



## INSTRUCTIONS FOR ARCHITECT/ENGINEER ON-LINE RFP RESPONSES

### ADVERTISEMENT:

For the Ridgewater Community College non-contact solicitation RFP, Minnesota State will be accepting RFP responses electronically through Quest CDN vBid™ for the selection of Architect/Engineers (A/E). Minnesota State is advertising this RFP in the State Register and the Minnesota State Solicitation web site for receipt of proposals on QuestCDN at [www.QuestCDN.com](http://www.QuestCDN.com) at: [Minnesota State QuestCDN Private Interface](#), which shows only Minnesota State opportunities. To find the project directly on [www.QuestCDN.com](http://www.QuestCDN.com), you need the **eBidDoc#**, which for this project is #\_\_\_\_\_.

### I. ELECTRONICALLY RESPONDING TO A/E RFP for MINNESOTA STATE PROJECTS:

Interested parties may view and download the RFP 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 by registering with QuestCDN online ([www.questcdn.com](http://www.questcdn.com)) or calling (952) 233-1632. RFP Documents can be downloaded and responses submitted for a non-refundable charge of \$10.00. Plan holders are parties that have downloaded the RFP Documents. Registering as a plan holder is recommended for all interested Architects/Engineers, as plan holders will be notified of all addenda and other contract document updates via email from QuestCDN.

Non-contact RFP Submittals will **ONLY** be received and accepted via the online electronic submittal service through QuestCDN.com. To access the electronic “bid” proposal 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 responses).

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 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 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;
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 mandatory informational meeting 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.

The Responder shall base their response on materials complying with the Request for Proposal, and any Addendums. The Responder shall upload all information requested on the vBid™ form.

## **C. Addenda**

If any Responder is in doubt as to the meaning of any part of the RFP, contract, or predesign, they may submit an email questions to the College/University’s agent listed in the RFP 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 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 response the Responder must download all Addenda, thereby automatically acknowledging receipt of all Addenda.

## **II. PREPARATION OF THE RESPONSE:**

Download and read ST.21 Architect/Engineers Response.

**QUALIFICATIONS TAB:** *The following documents are required to be downloaded, completed, then uploaded in pdf format for your submittal to be accepted:*

### **D. Attachment 1 - Affidavit of Non-Collusion**

Download the CC.70, Affidavit of Non-Collusion form. Complete the document and upload the document in pdf format

### **E. Attachment 2 - Workforce Certificate:**

APPLICABLE FOR RESPONSES SUBMITTED IN EXCESS OF \$100,000.00. Download CC.71, **ATTACHMENT 2**, Workforce Certification form. Complete the document and upload the document in pdf format. INCLUDE A COPY OF THEIR WORKFORCE CERTIFICATE (If applicable).

### **F. Attachment 3– Equal Pay Certificate Of Compliance Or Exemption (if applicable)**

Download CC.72, Attachment 3, Equal Pay Certificate Form. Pursuant to Minnesota Statute 363A.44, each bid which totals over \$500,000.00 with a business that has 40 or more full-time employees in this state or state where business has its primary place of business on a single day during the prior 12 months shall be accompanied by an **Equal Pay Certificate of Compliance** available from the Minnesota Department of Human Rights (MDHR), or is certified in writing that

the business is exempt from the MDHR. 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).

#### **G. Attachment 4 - Preference:**

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.

#### **Targeted Group (T.G.) And/Or Economically Disadvantaged (E.D.): Contractor Requirements:**

Download CC.73, Attachment 4 Preference Form. 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. Complete the document and upload the document in pdf format.

#### **H. Attachment 5 - Veteran-Owned/Service Disabled Veteran-Owned Contractor: Requirements:**

Download CC.74, Attachment 5 Veteran Owned Preference Form. If you check the “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.

#### **I. Attachment 6 – Architect/Engineer RFP Response Certification Form**

Download ST.25 A/E RFP Response Certification Form. Complete the document and upload the document in pdf format.

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.

### **III. ELECTRONICALLY RESPONDING TO A/E RFP 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). 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 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. Be sure to download any issued addenda(s); 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.