



## CM RFQ/RFP RESPONSE INSTRUCTIONS

### ADVERTISEMENT:

Starting August 27, 2019, Minnesota State will begin accepting RFQ and RFP responses electronically through Quest CDN vBid™ for the selection of Construction Manager at Risk on select projects.

Minnesota State advertises all of its RFQs for Construction Manager at risk projects in the State Register and on the Minnesota State QuestCDN Private Interface [Minnesota State QuestCDN Private Interface](#), which shows only Minnesota State Vendor opportunities. 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. Only shortlisted Responders will be eligible to submit a Request for Proposal RFP response through QuestCDN.

### Electronically Responding to CM RFQ for Minnesota State Projects

Interested parties may view the 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 RFQ by registering with QuestCDN online ([www.QuestCDN.com](http://www.QuestCDN.com)) or calling (952) 233-1632. RFQ Documents can be downloaded free of charge. Responders pay \$15 to submit RFP/RFQ Responses. Plan holders are parties that have downloaded the 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.

RFQ/RFP 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 re submitting).

For questions or assistance contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto: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](http://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 the 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](http://www.QuestCDN.com) for submitting electronic responses are as followings:

1. Login to QuestCDN, select the RFQ, then select "Download Bid Documents". When the download is complete, select the DONE button to close the window. Save the download RFQ to your computer.

2. Click on the 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(s). 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 changed at QuestCDN.com on the My Account page.

## **B. EXAMINATION OF SITE AND DOCUMENTS**

Responders shall examine all documents, attend the **mandatory** 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 RFQ, RFP, contract, or predesign, they may submit an email request to the Owner for an interpretation. Any interpretation or change will be made only by Addenda numbered, dated, and posted to the project advertisement on QuestCDN. All Responders who have downloaded a set of RFQ Documents will be notified by QuestCDN of all Addenda. The Owner will not be responsible for any other explanations or interpretations. To successfully submit a 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 Qualifications, Request for Proposal, and Addendum. The Responder shall upload all information requested on the vBid™ form.

## **Preparation of RFQ 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.62 CM RFQ/RFP Response Instructions**

### **DIV00 4536 Notice to Bidders Affirmative Action Certificate of Compliance.**

**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 a **Upload** Button. Complete all information and save the document(s) in pdf format 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 have 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:**

**Responsible Contractor Verification and Certification of Compliance (DIV00 4513)**

Minnesota Statutes 2014, section 16C.285, subdivision 7: “any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project”. “a false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor or motor carrier that makes the false statement ineligible to be awarded a construction contract on the project and may result in termination of a contract awarded to a prime contractor or subcontractor or motor carrier that submits a false statement.

**Affidavit of Non-Collusion (CC.70)**

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. 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](mailto:compliance.MDHR@state.mn.us).

### **Minnesota State Preference Form**

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 date. 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.

#### **1. TARGETED GROUP (T.G.) AND/OR ECONOMICALLY DISADVANTAGED (E.D.): CONTRACTOR REQUIREMENTS**

Download, certify, and attach the **Minnesota State Preference Form (CC.73)**. If you check the “Yes” for either T.G. or E.D. preference, also upload a copy of your firm’s letter indicating certification from one of Minnesota State’s recognized certifying agencies. Complete the document and upload the document in pdf format.

#### **2. VETERAN-OWNED/SERVICE-DISABLED VETERAN-OWNED CONTRACTOR REQUIREMENTS**

Download, certify, and attach the **State of Minnesota Veteran Owned 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.

### **RFQ/RFP 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 “**CM RFQ Response**” document. When finished, be sure to click **Save**.

## **Submitting the RFQ Response in Quest vBid**

When finished with Qualification Sections, click on “**Submit**” at the bottom of the page. You will be prompted for your Company’s “**On-Line Bid ID Code**” (one code per company set up in the My Account area of QuestCDN). You must also accept the Terms and Conditions. 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 resubmit your response. If you fail to resubmit, your response will not be accepted – it is just like you

never submitted a response at all.

For the CM RFQ, bid refers to the RFQ submittal.

## Preparation of the RFP Response

Only shortlisted Respondents through the RFQ process will be permitted to submit a response to the Request for Proposal (RFP). A summary of steps for using [www.QuestCDN.com](http://www.QuestCDN.com) for submitting electronic responses are as follows:

1. Login to QuestCDN, select the RFP, then select “Download Bid Documents”. When the download is complete, select the DONE button to close the window. Save the download RFP 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; (See Item A. below)
4. Upload any required completed documents – Save;
5. Go to the Worksheet Tab and fill out all required fields – Save.
6. Be sure you have downloaded any issued addenda(s); and
7. When finished with both Qualification and Worksheet Tabs, 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 changed at QuestCDN.com on the My Account page.

**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.*

### 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.

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- 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:**

**RFQ/RFP Response Certification Form (CC.72)**

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 "CM **RFP Response**" document. When finished, be sure to click **Save**.

**Submitting the RFP Response in Quest vBid**

When finished with Qualification Sections, click on "**Submit**" at the bottom of the page. You will be prompted for your Company's "**On-Line Bid ID Code**" (one code per company set up in the My Account area of QuestCDN). You must also accept the Terms and Conditions. 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).

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