

CONSULTANT/ VENDOR SELECTION GUIDELINES

**FOR
SERVICE CONTRACTS**

**Michigan Department of
Transportation**

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PART I - GENERAL INFORMATION

This document covers the procedures for consultant/vendors to follow for each selection process MDOT uses.

BACKGROUND

The Michigan Department of Transportation (MDOT) uses a qualifications-based selection (QBS) process, low bid process, best value process, or a qualification review and low bid process for procuring services. Requests for Proposal (RFPs) for all services greater than \$25,000 will be posted on MDOT's website.

Brooks Act services for projects valued at \$100,000 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.”

NOTE: All selections of services defined in the Brooks Act, for any estimated dollar value, will be completed using qualifications-based 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.

Projects that are advertised at the Tier I level (\$25,000 to \$99,999) are expected to remain within those dollar limits throughout the project. In discussions with the Federal Highway Administration (FHWA), we have been advised that projects that are advertised in Tier I, and exceed \$100,000, will place all federal funds over \$100,000 in jeopardy. FHWA will closely review all projects for which this happens, and indicated that they will likely disapprove intended federal participation for funds over \$100,000.

Furthermore, MDOT was advised that if a pattern develops for Tier I projects exceeding \$100,000, then FHWA would consider making **all** federal funds on these projects ineligible for federal participation, and MDOT would have to assume responsibility for those costs.

MDOT and our project managers should do everything possible to ensure that Tier I projects remain within the Tier I limit of \$100,000.

When considering the qualifications of consultant/vendors in their proposals, regardless of the estimated dollar value of the service, Selection Teams should, at a minimum, consider the following criteria:

- Experience of staff, consultant/vendor, and all sub-consultant/vendors on similar projects, which may include the years of experience that they have, as well as the number of projects that they have worked on.
- Education and training of all individuals proposed to work on the project.
- Organization of the personnel (if applicable).

Past performance should be considered for all levels of selections regardless of the estimated dollar value of the service. All Selection Teams and the Central Selections Review Team (CSRT) should use relevant performance evaluations for the past five (5) years for prime and sub-consultant/vendors that are being proposed. The Selection Team should review applicable MDOT performance information for each prequalification classification required. If a consultant/vendor provides references because they have not previously worked for MDOT or they have only had a few service opportunities that have been evaluated, the Selection Team should contact those references. If additional information is warranted, the Selection Team should also contact the references provided in the resumes in Section B for services that occurred within the last five (5) years. The highest scores should be given to performance evaluations or references where 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.

Location should also be considered for all levels of selections regardless of the estimated dollar value of the service. The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities. A guideline for scoring percentage of work performed in Michigan is located on Form [5100C](#) and later in these Guidelines. If the project is for on-site inspection or survey activities, then the Selection Team will score the distance from the site to the location of the office(s) and key staff.

In determining which consultant/vendors will be selected for Tier I projects, the CSRT will use the following criteria:

- Year-to-date workload – review of all executed contracts, authorizations, and consultant/vendor payments received by prime and sub-consultant/vendors for the current fiscal year.
- Past performance – review of criteria as stated above.
- Provisional ratings – review of departmental records to determine if the work to be performed is classified as a provisional prequalification classification for any consultant/vendor being considered for possible selection.

- Market entry – review of departmental records to determine if the work to be performed is a new prequalification category for any consultant/vendor considered for selection, or whether any considered consultant/vendor is new to MDOT, and has not previously performed work for the department.

Some services, whether QBS or low bid, 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. To become prequalified, a consultant/vendor must submit an application to MDOT's Contract Services Division. To acquire information on what services MDOT prequalifies for and how to become prequalified, locate the prequalification application under "Doing Business with MDOT" http://www.michigan.gov/mdot/0,1607,7-151-9625_21540--,00.html. If prequalification is not required, all consultant/vendors who feel they are qualified to perform the service may submit a proposal. To assure 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.

This Guideline defines the type of RFP based on the estimated cost of the service. The type of contract or authorization does not affect the selection process.

MDOT will seek to contract with the consultant/vendor who is selected. This contract may be an authorization under an IDS contract or a regular contract. If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next highest qualified consultant/vendor based on QBS, QBS/low bid, best value, or low bid will be considered for selection.

All results from Tiers I, II, and III and low bid selections will be placed on the website.

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 \$25,000 or do not require prequalification. This list is for informational purposes only and does not guarantee that all services listed will be advertised. Also, there will be services advertised that were not included on the quarterly list. The consultant/vendor is responsible to review the website for service opportunities.

DEBRIEFING

- A. Services under \$25,000 and Tier I Services (\$25,000 to \$99,999).** No formal feedback will be provided, because there is no scoring of the proposal. The selected consulting firm will be announced and the information posted on the web following CSRT approval. Informal feedback may be provided via phone or email at the discretion of the project manager.
- B. Tier II and III Services (Greater than \$100,000).** Formal feedback will be provided and informal feedback may be provided. Formal: All scores will be posted on MDOT's website in conjunction with the posting of the selected consultant. For selections advertised prior to January 1, 2006, only the total score will be provided. For selections advertised after January 1, 2006, the information will consist of a table of scores, with the scoring categories listed across the top. Both total scores and individual category scores will be provided on selections made in Tiers II and III. No consultant names will be provided; however, each consultant will

receive their individual score sheet from MDOT via facsimile or e-mail within two working days of the scores and selection results being posted. This would enable each proposing consultant to compare their scores with the other proposers. Informal feedback may be provided via phone or email at the discretion of the project manager.

It is anticipated that providing both timely direct feedback on scores and informal feedback from the project managers will significantly reduce the need for face-to-face meetings. Face-to-face meetings are not prohibited but will be scheduled at the discretion of the project manager.

PART II - PROCESS STEPS

A. Services Estimated Less than \$25,000.

(NOTE: Services selected by this process cannot be amended to exceed \$25,000. Services that exceed \$25,000 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 \$25,000, the Tier I, II, or III process should be followed.)

1. The MDOT Project Manager will review the prequalification list and contact three consultant/vendors by phone or e-mail about the availability of the service. If the service does not require prequalification, the project manager will contact at least three consultant/vendors that can provide the service, and will determine the most qualified consultant/vendor using evaluation criteria appropriate for the service. **NOTE:** If the selection is for real estate services, then at least five consultant/vendors that can provide the service must be contacted.
2. If the selection is by low bid, the Project Manager will get a bid from each consultant/vendor and select the lowest bid. The Project Manager will send the selection information to the designated MDOT Selection Specialist by completing Form 5100E, providing supporting comments about each of the consultant/vendors contacted, and attaching a scope of services.
3. 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 Specialist for assistance.
4. Once the selection is approved, MDOT will seek to contract with the selected consultant/vendor.
5. Results of selection approvals will be posted on the MDOT website.

B. All Services Estimated Between \$25,000 and \$100,000 – Tier I

(NOTE: All services selected by this process cannot be amended to exceed \$100,000. Services that exceed \$100,000 cannot be broken down into smaller components merely to permit the use of the Tier I selection process. If it is anticipated that the cost of the service could eventually exceed \$100,000, the Tier II process should be followed.)

1. An MDOT Selection Team will be assembled for each service.
2. MDOT will post an RFP with a scope of work for each service on the web on a monthly basis. The RFP will identify the items that are required including qualifications of the team, past performance, and location. Understanding of service may be required at the Project Manager's discretion. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
3. Interested consultant/vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date and time indicated. The proposal may not be more than three pages in length, and no personnel resumes will be accepted. [Forms 5100D](#), [5100G](#), and [5100I](#) must be submitted with all proposals and must be signed by a representative with contracting authority. It will not be included in the page limitations. See Forms [5100B](#), [5100D](#), [5100G](#), and [5100I](#).

4. The Selection Team will develop a short-list of consultant/vendors who are most qualified to perform the work by completing a qualitative evaluation, including qualifications of team leader, qualifications of the team, location, and past performance.
5. If MDOT only receives one response to an RFP and the project is funded with Federal Highway Administration (FHWA) funds, then FHWA approval is required.
6. The Selection Team will document the selection by completing the Central Selection Review Team (CSRT) Action Sheet (Form 5100E). The Selection Team will submit the Form 5100E to the MDOT Selection Specialist. On Page 1 of Form 5100E, all consultant/vendors submitting proposals will be listed. On Page 2, a short listing of the highest, equally qualified consultant/vendors will be listed, with justification and rationale provided which describes why they are recommended. This list must include a minimum of three consultant/vendors, unless fewer than three consultant/vendors responded. On an exception basis, and for unique circumstances on a project, the Selection Team may recommend a most-qualified consultant/vendor if there is Region Engineer/Division Administrator approval.
7. A final selection for each project is made by the CSRT after a review of the short list of consultant/vendors' for each project, and consideration of the selection factors used by the CSRT, including a review of consultant/vendors' overall qualifications, past performance, capacity, and current workload.
8. MDOT will seek to contract with the selected consultant/vendor.
9. Results of selection approvals will be posted on the MDOT website.

C. All Services Equal To or Greater Than \$100,000 - Tiers II and III

(NOTE: The only difference between Tier II and III in the process is the complexity of the requirements for the RFP. The Selection Team may choose to use this process for services with an estimated cost less than \$100,000.)

1. An MDOT Selection Team will be assembled for each service.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Specialist will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the project manager to coordinate proposal evaluation meetings.
3. MDOT will post an RFP with a scope of work for each service on the web. The RFP will identify the items that will be scored for selection, the prequalification classifications required, and the DBE percentage goal. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
4. Interested consultant/vendors shall submit a proposal in accordance with the guidance provided in this document 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 19 pages in length for Tier III selections, not including key personnel resumes. [Forms 5100D](#), [5100G](#), and [5100I](#) must be submitted with all proposals and must be signed by a representative with contracting authority for the consultant/vendor firm. They will not be included in the page limitations. See Forms 5100B, [5100D](#), [5100G](#), and [5100I](#). The consultant/vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the consultant/vendor's knowledge and experience in the specialty area(s). See Form 5100B.

5. The Selection Team will evaluate the consultant/vendor's qualifications in accordance with the criteria described in these Guidelines and in the RFP.
6. Where presentations are not required, the Selection Team will determine the most qualified consultant/vendor from the information in the proposals. Once final approvals are received, negotiations will proceed with the most qualified consultant/vendor. If negotiations with the most qualified consultant/vendor are not successful, then negotiations will proceed with the next most qualified consultant/vendor and so on until negotiations are successful.
7. Where presentations are required, generally at least three (3) of the most qualified consultant/vendors will be short-listed and requested to give a presentation. In addition, a technical proposal may be required. 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 require CSRT approval. Negotiations will proceed with the most qualified consultant/vendor as described above. 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.
8. If MDOT only receives one response to an RFP and the project is funded with Federal Highway Administration (FHWA) funds, then FHWA approval is required. The Selection Team and CSRT will determine if the proposal is acceptable prior to seeking FHWA approval.
9. MDOT will seek to contract with the selected consultant/vendor.
10. Results of selection approvals will be posted on the MDOT website.

D. Low Bid Selections Over \$25,000 (Including Review of Qualifications)

1. MDOT Selection Team will be assembled for each service.
2. MDOT will post an RFP with a scope of work for each service on the website. The RFP will identify the items that will be scored to determine which bidder's quotes will be opened as well as a minimum acceptable scoring threshold that the proposals must meet in order for their bids to be opened. It will identify what items are to be bid and request bids to be submitted in a separate sealed envelope. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
3. Interested consultant/vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date and time indicated. The consultant/vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the consultant/vendor's knowledge and experience in the specialty area(s). See Form 5100B for the maximum number of pages allowed in the RFP, not including resumes.
4. The Selection Team will evaluate the consultant/vendor's qualifications in accordance with the criteria described in these Guidelines and in the RFP. The list of consultant/vendors whose bids will be opened will be sent to the CSRT for approval.
5. MDOT will post on the website the time/date and place of the public bid opening.
6. Once CSRT approval is given, MDOT will open the bids of the highest qualified bidders and return all others. MDOT will seek to contract with the bidder with the lowest acceptable bid. MDOT will post the bid amounts on the website.

E. 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.]

1. An MDOT Selection Team will be assembled for each service.
2. For selections greater than \$1 million, a member of the CSRT will serve on the Selection Team. The Selection Specialist will notify CSRT at the time of posting of the RFP and the assigned CSRT member will contact the project manager to coordinate proposal evaluation meetings.
3. MDOT will post the RFP with a scope of work including modified scoring criteria on the website. The RFP will identify the items that will be scored for selection, the prequalification classifications required, and the DBE percentage goal. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional websites.
4. Interested consultant/vendors will submit a proposal in accordance with the guidance provided in the Consultant/Vendor Selection Guidelines 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 19 pages in length for Tier III selections, not including key personnel resumes. [Forms 5100D](#), [5100G](#), and [5100I](#) must be submitted with all proposals and must be signed by a representative with contracting authority for the consultant/vendor firm. They will not be included in the page limitations. See Forms [5100B](#), [5100D](#), [5100G](#), and [5100I](#). The consultant/vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on evaluation of the consultant/vendor's knowledge and experience in the specialty area(s).
5. The Selection Team will evaluate each consultant/vendor's proposal in accordance with the criteria described in these Guidelines and in the RFP.
6. If a presentation is not required, the Selection Team will determine the most qualified consultant/vendor from the information in the proposals. Once final approvals are received, negotiations will proceed with the most qualified consultant/vendor. If negotiations with the most qualified consultant/vendor are not successful, then negotiations will proceed with the next most qualified consultant/vendor and so on until negotiations are successful.
7. Where presentations are required, generally at least three (3) of the most qualified consultant/vendors will be short-listed and requested to give a presentation. In addition, a technical proposal may be required. 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 require CSRT approval. 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.
8. MDOT will seek to contract with the selected consultant/vendor.
9. Results of selection approvals will be posted on the MDOT website.

PART III – INSTRUCTION FOR SUBMITTING PROPOSALS

A. INSTRUCTIONS FOR SENDING IN PROPOSALS AND TECHNICAL PROPOSALS FOR TIER II AND III SELECTIONS. (Please see Page 3 for Tier I selections.)

Unless otherwise stated in the RFP, consultant/vendors must submit three (3) copies of the proposal or technical proposal to the stated MDOT Project Manager by the date and time stated. MDOT will date/time stamp or log the proposal or technical proposal as received. Consultant/vendors must also submit one stapled copy to the MDOT Central Office (indicated on Form 5100H) within three (3) business days following the due date specified in the RFP.

Consultant/vendors mailing a proposal or technical proposal should allow ample mail delivery time to ensure timely receipt of their proposal or technical proposal. Proposals or technical proposals arriving after the response date and time will be disqualified from the selection process. Registered mail is suggested to ensure timeliness. All solicited consultant/vendors will be notified on the website if there is a change in the due date, time, or location. MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any RFP.

All proposals or technical proposals must comply with the following:

1. Proposals and technical proposals for Tier II and III selections are to be organized as defined in Part IV – Proposal Requirements and Part V – Proposal Information and Scoring of this document.
2. Pages shall be 8 ½ inches by 11 inches.
3. Font must be a minimum of 12 pitch.
4. Pages must be numbered continuously throughout, and in the format of “Page 1 of ___.”
5. All Tier II proposals shall be stapled in the upper left hand corner and shall be completely recyclable (e.g. no binders, no plastic, spiral binding, etc.)
6. Tier III proposals or technical proposals may be bound and sections may be tabbed and numbered. Blank tabbed pages will be included in the page limitations set forth on Form 5100B.
7. Graphics are allowed within established page limits.
8. All proposals must comply with page limits as indicated in Form 5100B, unless otherwise specified in the RFP.

B. INSTRUCTIONS FOR SUBMITTING BIDS (LOW BID SELECTIONS)

For services where selections will be based on qualifications and the lowest bid, in addition to the above proposal, the consultant/vendor bid shall be submitted in a separate sealed envelope. This envelope should be clearly marked “SEALED BID.” Only consultant/vendors determined to be the most qualified (minimum scoring threshold will be determined by Selection Team prior to the scoring of proposals) will have their bids opened. All other bids will be returned, unopened, to consultant/vendors. The items on which the consultant/vendors will be bidding will be provided in the RFP. The RFP will also provide details on how the consultant/vendor shall sign and document the bid.

C. **INQUIRIES & GENERAL INFORMATION**

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 four (4) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed. **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 on this service. Such contact shall result in disqualification.**

1. **Addenda to RFP**

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT website.

2. **News Releases**

Any news release(s) pertaining to this 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.

3. **Disclosure**

All information in a consultant/vendor's proposal and any contract resulting from this 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.

D. **PREQUALIFICATION**

Consultant/vendors must be prequalified in the services they provide if the service requires prequalification. The RFP will state if prequalification is required to perform the service. The RFP will also state the primary (main) prequalification classification and any secondary prequalification that may be required.

1. **Primary Prequalification Classification**

The prime consultant/vendor must be prequalified in all classifications listed as primary prequalification classifications.

2. **Secondary Prequalification Classification**

The proposing team must have a member prequalified in each secondary prequalification classification. The requirement may be met by either the prime consultant/vendor or a sub-consultant/vendor(s).

If the consultant/vendors do 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, the information will be provided to the consultant/vendors on the website.

E. PRIME CONSULTANT/VENDOR RESPONSIBILITY

The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value, not including direct costs, required on the service, unless otherwise specified in the RFP.

F. 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 reserves the right to reject any proposal where it is determined by MDOT that a conflict of interest exists.

G. 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 cancellation of the contract.

PART IV – PROPOSAL REQUIREMENTS

Formal proposals are required for Tier II and III selections only and shall include the information as outlined in these Guidelines. The first page of the proposal must be [Form 5100D](#), which is the Request for Proposal Cover Sheet. This cover page must be signed by a 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. Information provided in [Form 5100D](#) will determine if the consultant/vendor is eligible to submit the proposal.

Some services require that the consultant/vendor's project manager/team leader and/or support personnel meet minimum licensing and/or certification requirements. For those services, state which personnel are being provided to meet these requirements.

A. CAPACITY

[Form 5100G](#) must be completed and signed by the prime vendor/consultant attesting to the fact that the key personnel for the prime as well as the subconsultant/vendor(s) being proposed are available and have sufficient time available to provide the service as outlined in the RFP. The percentage of time that each key personnel will be performing on the project needs to be included. See [Form 5100G](#). Subconsultant/vendors should not submit [Form 5100G](#) individually. [Form 5100G](#) will **not** be included in the page limitations for any Tier.

All changes in key personnel must be approved by MDOT in writing by submitting [Form 5100G](#). 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, if applicable, and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel have to be changed due to change in employment or unanticipated work load shifts or schedule changes.

B. OTHER INTERESTS (CONFLICT OF INTEREST)

Form [5100I](#) must be completed certifying that the consultant/vendor has read and understands MDOT's policy regarding conflict 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. Subconsultant/vendors should not submit Form [5100I](#) individually. Form [5100I](#) will **not** be included in the page limitations for any Tier.

NOTE: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.

C. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Each RFP will state the minimum goal for DBE participation. For some services, this goal will be zero. Provide a description of how your submittal meets the goal and your firm's commitment to maintain the percentage throughout the course of the contract including any future amendments. Waivers to this commitment must have approval of the Good Faith Efforts Team.

PART V. PROPOSAL INFORMATION AND SCORING

Formal proposals are required for Tier II and III selections only and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each consultant/vendor's proposal. The section numbering correlates to the score sheet, Form 5100C. Therefore, the consultant/vendors should format their proposals consistent with the outline provided.

A. UNDERSTANDING OF SERVICE, INNOVATIONS AND SAFETY PROGRAM (IF APPLICABLE)

Describe your understanding of the service and/or innovations and safety or other issues you intend to propose. This information is to be based on the scope of services.

Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered. Describe the benefit to the service, the increase/decrease in hours and the increase/decrease to the cost of construction due to the revision to this work item.

The RFP will indicate if this section is required. If it is not required and the consultant/vendor provides it, no additional points will be added to the scoring.

B. QUALIFICATIONS OF TEAM – All proposals require this section.

The scoring for qualifications of team scoring will be one score based on the following information:

1. Structure of the Project Team (Personnel and Roles)

Describe the structure of the project team including the roles of all key personnel and sub-consultant/vendors. For each sub-consultant/vendor, describe role in 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.

If applicable to the service, provide a communication plan of how the service team will communicate services information and resolve issues. Some RFP's may state that a communication plan is required.

2. Staff Service Experience

Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format shown in Form [1242](#) may be used for reference. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

- 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. Name and phone number of person to contact for client.
- h. If the service is a service related to a construction project, provide the route name, limits of construction, construction budget, general description of type of construction

The resume is limited to three pages per key staff member.

3. Organization Chart (Only include if required in RFP)

If required in the RFP, 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.

C. PAST PERFORMANCE – All proposals require this section.

MDOT will review relevant performance evaluations for the past five years for prime and sub-consultant/vendors that are being proposed. If the consultant/vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area should be used to provide other references for the Selection Team to contact. These would be in addition to those provided in the resumes in Section B and are limited to work completed in the past five years by the consultant/vendor.

Consultant/vendors are not required to submit prior evaluations with proposals, but should be aware that MDOT is reviewing prior evaluations.

D. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLAN

Outline your consultant/vendor's QA/QC plan for this service. Include background information of your selected QA/QC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

This section is not applicable for Tier II selections (less than or equal to \$250,000) and shall not be submitted. The RFP will indicate on Form 5100B if this section is required for Tier III selections.

E. LOCATION

This section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of the contracted work will be performed in Michigan. Consultant/vendor is required to provide the location of where the work will be performed by prime and/or sub-consultants/vendors. The percentage of work performed in Michigan must be listed for prime and/or sub-consultant/vendors. The Selection Team will score the percentage of work performed in Michigan on all selections unless the project is for on-site inspection or survey activities. For those services, provide the location of the office(s) and key staff and where the service work will be managed/coordinated (indicating how far key personnel will have to travel to get to the site). If the work will be performed at various locations, provide this information.

F. TECHNICAL PROPOSAL/PRESENTATION

If a presentation is required, the Selection Team may also require a technical proposal. If required, it will be indicated in the RFP. 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 number of pages that can be provided. The technical proposal expands four 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 proposals submitted.

1. General Information

In the first section provide any and 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 the change occurs.

2. Expanded Understanding of Services and Innovations

Provide an expanded work plan and any innovations in implementing the service that may be proposed.

3. Efficiency/Effectiveness and Communication

Provide how you will effectively and efficiently use your staff to assure a quality product at a reasonable price. Provide a schedule showing how you plan to complete the service on time. This can be described and shown graphically. A communication plan may be provided that shows how service information and issues are communicated and resolved.

4. Quality Assurance/Quality Control Plan

Describe in detail how you will implement a QA/QC program for this service. Designate who will be responsible for your QA/QC program.

The score for the presentation/technical proposal will be based on the proposal document and presentation. The final selection of most qualified consultant/vendor will be made by adding the presentation/technical proposal score to the previous score based on the proposal.