

Questions and Answers Fact Sheet

UPDATED: July 2, 2025

Request for Proposal: RECS RFP MC Building Commissioning Services

Subject: RFP Questions & Answers

Questions & Answers:

QUESTIONS AND ANSWERS FROM 07/02/2025:

Questions #1: Under Fee Schedule, it states that we must show the hourly rates for each of the Responder's employees. Can we provide a job title with an hourly range or do we need to give a specific team member name and their hourly range?

Answer #1: Fee Schedule should include job title and name of Staff with their hourly rate. A range of fees for a position is not acceptable.

Question #2: Under proposal qualifications, question 2 states we need a minimum of three project references for each bolded category of service you have selected. If we check all 3 boxes under MEP and all 3 boxes under Building Exterior, does that mean we need a minimum of 18 projects, or a minimum of 6 projects?

Answer #2: It would be for each bolded category of services. If you've checked any boxes under MEP (the bolded category), you would need to provide a minimum of 3 projects regardless if you've checked one or all three boxes.

Question #3: Under proposal qualifications, question 2, bullet 2 states that the staff member that supervised the project reference "must be minimally 5 years of experience and must be licensed, registered or certified in the State of MN as required by law", however Cx certifications are no state specific. Can you please clarify?

Answer #3: Correct, there is not a specific State of MN certification. However, we would require one of the following certifications/education: ASHRE, ANSI, ACG, DOD COOL/ARMY COOL, NEBB, Or other national accredited program.

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: 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 #6: For the Conflict-of-Interest Form, please select either “conflict” OR “no conflict.” Lastly, please sign the form before submitting.

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: Are we required to use the proposal template for Exhibit A, specifically the qualifications section on the bottom half of the page?

Answer #8: Yes, you will need to complete Exhibit A, however you can include your own document as long as you provide all the requested information on the supporting document.

Question #9: Can you clarify if each of the items listed should be submitted as a separate file? In addition to the three attachments noted, should the required forms be included with the Submission Checklist in one document, or should they be attached as a separate file as well?

Answer #9: Correct, they should be submitted as separate documents. Three different files/attachments. For the Submission Checklist, you can include the required forms with the Submission Checklist.

End of Questions and Answers