Questions and Answers

Date: November 14, 2019

Request for Proposal: RECS RFP MC Testing and Inspection
Event ID: 2000010020

Subject: RFP Questions & Answers

Questions & Answers:

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 too. 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](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/](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.

End of Questions and Answers