion of the interview, the selection committee will rank the firms in accordance with their determination of which firm is most competent and compatible to perform general consulting services. The firm deemed to be most qualified will then enter negotiations for a contract to provide the applicable consulting services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____

The location is: _____

The order and time of interview is: _____

A tour of the site/and or facility will be arranged for _____. Please have your firm's representatives make arrangements with the (name of sponsor's representative) _____ for a time on this date.

If such an opportunity is afforded, it should be clear this will be at the sole cost of the Consultant.

The successful Firm/Team shall comply with all Federal Aviation Administration and State of Michigan statues and laws.

Exhibit IX

Reference Check

The reference check is the most important. Sponsors should determine the following about each consulting firm they are considering.

The best way to understand how each firm worked with similar sponsor/communities/districts and how satisfied the sponsor/community/district was (with the firm, their staff, and overall work) is to ask. This can be a time-consuming process, but it may prove to be the most valuable information you obtain and use in making your decision on which firms to interview and which firm to hire! Take the time necessary to contact the communities/districts for information on the projects listed as references by the engineering firms. You will obtain information on the community relations the firm/individual has had with previous clients.

Feel free to contact not only communities/districts listed as references, but also those listed as prior clients. Contact several references for each firm being considered.

Sample questions to ask (choose a few questions and understand references/prior clients will not have time to answer all)

1. What are the backgrounds of the principals and key staff?
2. What kinds of clients has the firm served?
3. How long has the firm been in business?
4. How much of the firm's business is for repeat clients?
5. How much time will principals of the firm devote to the project?
6. Were you satisfied with the quality and timeliness of the work?
7. Was the information presented in the firms 'selection interview' followed thru in their project performance? i.e., qualified staff working on projects, accessibility to key personnel, timeliness of projects, etc
8. (No bait & switch tactics).
9. Was the engineer assigned to your project knowledgeable about the funding program, and its requirements?
10. Was the engineer willing and able to work closely and effectively with your community/district board?
11. Were the costs and charges reasonable in relation to the work performed?
12. Was the engineering firm able to meet the time frame and schedules agreed upon in your contracts?
13. Did the engineer have other projects scheduled that caused time delays in your project?
14. Did you experience any problems that would discourage you from hiring this engineering firm again?
15. Did they assist with your grant application to your funding source? Was that application successful?

NOTE: MDOT-AERO cannot make recommendations, however AERO can provide a list of airports whom consultants have worked with, in order for Sponsor to contact directly and check references on their own.

Exhibit X

Consultant Selection Process Record

The following Consultant Selection Process Record including supplemental documentation listed on sheet three **MUST BE FILLED OUT AND SUBMITTED** to the Sponsors AERO Project Manager at the completion of a procurement action.

Sponsors are responsible for retaining original procurement records.

CONSULTANT SELECTION PROCESS RECORD

Airport Name: _____

Sponsor: _____

Content of Sponsor's advertisement for Professional Services was reviewed and approved by MDOT-Aeronautics Project Manager prior to posting:

Yes
No

Date advertisement was posted: From: _____ To: _____

Where was advertisement posted?

The following Consulting Firms responded to advertisement with Statements of Qualification:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were solicited directly by Sponsor:

_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were requested by Sponsor to submit Proposals or additional information:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were selected by Sponsor for interviews (if applicable):

_____	_____
_____	_____
_____	_____

Sponsor's Ranking of Consulting Firms:

_____	(Most Qualified)

_____	(Least Qualified)

Firms were ranked based on: (please check all that apply)

Face-to-Face Interviews

Telephone Interviews

Information included in Proposals.

Information included in Statements of Qualification

Other _____ (describe)

Selection Panel Members:

_____	_____
_____	_____
_____	_____
_____	_____

Qualifications-Based Selection procedures were used in conducting this Professional Services selection process, and fees for consultant services were not a consideration. Negotiation of fees for consultant services will be performed on a contract-by-contract basis at the time those services are required.

Sponsor Authorized Representative

Date

Title

PLEASE ATTACH COPY OF SPONSOR ADVERTISEMENT FOR PROFESSIONAL SERVICES.

PLEASE ATTACH COPIES OF SPONSOR FINAL CONSENSUS (OVERALL) SCORING SHEETS THAT WERE USED IN THE RANKING OF EACH CONSULTING FIRM.

PLEASE ATTACH COPY OF SPONSOR NOTIFICATION LETTER TO SUCCESSFULLY SELECTED CONSULTING FIRM.

PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT IT TO YOUR MDOT-AERONAUTICS PROJECT MANAGER, ALONG WITH THE ATTACHMENTS LISTED ABOVE. THIS FORM AND THE ASSOCIATED ATTACHMENTS MAY BE SCANNED AND FORWARDED TO YOUR PROJECT MANAGER ELECTRONICALLY AS A .pdf FILE.

IMPORTANT!! - PLEASE KEEP ON FILE ALL RECORDS ASSOCIATED WITH THIS SELECTION PROCESS. YOUR SELECTION PROCESS MAY BE AUDITED AT ANY TIME IN THE FUTURE BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND/OR THE FEDERAL AVIATION ADMINISTRATION (FAA). FAILURE TO PROVIDE PROPER DOCUMENTATION MAY RESULT IN THE DETERMINATION OF QUESTIONABLE COSTS AND THE POTENTIAL REQUIREMENT TO REIMBURSE MDOT AND THE FAA THE STATE AND FEDERAL SHARE OF ASSOCIATED PROJECT GRANTS.

Exhibit XI

Final Selection Memo Firm NON-SELECTED from Procurement Action

TO: (Firms interviewed, but NOT SELECTED. List firms in alphabetical order)

From: Sponsor
Selection Committee Individuals
Address

RE: Status of Selection Process
Consultant Procurement - General Consulting Services

The _____ has completed the selection process for professional consulting services for the above referenced airport. It has been our objective to select the most qualified firm to perform said services. The results of the selection committee decision rank the firms interviewed in the following order:

Firm #1 -

Firm #2 -

Firm #3 -

We have entered contract discussion and negotiations with _____. On behalf of _____, the selection committee expressed their appreciation for your time, effort, and interest in our facility.

Exhibit XII

Final Selection Memo Firm SELECTED from Procurement Action

TO: (Successful SELECTED Firm)

From: Sponsor
Selection Committee Individuals
Address

RE: Status of Selection Process
Consultant Procurement - General Consulting Services

The _____ has completed their selection process for professional consulting services for the _____ airport. On behalf of the selection committee, I would like to congratulate your firm on being selected as our consultant to perform the engineering services for our upcoming projects.

The next step is to prepare a draft engineering services contract, including a detailed project work scope and cost estimate. I will be in touch with you soon in order to discuss the project scoping and contracting procedures.

Should you have any questions at this time, I can be reached at _____.