Overview of MnDOT’s Pre-Qualification Program

MnDOT maintains the Pre-Qualification Program in order to be able to procure Professional/Technical (P/T) services from consultants that have been determined to be qualified. When a specific contract need arises, MnDOT uses the Pre-Qualification Program to select consultants to perform work according to the contract dollar value parameters listed below.

For specific projects, MnDOT requires consultants to be pre-qualified. For work not covered under any pre-qualification work type, consultants may utilize subconsultants, at their discretion, with approval from MnDOT. Pre-Qualification is not a guarantee of work. MnDOT is not obligated to award a contract or complete a project under this program.

MnDOT’s Consultant Services manages and maintains the Pre-Qualification Program and ensures that it is in accordance with Minnesota statutes and MnDOT policies. Here's how MnDOT uses the Pre-qualification Program to select consultants:

≤ $100K Direct Selection
For P/T Contracts that are less than $100,000, MnDOT may directly select a pre-qualified consultant. MnDOT utilizes a procedure for direct selection that documents the process, verifies proper work type selection, and receives MnDOT leadership selection approval. In the direct select process, MnDOT may consider, but is not limited to, the following factors: workload with MnDOT; geographic location; project familiarity/association; special expertise; and multiple pre-qualification work type qualification requirements. There is no cost involved in selection. Cost is negotiated with the selected consultant. Contracts utilizing this process do not have a competitive selection component.

$100,001 to $800,000 Letter of Interest Selection
P/T Contracts that are between $100,001 and $800,000 are advertised, requesting that interested pre-qualified consultants respond with a Letter of Interest (LOI). MnDOT selects a consultant based on the LOI. There is no cost involved in selection. Cost is negotiated with the selected consultant.

>$800,000 Two Part Selection
P/T Contracts that exceed $800,000 selected through a two phase process. First, the contract is advertised, requesting that interested pre-qualified consultants respond with a LOI. MnDOT then short lists three to five responders, from those LOI’s, for further consideration. Once the short listing is complete, MnDOT issues a Pre-Qualification Request for Proposal (RFP) to the short listed consultants. The short listed consultants submit technical and cost proposals in response to the RFP, and MnDOT selects a consultant utilizing a best value selection procedure (qualifications and cost).