

RFP/RFQ ON-LINE RESPONSE INSTRUCTIONS

ADVERTISEMENT:

Since November 1, 2020, Minnesota State started accepting RFP/RFQ responses electronically through Quest CDN vBid™ for the selection of Architect/Engineers (A/E), Construction Manager at Risk (CMr), and Owner Representatives (OR) selection. Minnesota State will post RFP/RFQs on Minnesota State QuestCDN private interface: [Minnesota State QuestCDN Private Interface](#), which shows only Minnesota State opportunities and on QuestCDN website at www.QuestCDN.com. There will also be an advertisement on the Minnesota State Solicitation web site, which will direct interested respondents directly to the Minnesota State QuestCDN private interface.

Minnesota State may also advertise RFP/RFQs in the State Register or the Minnesota State Solicitation web site: <https://www.minnstate.edu/vendors/index.html>, if they are not receiving responses on-line.

ELECTRONICALLY RESPONDING TO RFP/RFQ for MINNESOTA STATE PROJECTS:

Interested parties may view and download the RFP/RFQ Documents at no cost on the Minnesota State QuestCDN private interface website at: [Minnesota State QuestCDN Private Interface](#). Interested Responders can download and submit a response to the RFP/RFQ by registering with QuestCDN online (www.questcdn.com) or calling (952) 233-1632. RFP/RFQ Documents can be downloaded free of charge. Responders pay \$15 to submit RFP/RFQ Responses. Plan holders are parties that have downloaded the RFP/RFQ Documents. Registering as a plan holder is recommended for all interested Responders, as plan holders will be notified of all addenda and other contract document updates via email from QuestCDN.

RFP/RFQ Submittals will **ONLY** be received and accepted via the online electronic submittal service through QuestCDN.com. To access the electronic bid form and to download the project documents, click the online bidding button at the top of bid advertisement (on-line bid button will be available, only when the project is published and ready for accepting RFP/RFQ responses).

For questions or assistance contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance with viewing, downloading, submitting responses for this digital project information.

A. FOR NEW USERS OF QUESTCDN Vbid:

Prior to starting use of the Quest CDN vBid, be sure to set up your firm's On-Line Bid ID Code and update your password to higher security if required. You can do this by logging in at www.QuestCDN.com and going to the My Account page. If you do not have a My Account page, please contact the administrator at your firm.

To access the electronic response form and to download the required submittal documents, click the online bidding button at the top of bid advertisement. The on-line bid button will only be available, only if the project is published and ready to receive submittals. A summary of steps for using www.QuestCDN.com for submitting electronic responses are as follows:

1. Login to QuestCDN, select the RFP/RFQ, the select “Download Bid Documents”. When the download is complete, select the DONE button to close the window. Save the download RFP/RFQ to your computer.
2. Click on On-Line Bid button to go to Quest vBid (may need to refresh after download); You will need to login to QuestCND Vbid.
3. To fill out the Qualification Tab, download the required documents – Save;
4. Upload any required completed documents – Save;
5. Be sure you download any issued addenda. vBid™ will not allow your proposal to be submitted if you do not download the addenda.; and
6. When finished with Qualification, click Submit – You will need the company “On-Line Bid ID Code”. This is a special pass code required only at bid submittal – it can be added or change at QuestCDN.com on the My Account page.

B. EXAMINATION OF SITE AND DOCUMENTS

Responders shall examine all documents, attend the informational meeting at the site and record their own observations, and shall inform themselves of the conditions under which the Work is to be performed at the site of the Work.

C. ADDENDA

If any Responder is in doubt as to the meaning of any part of the RFP/RFQ, contract, or predesign, they may submit an email questions to the College/University’s agent listed in the RFP/RFQ for a response. Any interpretation or change will be addressed only by Addenda numbered, dated, and posted to the project advertisement on QuestCDN. All Responders who have downloaded a set of RFP/RFQ Documents will be notified by QuestCDN of all Addenda. The Owner will not be responsible for any other explanations or interpretations. In order to successfully submit a RFP/RFQ response the Responder must download all Addenda, thereby automatically acknowledging receipt of all Addenda.

The Responder shall base their response on materials complying with the Request for Proposal or Request for Qualificaitons and Addendum. The Responder shall upload all information requested on the vBid™ form.

PREPARATION OF THE RESPONSE:

QUALIFICATIONS TAB: *The Qualification Tab will contain all necessary documents and forms uploaded by the owner/solicitor that are required for the project. Download all documents and forms that are required, fill them out and upload the completed forms in pdf format for your submittal to be accepted.*

Certify receipt of these documents:

The following documents are required to be downloaded: Each required download will have a file name and a [download](#) link. Click on the Save Button to update the screen. The screen will show the downloaded date of the files.

The screen will now show the downloaded date of the file.

CM.68 RFQ/RFP Response Instructions

Attach & certify completion of these forms:

Click the [Download](#) link to download all required documents, select the **Save** button to update, there will now be an **Upload** Button. Complete information and save the document(s) to your computer. Select the **Choose File** button to retrieve your file from your computer. Select the **Upload** button to upload your file to the bid.

- A) **Completed Upload** - The name of the uploaded document will be shown next to the Upload button.
- B) **Downloaded Date** - If you have downloaded the document but not uploaded your completed document file, the message shows the document [downloaded date](#). You need to upload your file before you can submit your bid.
- C) **Download File** - If you have not downloaded the document a message will display- [downloading required for bid submission](#). You need to download and upload the completed file before you can submit your bid.

The following documents are required for submission:

Affidavit of Non-Collusion(CC.70)

Download the Affidavit of Non-Collusion form. Complete the document and upload the document in pdf format

Workforce and Equal Pay Declaration Page (CC.71):

APPLICABLE FOR RESPONSES SUBMITTED IN EXCESS OF \$100,000.00 for Workforce Certificates and, if applicable, \$500,000 for Equal Pay Certificate. Download the Workforce and Equal Pay Certification Form). Complete the document and upload the document in pdf format.

To obtain an equal Pay Certificate of Compliance, or Exemption, contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Minnesota State Preference Form (CC.73)

PREFERENCE for Targeted Group (T.G.) and/or Economically Disadvantaged (E.D.) and Veteran Owned/Service-Disabled Veteran Owned Contractor Requirements. Bidders will receive a six percent (6%) preference. Preference will only be allowed if the Bidder is certified prior to the scheduled bid opening. Preferences are applied only to the first \$2,000,000 of the bid. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. You must Attach and Certify whether the following two preferences apply or not and if so, attach required documentation to be considered for preference. If you check the **“Yes”** for either T.G. or E.D. preference, also upload a copy of your firm’s letter indicating certification by the Office of Equity in Procurement.

State of Minnesota Veteran-Owner Preference Form (CC.74)

If you check **“Yes”**, provide the required documentation with your response. If you do not provide the required documentation, you will not be considered for this preference. Complete the document and upload the document in pdf format.

RFP/RFQ Response Certification Form (CC.72)

Download RFP/RFQ Response Certification Form. Complete the document and upload the document in pdf format. When finished, be sure to click **Save**.

At the top of the form -Insert your firm's legal name. Insert the firm's address (no PO Boxes). Insert the Firm's main phone number. Insert the Primary contact and their email address. At the bottom of the form, under Certification: Insert your firm's legal name. A partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation shall sign the form and print their name on the next line. Insert the title of the person signing. Insert the date form was signed.

Certify document uploads:

Upload your "RFP/RFQ Response" document. When finished, be sure to click **Save**.

ELECTRONICALLY RESPONDING TO THE RFP/RFQ FOR MINNESOTA STATE PROJECTS:

If the informational Meeting was **mandatory**, only Respondents who attended the meeting will be permitted to submit a response to the Request for Proposal (RFP) or Request for Qualifications (RFQ). A summary of steps for using www.QuestCDN.com for submitting electronic responses are as followings:

1. Login to QuestCDN, select the RFP/RFQ, the select "Download Bid Documents". When the download is complete, select the DONE button to close the window. Save the download RFP/RFQ to your computer.
2. Click on On-Line Bid button to go to Quest vBid (may need to refresh after download); You will need to login to QuestCND Vbid.
3. To fill out the Qualification Tab, download the required documents – Save;
4. Upload any required completed documents – Save;
5. Be sure to download any issued addenda(s) prior to submittal; and
6. When finished with Qualification, click Submit – You will need the company "On-Line Bid ID Code". This is a special pass code required only at bid submittal – it can be added or change at QuestCDN.com on the My Account page.

The system checks that you have completed all the requirements, and if so accepts your response and puts it in the bid-box for the project. You will receive a confirming email showing your response was delivered (be sure to keep this email).

Once your Response has been submitted, you can no longer make changes. If you need to make changes, press the **unsubmit** button at the bottom of either the Qualification or Worksheet page. You will then be able to make any needed changes. Once you have saved all your changes, **be sure to re-submit your response**. If you fail to re-submit, your response will not be accepted – it is just like you never submitted a response at all.