DEPARTMENT OF ADMINISTRATION
REAL ESTATE & CONSTRUCTION

Question and Answer Fact Sheet

UPDATED: April 3, 2025

Request for Proposal: RECS RFP MC Testing and Inspection

Subject: RFP Questions & Answers

Questions & Answers:

QUESTIONS AND ANSWERS FROM 11/14/2019:

Questions #1: Please describe the format and information required in "a separate document containing all Non Public/Trade Secret data (as defined by Minn. Stat. §13.37).

Answer #1: A Word or PDF document relaying any trade secret information is sufficient. The State does not have a specific template nor require a specific template.

Question #2: What is the corporate resolution that the responder is required to submit?

Answer #2: A document that details whom is authorized to sign contracts on behalf of your company. The State does not have a specific template, a Word or PDF document is sufficient.

Question #3: Is it accurate that the responder is not required to submit a certificate of information with the proposal but must submit the certificate if and when a contract is signed?

Answer #3: Unsure which certificate you are referring to. Forms listed on the "Submittal Checklist" should be included with your proposal submittal. Some forms require certificates or other documentation. The forms should be complete with the correct check box and appropriate documents submitted.

Question #4: Does the Certification of Debarment, Suspension, Ineligibility and Voluntary Exclusion need to be submitted with the Proposal? If yes, what format is required? The instructions state that, by signing and submitting the proposal, the responder is providing this certification. Does a copy of the certification need to be included in the submission? If so, does it need to be signed?

Answer #4: No. There is not a form required to be submitted at time of proposal. If you check the box indicating your firm is currently debarred, etc., your firm will not receive a pass on the proposal submittal as indicated on the document titled "Submittal Checklist." When you sign the Submittal Checklist you are confirming the statements are true as shown on that document.

Question #5: Does the Certification of Nondiscrimination need to be submitted with the Proposal? If yes, what format is required? Does it need to be signed?

Answer #5: No, there is no form. It is a statutory requirement.

Question #6: I am unable to access the State's Designer Procedures Manual. It is listed as Exhibit G at the website http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/forms/index.jsp. However, when I click on the link to the document, I get a message "This page can't be displayed." Can you help me access the manual?

Answer #6: The Exhibit G link is not working, issue will be addressed and fixed**.** The Designer Procedures Manual can be found at: **https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/designer-procedures-manual/**

Question #7: Our business is headquartered in Minnesota, and I believe Minnesota has a reciprocal preference currently in effect. On the Submission Checklist, should the answer to #5 be "yes?"

Answer #7: No, it should be checked no. Please refer to Exhibit O.

Question #8: Exhibit A, Item B that states: For each bolded category of service checked, a minimum of three (3) project references is required (pass/fail). If we have three projects that all include 3 bolded categories such as 1) Phase I Environmental Investigation, 2) Phase II Environmental Investigation, and 3) Remediation Services, can the same project serve as a reference for all three bolded categories so a potential minimum could be three project references that cover all three of these categories?

Answer #8: Yes, the same project can be used for more than 1 category if the category of work listed was done on the project, but it should be very clear that the projects cover each bolded category. The evaluation team should be able to clearly understand which projects coordinate with which category.

QUESTION AND ANSWERS ADDED 10/7/2020:

Question #9: We received a Master Contract about a year ago for Concrete Testing and Observation Services. We would also like to be prequalified in several of the other available categories, such as Geotechnical, Masonry, Structural Steel, etc.

Do I need to resubmit entirely, or can I just submit an updated Exhibit A and Project Experience?

Answer #9: An updated Exhibit A and Project Experience can be submitted annually but must follow the RFP Mandatory Requirements and submission requirements when submitting updated material. Additional material that passes the RFP pass/fail requirements will be added through an amendment to your Master Contract.

QUESTION AND ANSWERS ADDED 04/11/2023:

Question #10: For the responder qualifications at the end of Exhibit A, including unique qualifications – is this requesting information regarding the firm as a whole, or a brief description of each bolded category.

Answer #10: Qualifications and unique qualifications for the firm as a whole, that highlight Construction Testing and Inspection services.

Question #11: At the end of Exhibit A, there is also a question about a minimum of 3 project references for each bolded category. Item number 4 asks for the "Name and number of years' experience of Responder's staff member supervising the project ….. Is this referring to the person performing the work, or the person in the Company who supervised the person performing the work?

Answer #11: This would be the person supervising the project work/onsite/providing the services.

QUESTIONS AND ANSWERS FROM 04/03/2025:

Questions #12: For the statement regarding any Conflict of Interest line item – does checking "no" on the Organization Conflict Interest form suffice, or is a separate document required? If so, what are you looking for in terms of content and format?

Answer #12: For the Conflict of Interest Form, please select either "conflict" OR "no conflict." Lastly, please sign the form before submitting.

End of Questions and Answers