

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).