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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- > <u>Definition:</u> 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.
- > <u>Potential Risks & Consequences of Non-Compliance:</u>
 - 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:

> <a>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.

> What are the requirements and when do they apply?

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

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:
 Actual Cost + Fixed Fee (ACFF) Indirect Cost Rate(s) Schedule or Independent CPA Audit Report General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows) Current Certified Labor Rates 		 All supplied financials must reflect the consultant/vendor's most recent fiscal year end.
Unit Price	 Documented attempt to obtain three Bids. 	 Must use MDOT's Bid Collection Spreadsheet All supplied bids must reflect matching pay items and units proposed. If the low bidder was not selected, justification must be provided to and approved by MDOT

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:
	OPTION 1: Based on ACFF	
Loaded Hourly	 Indirect Cost Rate(s) Schedule or Independent CPA Audit Report General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows) Current Certified Labor Rates 	 All supplied financials must reflect the consultant/vendor's most recent fiscal year end.
	OPTION 2: Supported by Non-MDOT Invoices	
	 Three (3) actual Invoices previously billed to non- MDOT clients supporting the reasonableness of billable rates 	 All supplied loaded hourly rates should be equal to or less than the three invoices provided.

PAYMENT METHOD:	REQUIRED DOCUMENTATION:	NOTES:				
	OPTION 1: Derived from Unit Cost					
	 Documented attempt to obtain three Bids. 	 Must use MDOT's Bid Collection Spreadsheet All supplied bids must reflect matching pay items and units proposed. If the low bidder was not selected, justification must be provided to and approved by MDOT. 				
	OPTION 2: Derived from ACFF					
Lump Sum / Milestone	 Indirect Cost Rate(s) Schedule or Independent CPA Audit Report General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows) Current Certified Labor Rates 	 All supplied financials must reflect the consultant/vendor's most recent fiscal year end. 				
	OPTION 3: Derived from Loaded Hourly rates based on ACFF					
	 Indirect Cost Rate(s) Schedule or Independent CPA Audit Report General Purpose Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows) Current Certified Labor Rates 	 All supplied financials must reflect the consultant/vendor's most recent fiscal year end. 				
	OPTION 4: Derived from Loaded Hourly rates support	ed by Non-MDOT Invoices				
	 Three (3) actual Invoices previously billed to non- MDOT clients supporting the reasonableness of billable rates 	 All supplied loaded hourly rates should be equal to or less than the three invoices provided. 				

> What has changed?

- NEW! Applies to QBS Selections Only
- NEW! Applies only when the total individual costs of a subconsultant exceeds \$100,000 for nonprequalified/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



> Overview of 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 projectby-project basis
- Contracting Firm must complete the list of items for the scope of services requested as a first step in the process

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affic	Control	I		A CONTRACTOR OF
	Lane (Closure: F	Per Day	
			reeway - Weekday w/ one TMA	Per Day
			reeway - Weekday w/ two TMAs	Per Day
			reeway - Weekend	Per Day
			reeway - Weekend w/ one TMA	Per Day
F	I ano (Clocuro C	rooway - Maakand w/ two TMAc	Bor Boy
	Туре	Item		Unit
	Geotec	hnical Dri		
		Mobiliza	ation/Demobilization	LS
		Field Sta	aff Per Diem	Day
		Night Ti	me/Weekend Work	Day
		Daily Tra	avel/Lodging	Day
		Drilling	Supervisor	Hr
		Type	Item	Ur
		-	Cleaning and Televising	01
l	_	Jocure	Light Cleaning and CCTV Storm Sewer, 12" Dia	F
			Light Cleaning and CCTV Storm Sewer, 15" Dia	F
		10	Light Cleaning and CCTV Storm Sewer, 18" Dia	F
			Light Cleaning and CCTV Storm Sewer, 21" Dia	F
		10	Light Cleaning and CCTV Storm Sewer, 24" Dia	F
			Sewer Heavy Cleaning - As Needed	\$/
		6	Disposal of Non-Hazardous Sewer Debris - As Needed	۲۱,¢ ۲۱, ¢

- > 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		BID SUMMARY FORM							
5101BT									
Bid price detail for each	item at the quantity and	unit noted.							
MDOT CONTROL SECTION	(S) - JOB NUMBER(S):		CONTRACT / AUTHORIZAT	ION #:	ROLE OF SUBCONSULANT	FIRMS:			
CS 13456 - JN 212312		2023-	0001A	Tier	2 Sub				
CONTRACTING FIRM NAME:			PROJECT DESCRIPTION:						
Alpha Engineerin	g, Inc		I-496, Creyts Road to Lansing Road, Lansing, MI						
GENERAL DESCRIPTION C	OF SCOPE OF SERVICES:								
Traffic control for geote	chnical investigation.								
FIXED QUANTITY BID ITEM	S		QUANTITY	UNIT					

- > 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		E	BID SUMMARY FOR	RM		Exhibit BT
Bid price detail for eac		and unit noted.				
MDOT CONTROL SECTION(S) - JOB NUMBER(S):		CONTRACT / AUTHORIZAT	ION #:	ROLE OF SUBCONSULANT F	IRMS:
С	S 13456 - JN 21231	2	2023	-0001A	Tier 2	Sub
CONTRACTING FIRM NAME:			PROJECT DESCRIPTION:			
Alpha Engineering	j, Inc		I-496, Creyts Roa	d to Lansing Road,	Lansing, MI	
GENERAL DESCRIPTION OF S	SCOPE OF SERVICES:					
Traffic control for geot	echnical investigation.					
U U						
			OHANTEY	UNIT		
Lane Closure: Freewa	v - Weekday		20	Per Day		
	y - Weekday w/ one T	MA	15	Per Day		
	y - Weekday w/ two TM		10	Per Day		
	,			. or buy		
AS NEEDED BID ITEMS			ESTIMATED QUANTITY *	UNIT		
Light Tower (Furn and	l Oper)		2	Each		
Truck Mounted Attenu	ator w/ Operator		3	Each		
* - Note: The quantity	listed for "As Needed I	Bid Items" is for estima	ting and bidding purpo	oses only. The actual q	uantity will be determine	d "as needed" during
the performance of the						-
		SOLICIT	ED FIRMS AND SUMMAR	Y 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 De of Transp 5101	ortation		BID TABULA	TION FORM	1			Exhibit BT			
Bid price de	tail for each it	tem at the quantity and u	init noted						_		
MDOT CONTRO	DL SECTION(S) - J	OB NUMBER(S):		UTHORIZATION #:		FIRM ROLE:					
	CS	13456 - JN 212312		2023-000	01A		Tier 2 St	ub		Exhibit BT	
CONTRACTING			uantity and unit noted. CONTRACT / AUTHORIZATION # FRM ROLE: 2023-0001A Tier 2 Sub Subvetwoor NAME: Traffic Control Firm 1 Road, Lansing, MI S. igation. BID TABULATION FORM Exhibit BT item at the quantity and unit noted. JOB NUMBER(S) CONTRACT / AUTHORIZATION # FRM ROLE: 13456 - JN 212312 S023-0001A Tier 2 Sub Inc Traffic Control Firm 2 o Lansing Road, Lansing, MI ORE OF SERVICES chnical investigation. Regentment BID TABULATION FORM Exhibit BT Inc Traffic Control Firm 2 o Lansing Road, Lansing, MI ORE OF SERVICES chnical investigation. Regentment BID TABULATION FORM Exhibit BT Inc Traffic Control Firm 2 CONTRACT / AUTHORIZATION # FRM ROLE: CONTRACT / AUTHORIZATION # FRM ROLE: CONT								
Alpha Eng	gineering, lı	nc	Traffic Co	ntrol Firm 1			IRM ROLE: Tier 2 Sub Exhibit BT FRM ROLE: Tier 2 Sub ORM Exhibit BT Tier 2 Sub Tion #: 3-0001A Tier 2 Sub Tier 2 Sub Tier 2 Sub				
PROJECT DESC	CRIPTION:										
I-496, Cre	yts Road to	Lansing Road, Lans	sing, MI								
	CRIPTION OF SCO										
Traffic cont	rol for geotecl	nnical investigation.									
	I Mishissa Da		511257 - 0.11.1.17171.1.P		2						
BID ITEMS	Michigan De of Transp		BI	D TABULA	TION FORM				Exhibit BT		
Lane Closu											
		tail for each item at the g	wantity and unit noted								
	MDOT CONTRO	L SECTION(S) - JOB NUMBER(S)):	CONTRACT / AL	JTHORIZATION #:		FIRM ROLE:				
						۱Δ		Tier 2 Sul			
	CONTRACTING		212012	SUBVENDOR NA			1		,		
	Alpha Engineering, Inc			Traffic Control Firm 2							
	PROJECT DESC										
	I-496, Crev	ts Road to Lansing I	Road, Lansing, MI								
		RIPTION OF SCOPE OF SERVICE									
	Traffic contr	ol for geotechnical invest	tigation.								
										_	
	BID ITEMS	Michigan Department							E	which it DT	
	Lane Closu	of Transportation		DIL					C		
	TEane biosa	510161									
		Bid price detail for each	item at the quantity and unit i	noted.							
					CONTRACT / AUT			FIRM ROLE:			
			5 13456 - JN 212312						Tier 2 Sub		
		CONTRACTING FIRM NAME:									
		PROJECT DESCRIPTION	Inc		Traffic Con	trol Firm 3					
				g, MI							
		I ramic control for geoted	cnnical investigation.								
							LE: Tier 2 Sub Exhibit BT FRM ROLE: Tier 2 Sub I FRM ROLE: Tier 2 Sub I FRM ROLE: Tier 2 Sub I Tier 2 Sub S				
			Si CONTRACT / AUTHORIZATION #: FRM ROLE: N 212312 SUBVENDOR NAME Traffic Control Firm 1 IRoad, Lansing, MI ZS: Stigation. BID TABULATION FORM Exhibit BT h Item at the quantity and unit noted. CONTRACT / AUTHORIZATION #: FRM ROLE: S 13456 - JN 212312 SUBVENDOR NAME: , Inc Traffic Control Firm 2 to Lansing Road, Lansing, MI CONTRACT / AUTHORIZATION #: FRM ROLE: CONTRACT /								
		BID ITEMS					110.000				
		Lane Closure: Freeway			20						
			Weekday w/ one TMA								

> 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		BID TABULATION FOR	RM		Exhibit BT	
5101BT						
Bid price detail for each item a						
MDOT CONTROL SECTION(S) - JOB NU	MBER(S):	CONTRACT / AUTHORIZATIO	N #:	FIRM ROLE:		
CS 13456 - JN 212312 2023-0001A Tier 2						
CONTRACTING FIRM NAME:		SUBVENDOR NAME:				
Alpha Engineering, Inc		Traffic Control Firn	n 1			
PROJECT DESCRIPTION:						
I-496, Creyts Road to Lan	sing Road, Lansing, MI					
GENERAL DESCRIPTION OF SCOPE OF	SERVICES:					
Traffic control for geotechnica	investigation.					
		FIXED QUANTITY BASED BID IT				
BID ITEMS	led en e	QUANTITY 20	UNIT	UNIT PRICE	AMOUNT	
Lane Closure: Freeway - Wee		20	Per Day		\$- \$-	
Lane Closure: Freeway - Wee Lane Closure: Freeway - Wee		10	Per Day Per Day		s -	
Lane Closure. Freeway - wee	Kuay w/ two Timas	10		L FOR FIXED QUANTITY ITEMS	*	
		AS NEEDED BID ITEMS	BID TOTA	L FOR FIRED QUANTITY TIEWIS	ə -	
BID ITEMS		ESTIMATED QUANTITY *	UNIT	UNIT PRICE		
Light Tower (Furn and Oper)		2	Each	UNIT PRICE	s -	
Truck Mounted Attenuator w/ (Operator	3	Each		s -	
	porator			SED ON ESTIMATED QUANTITY	*	
* - Note: The quantity listed for	r "As Needed Bid Items" is for	estimating and bidding purpos				
the performance of the service		countraining and bladining purpoo	oo oniy. The decida	quantity in so dotorimit		
CONDITIONS: (List all items included or)				
		, 				
Notes:						
Quotes must be good for 120 days						
	TITLE:		DATE:	PHONE NUMBER:		
CONTACT NAME:	(IIILE:		DATE:	PHONE NUMBER:		

> 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		BID TABULATION FOR	М		Exhibit BT
5101BT					
Bid price detail for each item at	the quantity and unit noted				
IDOT CONTROL SECTION(S) - JOB NUM		CONTRACT / AUTHORIZATION	#:	FIRM ROLE:	
CS 13456 - JN 212312 2023-0001A Tier 2					
CONTRACTING FIRM NAME:		SUBVENDOR NAME:			
Alpha Engineering, Inc		Traffic Control Firm	1		
PROJECT DESCRIPTION:		·			
-496, Creyts Road to Lan	sing Road, Lansing, MI				
SENERAL DESCRIPTION OF SCOPE OF S					
Fraffic control for geotechnical	investigation.				
5	5				
		FIXED QUANTITY BASED BID ITE	MS		
BID ITEMS		QUANTITY	UNIT	UNIT PRICE	AMOUNT
ane Closure: Freeway - Week	day	20	Per Day		\$
ane Closure: Freeway - Week	day w/ one TMA	15	Per Day		\$
Lane Closure: Freeway - Week	day w/ two TMAs	10	Per Day		\$
			BID TOTA	L FOR FIXED QUANTITY ITEN	IS \$
		AS NEEDED BID ITEMS			
BID ITEMS		ESTIMATED QUANTITY *	UNIT	UNIT PRICE	_
Light Tower (Furn and Oper)		2	Each		\$
Truck Mounted Attenuator w/ C	perator	3	Each		\$
				SED ON ESTIMATED QUANTIT	· ·
		r estimating and bidding purpose	s only. The actual	quantity will be determined	ned "as needed" du
the performance of the service.					
CONDITIONS: (List all items included or e	xcluded in the bid prices noted abov	e)			
Notes:					
Quotes must be good for 120 days.					
CONTACT NAME:	TITLE:	D	ATE:	PHONE NUMBER:	
		_			

> 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		В	ID SUMMARY FOR	RW			Exhibit BT
Bid price detail for each item at the quantity a	and	unit noted.					
MDOT CONTROL SECTION(S) - JOB NUMBER(S):			CONTRACT / AUTHORIZAT	ON #:		ROLE OF SUBCONSULANT F	IRMS:
CS 13456 - JN 21231	2		2023	-0001	IA	Tier 2	2 Sub
CONTRACTING FIRM NAME:			PROJECT DESCRIPTION:				
Alpha Engineering, Inc			I-496, Creyts Roa	d to l	ansing Road, I	ansing, MI	
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 TM	٨N		15		Per Day		
Lane Closure: Freeway - Weekday w/ two TM			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 E	Bid li	tems" is for estimat	ing and bidding purpo	ses o	only. The actual qu	antity will be determine	ed "as needed" during
the performance of the service.							
		SOLICIT	ED FIRMS AND SUMMAR	Y OF B	IDS		
SUBVENDOR NAME:	F	IXED QUANTITY BID	RANK (FIXED)	A	S 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

> 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		BID TABULATION FOR	N				Exhibit BT
5101BT							
Bid price detail for each item at	t the quantity and unit noted.						
MDOT CONTROL SECTION(S) - JOB NUM	/BER(S):	CONTRACT / AUTHORIZATION	# :	FIRM RC)LE:		
CS 1345	6 - JN 212312	2023-00	01A		Tier 2	Sub)
CONTRACTING FIRM NAME:		SUBVENDOR NAME:					
Alpha Engineering, Inc Traffic Control Firm 2							
PROJECT DESCRIPTION:							
I-496, Creyts Road to Lan	sing Road, Lansing, MI						
GENERAL DESCRIPTION OF SCOPE OF							
Traffic control for geotechnical							
frame control for geotechnical	investigation.						
		FIXED QUANTITY BASED BID ITE	A S				
BID ITEMS		QUANTITY	UNIT		UNIT PRICE		AMOUNT
ane Closure: Freeway - Weel		20	Per Day	\$	1,400.00	\$	28,000.00
Lane Closure: Freeway - Weel	<pre>kday w/ one TMA</pre>	15	Per Day	\$	1,800.00	\$	27,000.00
Lane Closure: Freeway - Weel	⟨day w/ two TMAs	10	Per Day	\$	2,600.00	\$	26,000.00
			BID TOTA	L FOR FIXE	D QUANTITY ITEMS	\$	81,000.0
		AS NEEDED BID ITEMS					
BID ITEMS		ESTIMATED QUANTITY *	UNIT		UNIT PRICE		
Light Tower (Furn and Oper)		2	Each	\$	4,000.00	\$	8,000.00
Truck Mounted Attenuator w/ C	Operator	3	Each	\$	2,500.00	\$	7,500.00
		BID TOTAL FOR	AS NEEDED ITEMS BA	SED ON EST	IMATED QUANTITY	\$	15.500.00
* - Note: The quantity listed for	"As Needed Bid Items" is for	estimating and bidding purpose	s only. The actual	quantity	will be determine	d "as	needed" during
the performance of the service		с с, ,					
CONDITIONS: (List all items included or e	excluded in the bid prices noted above)						
Notes:							
Quotes must be good for 120 days.							
CONTACT NAME:	TITLE:	ים	ATE:	PHONE	NUMBER:		

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

> 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







> Thank you for participating