



**CONSULTANT BID COLLECTION  
SPREADSHEET TRAINING**

# Agenda

- › Introductions
- › Reasonableness of Costs
- › Financial Requirements for Non-Prequalified Consultants/Vendors
- › Overview of Bid Collection Spreadsheet
- › Questions & Answers
- › Closing



# Introductions



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# Reasonableness of Costs

- › **Definition:** 48 CFR § 31.201-3(a): A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.
- › **Importance:** Ensuring reasonableness of costs is a key requirement under FAR (Federal Acquisition Regulation) and other federal guidelines. It helps agencies and vendors demonstrate that public funds are being spent responsibly, avoiding issues related to fraud, waste, or abuse.
- › **Potential Risks & Consequences of Non-Compliance:**
  - For Vendors: Audits, penalties, disallowed costs, or loss of future work.
  - For MDOT: Loss of federal reimbursement on active projects, loss of future federal assistance, diminished public credibility



# Reasonableness of Costs

The following are common methods used to establish price reasonableness:

› **Price Competition:**

- When two or more acceptable offers are received and the lowest price is selected, the price of the lowest offered can be concluded to be fair and reasonable.

› **Sale of the Same Item to Other Customers:**

- If the vendor has sold the same item to others in the recent past, the price can be determined to be fair and reasonable by verifying costs invoiced to others.



# Financial Requirements for Non-Prequalified Consultants

## › What are the requirements and when do they apply?

- The following defines the documentation required to support the reasonableness of cost for non-prequalified/non-professional services.

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:
<b>Actual Cost + Fixed Fee (ACFF)</b>	<ul style="list-style-type: none"><li>• Indirect Cost Rate(s) Schedule or Independent CPA Audit Report</li><li>• General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows)</li><li>• Current Certified Labor Rates</li></ul>	<ul style="list-style-type: none"><li>• All supplied financials must reflect the consultant/vendor's most recent fiscal year end.</li></ul>
<b>Unit Price</b>	<ul style="list-style-type: none"><li>• Documented attempt to obtain three Bids.</li></ul>	<ul style="list-style-type: none"><li>• Must use MDOT's Bid Collection Spreadsheet</li><li>• All supplied bids must reflect matching pay items and units proposed.</li><li>• If the low bidder was not selected, justification must be provided to and approved by MDOT</li></ul>



# Financial Requirements for Non-Prequalified Consultants

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:
Loaded Hourly	<b>OPTION 1: Based on ACFF</b>	
	<ul style="list-style-type: none"><li>• Indirect Cost Rate(s) Schedule or Independent CPA Audit Report</li><li>• General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows)</li><li>• Current Certified Labor Rates</li></ul>	<ul style="list-style-type: none"><li>• All supplied financials must reflect the consultant/vendor's most recent fiscal year end.</li></ul>
	<b>OPTION 2: Supported by Non-MDOT Invoices</b>	
	<ul style="list-style-type: none"><li>• Three (3) actual Invoices previously billed to non-MDOT clients supporting the reasonableness of billable rates</li></ul>	<ul style="list-style-type: none"><li>• All supplied loaded hourly rates should be equal to or less than the three invoices provided.</li></ul>



# Financial Requirements for Non-Prequalified Consultants

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:
Lump Sum / Milestone	<b>OPTION 1: Derived from Unit Cost</b>	
	<ul style="list-style-type: none"><li>Documented attempt to obtain three Bids.</li></ul>	<ul style="list-style-type: none"><li>Must use MDOT's Bid Collection Spreadsheet</li><li>All supplied bids must reflect matching pay items and units proposed.</li><li>If the low bidder was not selected, justification must be provided to and approved by MDOT.</li></ul>
	<b>OPTION 2: Derived from ACFF</b>	
	<ul style="list-style-type: none"><li>Indirect Cost Rate(s) Schedule or Independent CPA Audit Report</li><li>General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows)</li><li>Current Certified Labor Rates</li></ul>	<ul style="list-style-type: none"><li>All supplied financials must reflect the consultant/vendor's most recent fiscal year end.</li></ul>
	<b>OPTION 3: Derived from Loaded Hourly rates based on ACFF</b>	
	<ul style="list-style-type: none"><li>Indirect Cost Rate(s) Schedule or Independent CPA Audit Report</li><li>General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows)</li><li>Current Certified Labor Rates</li></ul>	<ul style="list-style-type: none"><li>All supplied financials must reflect the consultant/vendor's most recent fiscal year end.</li></ul>
	<b>OPTION 4: Derived from Loaded Hourly rates supported by Non-MDOT Invoices</b>	
	<ul style="list-style-type: none"><li>Three (3) actual Invoices previously billed to non-MDOT clients supporting the reasonableness of billable rates</li></ul>	<ul style="list-style-type: none"><li>All supplied loaded hourly rates should be equal to or less than the three invoices provided.</li></ul>





# Financial Requirements for Non-Prequalified Consultants

- › **What has changed?**
  - **NEW!** – Applies to QBS Selections Only
  - **NEW!** – Applies only when the total individual costs of a subconsultant exceeds \$100,000 for non-prequalified/non-professional service
  - **NEW!** - For Unit Price or Lump Sum payment methods that are derived from Unit Prices, the Bid Collection Spreadsheet must be used when applicable
- › **Expectations & MDOT's right to audit:**
  - Still expected to appropriately source responsibly
  - Documentation must be provided with the priced proposal and approved by MDOT prior to award
  - MDOT's right to request additional information to validate or facilitate the contracting process



# Consultant Bid Collection Spreadsheet

## › Overview of Bid Collection Spreadsheet:

# Consultant Bid Collection Spreadsheet

## › Common Item List:

- Items organized by type of work (e.g. Traffic Control, Geotechnical Drilling, Televising Sewer, etc)
- Template has examples of common items with associated units
- “Standard” common item list will be updated based on industry input
- Items can be changed on a project-by-project basis
- Contracting Firm must complete the list of items for the scope of services requested as a first step in the process

Type	Item	Unit
<b>Traffic Control</b>		
	Lane Closure: Freeway - Weekday	Per Day
	Lane Closure: Freeway - Weekday w/ one TMA	Per Day
	Lane Closure: Freeway - Weekday w/ two TMAs	Per Day
	Lane Closure: Freeway - Weekend	Per Day
	Lane Closure: Freeway - Weekend w/ one TMA	Per Day
	Lane Closure: Freeway - Weekend w/ two TMAs	Per Day
Type	Item	Unit
<b>Geotechnical Drilling</b>		
	Mobilization/Demobilization	LS
	Field Staff Per Diem	Day
	Night Time/Weekend Work	Day
	Daily Travel/Lodging	Day
	Drilling Supervisor	Hr
	Cancellation of Work (Same Day)	Day
Type	Item	Unit
<b>Sewer Cleaning and Televising</b>		
	Light Cleaning and CCTV Storm Sewer, 12" Dia	Ft
	Light Cleaning and CCTV Storm Sewer, 15" Dia	Ft
	Light Cleaning and CCTV Storm Sewer, 18" Dia	Ft
	Light Cleaning and CCTV Storm Sewer, 21" Dia	Ft
	Light Cleaning and CCTV Storm Sewer, 24" Dia	Ft
	Sewer Heavy Cleaning - As Needed	\$/Hr
	Disposal of Non-Hazardous Sewer Debris - As Needed	\$/Ton

# Consultant Bid Collection Spreadsheet

## › Bid Summary Form – Setup (1):

- Completed by Contracting Firm
- Enter MDOT Control Section - Job Number(s)
- Enter Contract / Authorization #
- Enter Role of Subconsultant Firms (Tier 1 / Tier 2 Sub) (*The firms providing bids*)
- Enter Contracting Firm Name (*The firm seeking bids*)
- Enter the Project Description
- Enter the General Description of the Scope of Services the bidding firms will provide

Michigan Department of Transportation 5101BT	BID SUMMARY FORM		Exhibit BT
Bid price detail for each item at the quantity and unit noted.			
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>		CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>	ROLE OF SUBCONSULTANT FIRMS: <b>Tier 2 Sub</b>
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>		PROJECT DESCRIPTION: <b>I-496, Creyts Road to Lansing Road, Lansing, MI</b>	
GENERAL DESCRIPTION OF SCOPE OF SERVICES: <b>Traffic control for geotechnical investigation.</b>			
FIXED QUANTITY BID ITEMS	QUANTITY	UNIT	

# Consultant Bid Collection Spreadsheet

## › Bid Summary Form – Setup (2):

- Completed by Contracting Firm
- Select the Fixed Quantity Bid Items and Quantities to bid on from the pull-down menu
- Select the As Needed Bid Items and Estimated Quantities to bid on from the pull-down menu
- Enter the name of each Subconsultant or Vendor invited to submit a bid

Michigan Department of Transportation 5101BT		BID SUMMARY FORM		Exhibit BT	
Bid price detail for each item at the quantity and unit noted.					
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>		CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>		ROLE OF SUBCONSULTANT FIRMS: <b>Tier 2 Sub</b>	
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>		PROJECT DESCRIPTION: <b>I-496, Creyts Road to Lansing Road, Lansing, MI</b>			
GENERAL DESCRIPTION OF SCOPE OF SERVICES: Traffic control for geotechnical investigation.					
FIXED QUANTITY BID ITEMS		QUANTITY	UNIT		
Lane Closure: Freeway - Weekday		20	Per Day		
Lane Closure: Freeway - Weekday w/ one TMA		15	Per Day		
Lane Closure: Freeway - Weekday w/ two TMAs		10	Per Day		
AS NEEDED BID ITEMS		ESTIMATED QUANTITY *	UNIT		
Light Tower (Furn and Oper)		2	Each		
Truck Mounted Attenuator w/ Operator		3	Each		
* - Note: The quantity listed for "As Needed Bid Items" is for estimating and bidding purposes only. The actual quantity will be determined "as needed" during the performance of the service.					
SOLICITED FIRMS AND SUMMARY OF BIDS					
SUBVENDOR NAME:	FIXED QUANTITY BID	RANK (FIXED)	AS NEEDED BID ITEMS	RANK (AS NEEDED)	OVERALL RANK
Traffic Control Firm 1	\$ -	1	\$ -		1
Traffic Control Firm 2	\$ -	1	\$ -		1
Traffic Control Firm 3	\$ -	1	\$ -		1
	\$ -	1	\$ -		1
	\$ -	1	\$ -		1



## Requesting Bids:

- Performed by Contracting Firm
- Submit a copy of the Bid Collection Spreadsheet to each of the Bidding Subconsultants
- Option - Save copies of the workbook with other worksheets hidden and workbook password protected
- Option – Print a PDF of the forms and send to the bidders

Michigan Department of Transportation 5101BT	<b>BID TABULATION FORM</b>				Exhibit BT
Bid price detail for each item at the quantity and unit noted.					
MDOT CONTROL SECTION(S) - JOB NUMBER(S):		CONTRACT / AUTHORIZATION #:		FIRM ROLE:	
CS 13456 - JN 212312		2023-0001A		Tier 2 Sub	
CONTRACTING FIRM NAME:		SUBVENDOR NAME:			
Alpha Engineering, Inc		Traffic Control Firm 1			
PROJECT DESCRIPTION:					
I-496, Creyts Road to Lansing Road, Lansing, MI					
GENERAL DESCRIPTION OF SCOPE OF SERVICES:					
Traffic control for geotechnical investigation.					

  

BID ITEMS Lane Closure	Michigan Department of Transportation 5101BT	<b>BID TABULATION FORM</b>				Exhibit BT
Bid price detail for each item at the quantity and unit noted.						
MDOT CONTROL SECTION(S) - JOB NUMBER(S):		CONTRACT / AUTHORIZATION #:		FIRM ROLE:		
CS 13456 - JN 212312		2023-0001A		Tier 2 Sub		
CONTRACTING FIRM NAME:		SUBVENDOR NAME:				
Alpha Engineering, Inc		Traffic Control Firm 2				
PROJECT DESCRIPTION:						
I-496, Creyts Road to Lansing Road, Lansing, MI						
GENERAL DESCRIPTION OF SCOPE OF SERVICES:						
Traffic control for geotechnical investigation.						

  

BID ITEMS Lane Closure	Michigan Department of Transportation 5101BT	<b>BID TABULATION FORM</b>				Exhibit BT
Bid price detail for each item at the quantity and unit noted.						
MDOT CONTROL SECTION(S) - JOB NUMBER(S):		CONTRACT / AUTHORIZATION #:		FIRM ROLE:		
CS 13456 - JN 212312		2023-0001A		Tier 2 Sub		
CONTRACTING FIRM NAME:		SUBVENDOR NAME:				
Alpha Engineering, Inc		Traffic Control Firm 3				
PROJECT DESCRIPTION:						
I-496, Creyts Road to Lansing Road, Lansing, MI						
GENERAL DESCRIPTION OF SCOPE OF SERVICES:						
Traffic control for geotechnical investigation.						

  

FIXED QUANTITY BASED BID ITEMS						
BID ITEMS	QUANTITY	UNIT				
Lane Closure: Freeway - Weekday	20	LINE				

# Consultant Bid Collection Spreadsheet

## › Bid Tabulation Form:

- Completed by each Bidding Subconsultant or Vendor
- Enter the Unit Price for each Fixed Quantity Based Bid Item
- Enter the Unit Price for each As Needed Bid Item
- Note any conditions of the bid
- Enter Contact Name, Title, Date and Phone Number
- Return the completed form to the Contracting Firm

Michigan Department of Transportation 5101BT	BID TABULATION FORM			Exhibit BT
Bid price detail for each item at the quantity and unit noted.				
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>		CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>	FIRM ROLE: <b>Tier 2 Sub</b>	
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>		SUBVENDOR NAME: <b>Traffic Control Firm 1</b>		
PROJECT DESCRIPTION: <b>I-496, Creyts Road to Lansing Road, Lansing, MI</b>				
GENERAL DESCRIPTION OF SCOPE OF SERVICES: Traffic control for geotechnical investigation.				
FIXED QUANTITY BASED BID ITEMS				
BID ITEMS	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Lane Closure: Freeway - Weekday	20	Per Day		\$ -
Lane Closure: Freeway - Weekday w/ one TMA	15	Per Day		\$ -
Lane Closure: Freeway - Weekday w/ two TMAs	10	Per Day		\$ -
BID TOTAL FOR FIXED QUANTITY ITEMS				\$ -
AS NEEDED BID ITEMS				
BID ITEMS	ESTIMATED QUANTITY *	UNIT	UNIT PRICE	
Light Tower (Furn and Oper)	2	Each		\$ -
Truck Mounted Attenuator w/ Operator	3	Each		\$ -
BID TOTAL FOR AS NEEDED ITEMS BASED ON ESTIMATED QUANTITY				\$ -
* - Note: The quantity listed for "As Needed Bid Items" is for estimating and bidding purposes only. The actual quantity will be determined "as needed" during the performance of the service.				
CONDITIONS: (List all items included or excluded in the bid prices noted above)				
Notes: Quotes must be good for 120 days.				
CONTACT NAME:	TITLE:	DATE:	PHONE NUMBER:	

# Consultant Bid Collection Spreadsheet

## › Collect / Enter Bid Information:

- Completed by Contracting Firm
- Using the Bid Collection Spreadsheet initiated earlier, enter (or copy/paste) the unit price information on each worksheet from each responsive bidder
- Review any conditions of the bid

Michigan Department of Transportation 5101BT		BID TABULATION FORM			Exhibit BT	
Bid price detail for each item at the quantity and unit noted.						
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>			CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>		FIRM ROLE: <b>Tier 2 Sub</b>	
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>			SUBVENDOR NAME: <b>Traffic Control Firm 1</b>			
PROJECT DESCRIPTION: <b>I-496, Creyts Road to Lansing Road, Lansing, MI</b>						
GENERAL DESCRIPTION OF SCOPE OF SERVICES: Traffic control for geotechnical investigation.						
<b>FIXED QUANTITY BASED BID ITEMS</b>						
BID ITEMS	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
Lane Closure: Freeway - Weekday	20	Per Day		\$	-	
Lane Closure: Freeway - Weekday w/ one TMA	15	Per Day		\$	-	
Lane Closure: Freeway - Weekday w/ two TMAs	10	Per Day		\$	-	
<b>BID TOTAL FOR FIXED QUANTITY ITEMS</b>				\$	-	
<b>AS NEEDED BID ITEMS</b>						
BID ITEMS	ESTIMATED QUANTITY *	UNIT	UNIT PRICE			
Light Tower (Furn and Oper)	2	Each		\$	-	
Truck Mounted Attenuator w/ Operator	3	Each		\$	-	
<b>BID TOTAL FOR AS NEEDED ITEMS BASED ON ESTIMATED QUANTITY</b>				\$	-	
* - Note: The quantity listed for "As Needed Bid Items" is for estimating and bidding purposes only. The actual quantity will be determined "as needed" during the performance of the service.						
CONDITIONS: (List all items included or excluded in the bid prices noted above)						
Notes: Quotes must be good for 120 days.						
CONTACT NAME:		TITLE:		DATE:	PHONE NUMBER:	



# Consultant Bid Collection Spreadsheet

## › Bid Summary Form - Finalize:

- Completed by Contracting Firm
- Once the data for each responding bidder has been entered on the corresponding Bid Sheets, the results will populate on the Bid Summary Form
- Fixed Quantity Bids and As Needed Bids will be ranked separately
- Overall Rank totaling both bids will be provided.

Michigan Department of Transportation 5101BT	BID SUMMARY FORM			Exhibit BT	
Bid price detail for each item at the quantity and unit noted.					
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>		CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>	ROLE OF SUBCONSULTANT FIRMS: <b>Tier 2 Sub</b>		
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>		PROJECT DESCRIPTION: <b>I-496, Croyts Road to Lansing Road, Lansing, MI</b>			
GENERAL DESCRIPTION OF SCOPE OF SERVICES: <b>Traffic control for geotechnical investigation.</b>					
FIXED QUANTITY BID ITEMS		QUANTITY	UNIT		
Lane Closure: Freeway - Weekday		20	Per Day		
Lane Closure: Freeway - Weekday w/ one TMA		15	Per Day		
Lane Closure: Freeway - Weekday w/ two TMAs		10	Per Day		
AS NEEDED BID ITEMS		ESTIMATED QUANTITY *	UNIT		
Light Tower (Furn and Oper)		2	Each		
Truck Mounted Attenuator w/ Operator		3	Each		
* - Note: The quantity listed for "As Needed Bid Items" is for estimating and bidding purposes only. The actual quantity will be determined "as needed" during the performance of the service.					
SOLICITED FIRMS AND SUMMARY OF BIDS					
SUBVENDOR NAME:	FIXED QUANTITY BID	RANK (FIXED)	AS NEEDED BID ITEMS	RANK (AS NEEDED)	OVERALL RANK
Traffic Control Firm 1	\$ 85,000.00	3	\$ 17,500.00	2	3
Traffic Control Firm 2	\$ 81,000.00	2	\$ 15,500.00	1	1
Traffic Control Firm 3	\$ 79,000.00	1	\$ 19,000.00	3	2

*In this example, Traffic Control Firm 2 was the lowest bid considering the total of the fixed and as needed items*

# Consultant Bid Collection Spreadsheet

## › Required Documentation:

- Completed by Contracting Firm
- Once the bidding process is complete, print all completed forms to a PDF and add as an appendix to the overall priced proposal PDF file
- Enter the Bid Items, Quantities, Units and information for the successful bidder on the appropriate subconsultant worksheet in the priced proposal

Michigan Department of Transportation 5101BT	BID TABULATION FORM				Exhibit BT
Bid price detail for each item at the quantity and unit noted.					
MDOT CONTROL SECTION(S) - JOB NUMBER(S): <b>CS 13456 - JN 212312</b>		CONTRACT / AUTHORIZATION #: <b>2023-0001A</b>		FIRM ROLE: <b>Tier 2 Sub</b>	
CONTRACTING FIRM NAME: <b>Alpha Engineering, Inc</b>		SUBVENDOR NAME: <b>Traffic Control Firm 2</b>			
PROJECT DESCRIPTION: <b>I-496, Creyts Road to Lansing Road, Lansing, MI</b>					
GENERAL DESCRIPTION OF SCOPE OF SERVICES: Traffic control for geotechnical investigation.					
<b>FIXED QUANTITY BASED BID ITEMS</b>					
BID ITEMS	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
Lane Closure: Freeway - Weekday	20	Per Day	\$ 1,400.00	\$ 28,000.00	
Lane Closure: Freeway - Weekday w/ one TMA	15	Per Day	\$ 1,800.00	\$ 27,000.00	
Lane Closure: Freeway - Weekday w/ two TMAs	10	Per Day	\$ 2,600.00	\$ 26,000.00	
<b>BID TOTAL FOR FIXED QUANTITY ITEMS</b>				<b>\$ 81,000.00</b>	
<b>AS NEEDED BID ITEMS</b>					
BID ITEMS	ESTIMATED QUANTITY *	UNIT	UNIT PRICE		
Light Tower (Furn and Oper)	2	Each	\$ 4,000.00	\$ 8,000.00	
Truck Mounted Attenuator w/ Operator	3	Each	\$ 2,500.00	\$ 7,500.00	
<b>BID TOTAL FOR AS NEEDED ITEMS BASED ON ESTIMATED QUANTITY</b>				<b>\$ 15,500.00</b>	
* - Note: The quantity listed for "As Needed Bid Items" is for estimating and bidding purposes only. The actual quantity will be determined "as needed" during the performance of the service.					
CONDITIONS: (List all items included or excluded in the bid prices noted above)					
Notes: Quotes must be good for 120 days.					
CONTACT NAME:	TITLE:	DATE:	PHONE NUMBER:		

Since Traffic Control Firm 2 was the lowest bid, enter their information in the priced proposal spreadsheet.



# Consultant Bid Collection Spreadsheet

## › Other Conditions:

- Separate bid summary worksheets are needed for different scopes of work. For example, if a Geotechnical Engineering subconsultant (Contracting Firm) is requesting bids for Traffic Control and Drilling services, two separate processes and summary worksheets are required.
- Separate bid summary worksheets are needed for same scopes of work but for different contracting firms. For example, if a Surveying subconsultant and a Geotechnical Engineering subconsultant both need traffic control services, they would both complete their own bidding process and bid summary worksheets.



# Consultant Bid Collection Spreadsheet

## › Implementation:

- For RFPs posted after November 1, 2024
- This presentation will be posted to MDOT's Website
- Template Bid Collection Spreadsheet file will be posted to [Vendor & Consultant \(michigan.gov\)](#)



# Questions





# Closing

› Thank you for participating