

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES – Aviation Workforce Development Consultant
REQ 4618**

Date Posted: July 24, 2026

Questions Due: August 21, 2026

Answers Posted by August 28, 2026

Responses Due: September 4, 2026

CONTROL SECTION(S): NA

JOB NUMBER(S): NA

FUNDING SOURCE: ☐ Federal ☒ State ☐ Mix

PROJECT LOCATION:

2700 Port Lansing Road
Lansing, MI 48906

PROJECT WORK DESCRIPTION *(description of the project):*

The Michigan Department of Transportation (DEPARTMENT) Office of Aeronautics intends to select a consultant to support the Department's and the Michigan Aeronautics Commission's development of an aviation-related education and outreach strategy intended to strengthen the partnership between the Department, the Commission, educational institutions, and students across Michigan.

Specific tasks the CONSULTANT may be called upon to complete:

- Serve as subject matter expert on aviation-related education opportunities to the Department and Commission
- Develop a measurable and achievable strategy to drive the Department and Commission's goals to strengthen the aviation workforce ecosystem.
- Support efforts to develop working relationships with educational institutions across Michigan including deployment of aviation-related curriculum in school districts interested in this type of programming.
- Support efforts to bring educators together to understand the aviation-related curriculum available to students across Michigan.

- With Departmental support, develop a strategy to execute a successful teacher workshop or similar public gathering to support aviation workforce development specifically for educators.

AS-NEEDED SERVICE:

☐ YES (Scope is for as-needed services that are not project specific)

This selection is effective for a one (1) year period. Under no circumstances will the consultant(s) selected under this RFP be permitted to perform work that exceeds five (5) years under the corresponding contract(s).

☒ NO (Scope does not contain as-needed services.)

The Contract term will be from the Anticipated Service Start Date and extend six (6) months beyond the Anticipated Service Completion Date.

MULTI-VENDOR SELECTION:

☒ NO - A single vendor will be selected.

ANTICIPATED SERVICE START DATE: 10/1/2026

ANTICIPATED SERVICE COMPLETION DATE: 10/1/2027

PRIMARY PREQUALIFICATION CLASSIFICATION:

NA

SECONDARY PREQUALIFICATION CLASSIFICATION:

NA

DBE PARTICIPATION REQUIREMENT: NA

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

NA

MDOT PROJECT MANAGER:

Bryan Budds
Aeronautics Building
2700 Port Lansing Road
Lansing, MI 48906
BuddsB@michigan.gov

DATA SHARING:

☐ An independent Data Sharing Agreement (DSA) is required.

MDOT anticipates sharing project data requiring an independent DSA, as the data contains attributes meeting one or more of the following:

- The project data being provided to the selected vendor has been officially classified as Internal, Confidential, or Restricted as defined within State of Michigan policy 1340.00.150.02 Data Classification Standard.
- The data being provided is intended for machine, system, or tool consumption.
- The data being provided is not available through the MDOT Open Data Portal or via a MILogin integrated system.

Prior to release of the project data identified above, the selected vendor will be required to enter into an independent DSA via the process described in Attachment D – Data Sharing Agreements.

☒ No DSA Required

All anticipated data provided to the selected vendor under contract has been officially classified as public in accordance with State of Michigan policy 1340.00.150.02 Data Classification Standard, will be provided in an electronic format for the intended purpose of human consumption (i.e. PDF, Word, Jpeg, etc.), and/or via direct authorized access through systems utilizing the MILogin Portal.

Questions regarding DSA's may be directed to MDOT-EIMInfoGov@Michigan.gov.

ADDITIONAL INFORMATION:

Preference will be given to personnel who have direct experience noted below:

- a. Experience as an educator, school administrator, or career technical education support staff.
- b. Experience in the aviation field as a pilot, flight instructor, airport operator, or other aviation-related work experience.
- c. Experience bringing together industry representatives with educational institutions to achieve collective workforce development goals

CONSULTANT RESPONSIBILITIES:

- Serve as subject matter expert on aviation-related education opportunities to the Department and Commission
- Develop a measurable and achievable aviation workforce development strategy to drive the Department and Commission's goals to strengthen the aviation workforce ecosystem.
- Support efforts to develop working relationships with educational institutions across Michigan including deployment of aviation-related curriculum in school districts interested in this type of programming.
- Support efforts to bring educators together to understand the aviation-related curriculum available to students across Michigan.
- With Departmental support, develop a strategy to execute a successful teacher workshop or similar public gathering to support aviation workforce development specifically for educators.

MDOT RESPONSIBILITIES:

MDOT will provide consultant with resources and support needed to achieve items outlined in the project description and consultant responsibilities.

CONSULTANT PAYMENT – Loaded Hourly Rate:

Compensation for this project shall be on a loaded hourly rate basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "[Professional Service Reimbursement Guidelines for Bureau of Finance and Administration](#)" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with [MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013](#). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with [MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013](#). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis and is not expected to be applied to the consultant in this selection.

RESPONSE REQUIREMENTS:

1. RFQ Response: In order to be considered for an interview, a complete response to this RFQ must be submitted.
2. Response Preparation:
 - a) All information requested must be submitted electronically via email at BuddsB@michigan.gov. Failure to submit all information requested may result in disqualification and/or giving a lowered evaluation of the response. Responses which are substantially incomplete or lack key information may be rejected by DEPARTMENT.
 - b) Responses should provide a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis should be placed on completeness and clarity of content.
 - c) Responses should be organized in the order in which the requirements are presented in the RFQ. All pages of the response should be numbered. Each paragraph in the response should reference the paragraph number of the corresponding section of the RFQ. The response should contain a table of content which cross-references the RFQ requirements. Responses that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFQ requirements are specifically addressed.

SPECIFIC RESPONSE INSTRUCTIONS:

CONSULTANT is required to submit the following items as a complete response in the following Section format:

Section 1

1. An Executive Overview letter of introduction to include:
 - a. A brief overview identifying the benefits to DEPARTMENT if the Consultant is awarded the contract.
 - b. Contact Person(s): Provide name, title, organization, address, telephone number, fax number and email address for the following person(s):
 - c. Contact person(s) who are responsible for coordinating the CONSULTANT response to this RFQ.
 - d. Persons who are authorized to act on behalf of the CONSULTANT and bind the CONSULTANT to all commitments made in the response and subsequent negotiations.
 - e. CONSULTANT Qualifications and Experience:
 - a. General Company or Personal Information and Education.
 - b. Name of owner(s) if company
 - c. If applicable, business structure to include the relationship between any parent company and subsidiaries, if applicable. Identify any known potential changes in structure.
 - d. Listing of the address and phone number of the current office location or current employer.
 - e. Affiliation with professional associations.
 - f. List all certifications and compliance standards to which you or your firm adheres.
 - g. You or your firm's web site address, if applicable.

Section 2

1. CONSULTANT Qualifications and Experience:

Proposal shall provide a written narrative specifying the individual who will provide services under this RFQ. The narrative shall identify the individual who will be assigned and would provide day-to-day services in performance of this RFQ and the Statement of Qualifications.

Provide the following information:

- a. A narrative of the CONSULTANT's experience with aviation-related education and workforce development activities and initiatives – including but not limited to classroom teaching, career technical education workforce development activities, aviation-related flight instruction or other educational experience.
- b. A resume of any individuals supporting the CONSULTANT team.

2. Cost Proposal
 - a. Must Complete Bid Sheet

Best Value Scoring Criteria

1. Understanding of Service – 30 Points

Describe your understanding of the consultant services to be provided.

2. Qualifications of Team – 40 Points

Describe your experience installing, maintaining, operating, purchasing, procuring, and seeking regulatory approval for infrastructure needed to support beyond visual line of sight UAS operations.

3. Past Performance – 20 Points

Provide references and examples of similar work performed for other agencies.

4. Price – 35 Points

CSRT approved formula: Low Bid/Bid * points assigned

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

5. Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

6. Interview – 20 Points

Ability to clearly communicate and demonstrate expertise in aviation-related workforce development initiatives

Qualified candidates may be interviewed. If interviews are conducted it will be those applicants scoring over the 100 point threshold. All interviewees should be prepared to demonstrate their background and experience during the interview. The interview score will be added to the combined score from items 1 through 5 to arrive at a final score. The consultant/vendor with the highest total score will be the selected applicant.

AWARD

1. DEPARTMENT may select the candidate deemed to be fully qualified and providing the best value among those submitting responses on the basis of the evaluation factors.
DEPARTMENT may cancel this Request for Qualifications or reject responses at any time prior to an award and is not required to furnish reasons why a particular response was not deemed to be acceptable or selected. Qualified candidates scoring 100 points should be prepared to demonstrate their background and experience during an interview.
2. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the CONSULTANT response.

MICHIGAN DEPARTMENT OF TRANSPORTATION

BID SHEET

REQUISITION 4618

Instructions:

1. All entries on this page must be handwritten in ink or computer generated.
2. Priced proposal costs will be required after selection, in accordance with the [MDOT's Selections Guidelines for Service Contracts](#).
3. Compensation for this project shall be on a loaded hourly rate basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes all anticipated project costs. [This includes but is not limited to: Actual hourly labor rate, applied overhead, profit, and other direct costs.](#)
4. The Best Value score will utilize the Total Estimated Cost
5. The successful bidder must utilize the proposed loaded hourly rate(s) included on this bid sheet within the final priced proposal and on subsequent invoices submitted throughout the life of the executed contract.
6. By submitting its proposal, the Consultant certifies the prices were arrived at independently, and without consultation, communication, or agreement with any other vendor.
7. MDOT reserves the right to reject any or all bids.

PRIME CONSULTANT NAME:	
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PROPOSED LOADED HOURLY RATE ^{1,2,3}	ESTIMATED LABOR COST
\$	\$
	\$
	\$
TOTAL ESTIMATED HOURS 400	TOTAL ESTIMATED LABOR COST \$

¹ As a reference, labor hours required by this contract have been estimated.

² Loaded Hourly Rate = (Actual Hourly Labor Rate) + (Overhead) + (Profit) + Direct Costs

³ Other Direct Costs (ODC) are to be included within this bid and may not be added later

NOTICE TO BIDDER
Best Value Selection White Paper
Under \$250,000

GENERAL INFORMATION

All consultants interested in submitting a proposal for this work will respond with a one-page Statement of Qualifications e-mailed to the MDOT Project Manager before the stated submittal deadline. Any proposals/response received after this day/time will be considered non-responsive. The Statement of Qualifications will include:

- Form 5100D – Request for Proposal Cover Sheet (form pages do not count toward page limit stated above)
- Understanding of Service
- Qualifications of Team
- Key Personnel available for immediate work
- Resumes of Key Personnel (limit 2 pages per resume, pages do not count toward page limit stated above)

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal / Bid Sheet or Bid Sheet as indicated below. The documents must be developed and submitted in accordance with the latest [Consultant / Vendor Selection Guidelines for Services Contracts](#).

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions will be answered and sent to all parties contacted, at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

[MDOT FORMS](#) REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D - Request for Proposal Cover Sheet

5100J - Consultant Data and Signature Sheet

Non-Prequalified Services - If selected, the vendor must ensure that current financial information, in accordance with the [Financial Requirements for Non-Prequalified Consultants / Vendors](#), is on file and accepted with MDOT's Office of Commission Audits. This information must be on file and accepted for the prime vendor and all

sub vendors prior to a contract award. Form 5100J is required with proposals for all non-prequalified firms performing services on this project.

Best Value - Use the [Consultant / Vendor Selection Guidelines](#), See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

BID SHEET INSTRUCTIONS -Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

PARTNERSHIP CHARTER AGREEMENT MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.