MINNESOTA’S COMMITMENT TO DIVERSITY AND INCLUSION

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the state are representative of Minnesota’s communities and include businesses owned by minorities, women, veterans and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within the state’s communities and fosters economic development and equality.

To further this commitment, the Minnesota Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to www.mmd.admin.state.mn.us/mn02001.htm.

This document is available in alternative formats for persons with disabilities by calling Melissa Brand at 651-366-4644 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529.

This solicitation does not obligate MnDOT to award a contract or complete the project, and MnDOT reserves the right to cancel the solicitation if it is considered to be in its best interest.

PROJECT SPECIFIC INFORMATION

Project Overview
MnDOT requests responses for the creation of a video training tool designed to explain the benefits of liquid-only plow routes, the fundamentals of how and when to use liquid-only plowing, and steps to implement a program. The video will also serve to gain buy-in from multiple audiences within a DOT (executives, managers, maintenance staff, and operations staff) and beyond (lawmakers and the public).

Investigators will also update existing Clear Roads guidance on recommended practices for liquid-only plow routes, which was published in 2010 (http://clearroads.org/project/identifying-the-parameters-for-effective-implementation-of-liquid-only-plow-routes/), by incorporating more recent research and practitioner field experiences. This will help to prepare content for the video and to serve as supporting documentation.

This project has been developed by Clear Roads, an ongoing pooled fund research project aimed at rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews. Clear Roads will fund and oversee the contract for this project in coordination with MnDOT. For more information, visit www.clearroads.org.

Project Goal
The goal of this project is to help state DOTs garner support for and accelerate the implementation of liquid-only plow routes. While some agencies have used this maintenance practice with great success, others are unable to secure the buy-in needed to implement this practice. Clear Roads believes this is largely a communication issue—a need to put the right message in front of the right audience in a compelling way and to dispel myths and misconceptions.

Interviews with a variety practitioners and experts will help outline the benefits as well as the key lessons and important considerations for success in the field. Interviews with agencies from severe weather states and provinces and with former skeptics who now support this technique will be particularly compelling. Moreover, footage of this maintenance method in action and compared side-by-side with traditional plowing-and-materials maintenance will further enhance this communication tool.

Since existing guidance on liquid-only plow routes is six years old, Clear Road expects that it will require an update based on more recent developments in this area, as well as practitioner experiences. Updated guidance to accompany the video will help
strengthen the case for liquid-only plow routes and give agencies a tangible tool with which to make the next step in putting this practice to work.

**Desired Skills/Qualifications**
While not required on a pass/fail basis, demonstration of the following desired skills will be taken into consideration when rating responders’ qualifications and experience.

- A degree in civil engineering or related field of study to understand the principles of winter maintenance.
- Demonstrated abilities to conduct theoretical research on the transportation engineering or practice.
- Experience with conducting literature searches and developing and analyzing surveys.
- Ability to synthesize information and produce working documents or guidelines for others to follow.
- Experience with conducting and filming live interviews.
- Experience with scripting, editing and producing videos.
- The research team should include at least one individual with practical experience in winter highway maintenance operations.

**Scope of Work and Deliverables**

**Tasks**
The Selected Responder will perform the following tasks:

**Task 1 Literature Search**
Perform a literature search on domestic and international transportation agencies’ current documented practices with liquid-only plowing routes. Also seek information about city and county agencies using this practice (possibly working through American Public Works Association or other groups). Include video documentation; some examples include:

- [https://www.youtube.com/watch?v=ie9b4I8DHYI](https://www.youtube.com/watch?v=ie9b4I8DHYI)
- [https://www.youtube.com/watch?v=Kxtwyb925ms](https://www.youtube.com/watch?v=Kxtwyb925ms)
- [https://www.youtube.com/watch?v=qURu32yp-V8](https://www.youtube.com/watch?v=qURu32yp-V8)

Search for research findings in this area, with a focus on studies appearing after Clear Roads previous study on this topic ([http://clearroads.org/project/identifying-the-parameters-for-effective-implementation-of-liquid-only-plow-routes/](http://clearroads.org/project/identifying-the-parameters-for-effective-implementation-of-liquid-only-plow-routes/)).

**Task 2 Survey of Practice**
Conduct an online survey of state and Canadian provincial DOTs as well as targeted city or county agencies identified in Task 1 to learn which have experience with liquid-only plow routes and in what capacity (in planning, limited use, extensive use). Ask about successes as well as obstacles and how they were overcome. Seek agency guidelines about liquid-only plow routes (what weather and system factors determine when to use liquid only; application rates; application frequency; brine composition).

**Task 3 Update Clear Roads Guidance**

**Task 4 Video Script Concept and Filming Plan**
Develop a conceptual outline for the 15- to 20-minute video. For each segment of the video, include the target message, the expected time required, the expected voiceover script or interview content, and expected onscreen text and footage. Expect the first five minutes of the video to be a promotional overview of the benefits targeted at non-expert decision makers and system users, and the remainder to explore the topic in more depth and present practical guidance to practitioners.

Based on the survey of practice, identify four to six individuals to interview on camera. These should include a mix of practitioners and experts with experience in the different aspects of liquid-only plowing—DOT drivers, DOT maintenance field managers, engineers, materials chemists—who can give personal perspective as well as practical advice. Potential interview angles include the following:

- Skeptic who became a believer — maintenance vehicle driver
• Positive feedback received from the public — executive or lawmaker (who is also a highway system user who has seen the results firsthand)
• Debunking myths about safety (this does not create icepacks) or environment (this uses less salt per lane mile and does not cause more splash) — manager
• How and why it works — chemist
• Works in extreme weather locations — Utah, Alaska, Canadian province

Also suggest sources for required action footage (liquid-only application, traditional plowing, equipment needed, brine creation and storage, etc.); some footage may be available already, and some may need to be filmed by Clear Roads member staff.

Seek review, revision and approval of plan by Clear Roads.

Task 5 Shoot and Collect Footage
Shoot all interview footage. Vendors should include a travel budget for six sites across the United States (budget four trips with one overnight stay and two with two overnight stays; budget for one person to both ask interview questions and record video). It may become possible to interview several subjects in the same trip during a Clear Roads meeting. Collect all action footage from state DOTs: existing footage or new storm footage on request if needed.

Task 6 Final Video Script
Working from all the video, create a video script. This will be in a similar format to the script concept (Task 4) but will include actual run times, onscreen imagery, transcripted interview content, onscreen text, and voice-over narration text.

Seek review, revision and approval of script by Clear Roads.

Task 7 Produce Video
Include Clear Roads branding and match the look and feel of Clear Roads products. Record necessary voiceover, onscreen text, and transitions. The video will be published on Clear Roads’ YouTube channel (https://www.youtube.com/user/clearroadspooledfund) and will include pointers to the different parts of the video (for example, “(0:00) Overview and Benefits (5:20); Getting Started;” etc.).

Deliver a draft video file for Clear Roads review. Make final revisions and edits at Clear Roads’ request and deliver high-resolution video file.

Task 8 Final Report
Prepare a final report that incorporates Task 1 through 7. Prepare and present a final closeout webinar.

Deliverables
The Selected Responder will provide the following deliverables:

1. A kick-off teleconference at the start of the project to review project tasks and goals and discuss the plans for all of the Tasks.
2. Check-in teleconferences with Clear Roads to review deliverables of Tasks 1 and 2; 3; 4; 6 and 7.
3. Literature search on liquid-only plow routes. (Task 1)
4. Survey of state and provincial practices on liquid-only plow routes. (Task 2)
5. Updated Clear Roads’ Quick Reference Guide. (Task 3)
6. Video script concept and filming plan. (Task 4)
7. Final video script (Task 6).
8. Draft and final videos (Task 7).
10. A PowerPoint™ to support presentations at conferences or national and regional meetings by Clear Roads members regarding findings and recommendations resulting from the project.
11. Face-to-face meeting or webinar presentation to present the final deliverables. The vendor will provide the draft versions at least two weeks in advance of the meeting or webinar. The vendor should also assume there will be some additional time after the presentation required to gather and incorporate feedback for final acceptance.
12. Quarterly Reports that provide written reports of progress to the Clear Roads TAC at the end of each quarter of the year (March 31, June 30, September 30, December 31) for the duration of the contract.

(CSS/CM Last Updated 6/6/2016)
Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

**Anticipated Term**
The term of this contract is anticipated to run from November 1, 2016 to October 31, 2017, with the option to extend an additional 1 year in 6 month increments.

**QUESTIONS**
Responders who have any questions regarding this solicitation must submit questions, by e-mail only, to:
Melissa Brand, Contract Administrator
melissa.brand@state.mn.us

All questions and answers will be posted on MnDOT’s Consultant Services Web Page at [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult) under the “P/T Notices” section. All prospective responders will be responsible for checking the web page for any addendums to this solicitation and any questions that have been answered. **Note that questions will be posted verbatim, as submitted.**

Questions regarding this solicitation must be received by MnDOT no later than 2:00 p.m. Central Daylight Time on August 11, 2016.

MnDOT **anticipates** posting answers to such questions no later than 2:00 p.m. Central Daylight Time on August 15, 2016.

No other MnDOT personnel are allowed to discuss this solicitation before the response submission deadline. Contact regarding this solicitation with any personnel not listed above may result in disqualification.

**RESPONSE CONTENT**
The following will be considered **minimum** contents of the response, and must be submitted in the order listed:

1. **Contact Information:**
   Responders must clearly identify the company’s full legal name, business address, contact person’s name, telephone number, fax number and e-mail address (as available).

2. **Project Understanding:**
   The purpose of this section is for the responders to detail their understanding of the project. Responders must clearly state their understanding of the project objectives, goals and tasks to show or demonstrate their view of the nature of the project. Responders should demonstrate their understanding by using their own words rather than simply repeating what is listed in the RFP.

3. **Responder Experience & Qualifications (Company & Key Personnel):**
   The purpose of this section is for responders to provide information detailing the background and experience of the company, and the project personnel. To do this, responders must:
   - Provide an outline of their background and experience, with examples of similar work done.
   - List the personnel who will be working on this project, specifically detailing their training and work experience.

   If sub consultants are to be used on this project, responders must also outline their background and experience, including examples of similar work done by each sub consultant. Responders must also provide a list of the sub consultants’ personnel who will perform work on the project, detailing their training and work experience.

   Note that no change in personnel assigned to the project will be permitted without the written approval of MnDOT’s Project Manager. Responders must be sure to specifically address required and/or desired skills and qualifications listed above, if applicable.

   Qualification and experience of the “firm” should be demonstrated by the experience of the personnel proposed.

4. **Work Plan – Project Approach:**
   The purpose of this section is for responders to present their work plan. Responders must provide a detailed work plan, which must identify the major tasks to be accomplished. Responders must be sure to not only describe what will be done, but explain
how each task will be accomplished. These tasks will be used as a scheduling and management tool, as well as the basis for invoicing. The detailed work plan must present:
- The Overall Project Approach
- A Breakdown of the Project Tasks, detailing the tasks, and how they will be completed
- Deliverable Due Dates and an Overall Project Schedule
- A List of Personnel Working on the Project, including details of each person’s role, by task

5. Deliverables:
Responders must provide a clear and detailed description, format and schedule of the deliverables to be provided in order to meet the needs of the project.

6. MnDOT Participation:
Responders must clearly identify the level of MnDOT’s participation that will be needed in the contract, as well as any other services to be provided by MnDOT and details of cost allowances for this participation.

7. Forms, Documents and Certifications:
Separate from the response, responders must complete and submit all required forms, documents and certifications, required under any other section of this solicitation. These forms, documents and certifications will NOT be included in any page limit set for this solicitation, as applicable.

   a. Required Forms and Documents: Responders must complete and submit the forms and documents required under any other section of this solicitation.

8. Cost Proposal:
Responders must provide, in a separate envelope, one copy of the cost proposal, clearly marked on the outside “Cost Proposal”, along with the responders’ official business name and address. For purposes of completing the cost proposal, MnDOT does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished. Terms of the proposal as stated must be valid for the length of the project. Whether proposing a cost plus fixed fee (profit), hourly rate, unit rate or lump sum budget, responders must include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived. Additionally, if proposing a cost plus fixed fee (profit) budget, responder’s must utilize their current MnDOT approved Overhead rate, but it may not to exceed 160%. For the purposes of this cost proposal, responders should utilize a fixed fee (profit) of 10%. Actual fixed fee (profit) will be determined/calculated by MnDOT upon selection. The responder must include a total project cost along with the following:
   • A breakout of the hours by task for each employee.
   • Identification of anticipated direct expenses.
   • Identification of any assumptions made while developing this cost proposal.
   • Identification of any cost information related to additional services or tasks. This should be included in the cost proposal, but clearly identify it as additional costs and not made part of the total project cost.

Responders must have the cost proposal signed by authorized member of the firm. Responders must not include any cost information within the body of the technical response.

MnDOT has estimated that the cost of this contract should not exceed $75,000.00.

Responders must limit their response to 25 single-sided, 8.5”x11” pages, with no smaller than 11 point font. Excess pages will not be reviewed and evaluated, regardless of content. Note that, the cover letter and the required forms, documents and certifications will not count as part of the page limit.

RESPONSE SUBMITTAL INSTRUCTIONS
All responses must be mailed (United States Postal Service), expressed (UPS, FedEx or other similar express carrier) or dropped off to the attention of:
   Melissa Brand, Contract Administrator
   Minnesota Department of Transportation
   395 John Ireland Boulevard
   Consultant Services, Mail Stop 680
   St. Paul, Minnesota 55155

(CSS/CM Last Updated 6/6/2016)
All responses must be received no later 2:00 p.m. Central Daylight Time on September 6, 2016. Please note that MnDOT security procedures do not allow non-MnDOT employees to have access to the elevators or the stairs. You should plan enough time and follow these instructions for drop-off:

- Enter through the Rice Street side of the Central Office building (1st Floor).
- Once you enter through the doors, you should walk straight ahead to the Information Desk.
- Responses are accepted at the Information Desk only. The receptionist will call the Contract Administrator to come down and to time stamp the response.

Submit 1 hard copy of the response, along with one copy of the entire response in electronic format (CD-ROM, flash drive, etc.). The response must be submitted in a sealed mailing envelope or package, clearly marked “Solicitation Response” on the outside. An authorized member of the firm must sign the response, in ink.

**RESPONSE EVALUATION**

Representatives of MnDOT will evaluate all responses received by the deadline. In some instances, an interview may be part of the evaluation process. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which responses will be judged are broken down in the following table:

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Weighting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Understanding:</td>
<td>20%</td>
</tr>
<tr>
<td>Responder Experience and Qualifications (Company &amp; Key Personnel):</td>
<td>20%</td>
</tr>
<tr>
<td>Work Plan – Project Approach:</td>
<td>15%</td>
</tr>
<tr>
<td>Deliverables:</td>
<td>15%</td>
</tr>
<tr>
<td>Cost Detail</td>
<td>30%</td>
</tr>
</tbody>
</table>

Responses will be evaluated on a “best value” basis with 70% qualifications and 30% cost considerations. The review committee will not open the cost proposals until after the qualifications points are awarded.

**GENERAL REQUIREMENTS**

Responders must adhere to all terms of this solicitation.

Late responses will not be considered. Fax, e-mail and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.

**Affidavit of Noncollusion**

Responders must complete the attached “Affidavit of Noncollusion” form and submit it as part of their response.

**Conflicts of Interest**

Responders must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this solicitation. This list should indicate the name of the entity, the relationship and a discussion of the conflict. Responders must complete the attached “Disclosure of Potential Conflict of Interest” form and submit it as part of their response.

**Response Contents Certification**

By submitting a response, responders warrant that the information provided is true, correct and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from contract award and may subject the responder to suspension or debarment proceedings, as well as other remedies available to MnDOT, by law.

**Disposition of Responses**

All materials submitted in response to this solicitation will become property of MnDOT and will become public record, in accordance with Minnesota Statutes §13.591, after the evaluation process is completed. Pursuant to the Statute, completion of the evaluation process occurs when MnDOT has completed negotiating the contract with the successful responder.

If a responder submits information in response to this solicitation that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes §13.37, the responder must:

(CSS/CM Last Updated 6/6/2016)
Clearly mark all trade secret materials in its response at the time the response is submitted; 
Include a statement with its response justifying the trade secret designation for each item; and 
Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the state, its agents and employees, from any judgments or damages awarded against the state in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives MnDOT’s award of a contract. In submitting a response to this solicitation, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of MnDOT. MnDOT is required to keep all the basic documents related to its contracts, including responses to solicitations, for a minimum of seven years.

MnDOT will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Contingency Fees Prohibited
Pursuant to Minnesota Statutes §10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

Sample Contract
Responders should be aware of MnDOT’s standard contract terms and conditions when preparing their response. Responders may view the current version of the Professional/Technical Low Risk – Non-Engineering contract template on the Consultant Services website, on the “P/T Contract Documents” page, at: http://dotapp7.dot.state.mn.us/edms/edmsDocumentLinks.jsp?folderId=525083. Much of the language reflected in the contract template is required by statute. However, if a responder does take exception to any of the terms, conditions or language in the contract template, they must indicate those exceptions in their response. Responders should note that certain exceptions may result in your response being disqualified from further review and evaluation. Only those exceptions indicated in the response will be available for discussion or negotiation.

Travel Reimbursements
Reimbursements for travel and subsistence expenses actually and necessarily incurred by the successful responder, as a result of the contract, will not exceed the amounts provided in the current MnDOT Travel Regulations. Reimbursements will not be allowed for travel and subsistence expenses incurred outside of Minnesota, unless the successful responder has received MnDOT’s written approval for out-of-state travel. Minnesota will be considered the home base for determining whether travel is out-of-state.

Organizational Conflicts of Interest
The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to MnDOT, or the vendor’s objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration’s Materials Management Division which must include a description of the action which the selected responder has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, MnDOT may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract, and did not disclose the conflict to the contracting officer, MnDOT may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

Pre-Award Audit Requirement
The successful responder will be required to submit pre-award audit information and comply with audit standards. Failure to do so may result in disqualification.

Soliciting Responses from Disadvantaged Business Enterprises (DBE)
No numerical DBE goal; race/gender neutral goal
The MnDOT Office of Civil Rights has assigned a race/gender neutral goal to this project. Responders are directed to read the DBE Special Provisions, posted along with this solicitation. The DBE Special Provisions explains how to comply with the DBE requirements. In particular, see pages one and two regarding documents that a responder must submit with its response. The form

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Certification Regarding Debarment and Suspension
Federal money will be used (or may potentially be used) to pay for all or part of the work under the contract; therefore, this contract is a covered transaction for purposes of 49 Code of Federal Regulations (“CFR”) Part 29. As such, the successful responder is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The successful responder will be required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its response, responders certifies as follows:

The certification in this clause is a material representation of fact relied upon by the MnDOT. If it is later determined that the responder knowingly rendered an erroneous certification, in addition to remedies available to the MnDOT, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The responder agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The responder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Insurance Requirements
A responder’s proposal must clearly note any exceptions desired to insurance requirements, or the responder will be deemed to have accepted such requirements and waived any request for exception.

1. **Insurance Certificates and Continuity of Coverage Required.** The successful responder must provide a certificate of insurance showing that they have each type of insurance coverage and limits required herein. The certificate must be filed with MnDOT’s Authorized Representative within 30 days of execution of the contract, and prior to commencing work under the contract. The successful responder must maintain such insurance in full force and effect throughout the term of the contract.

2. **Required Insurance.** The successful responder will be required to maintain the furnish satisfactory evidence of the following insurance policies:
   a. **Workers’ Compensation Insurance:** Except as provided below, the successful responder will be required to provide Workers’ Compensation insurance for all its employees and, in case any work is subcontracted, will require its subcontractor(s) to provide Workers’ Compensation insurance in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer’s Liability. Insurance minimum limits are as follows:
      - $100,000 – Bodily Injury by Disease per employee
      - $500,000 – Bodily Injury by Disease aggregate
      - $100,000 – Bodily Injury by Accident

      If Minnesota Statutes §176.041 exempts the successful responder from Workers’ Compensation insurance requirements, or if such responder has no employees in the state of Minnesota, the successful responder will be required to provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the successful responder from the Minnesota Workers’ Compensation requirements. If, during the course of the contract, the successful responder becomes subject to the Workers’ Compensation Insurance requirements, the successful responder then must comply with such requirements and must provide MnDOT with a Certificate of Insurance evidencing such coverage.

   b. **Commercial General Liability Insurance:** The successful responder will be required to maintain insurance protecting the successful responder from claims for damages for bodily injury, including sickness or disease, death and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the contract whether the operations are by the successful responder or by a subcontractor or by anyone directly or indirectly employed by the successful responder pursuant to the contract. Insurance minimum limits are as follows:
      - $2,000,000 – per occurrence
      - $2,000,000 – annual aggregate
      - $2,000,000 – annual aggregate – Products/Completed Operations

      The following coverages must be included:
      - Premises and Operations Bodily Injury and Property Damage

(CSS/CM Last Updated 6/6/2016)
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured, to the extent permitted by law

c. **Commercial Automobile Liability Insurance:** The successful responder will be required to maintain insurance protecting the successful responder from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under the contract, and in case any work is subcontracted the successful responder must require the subcontractor to provide Commercial Automobile Liability insurance. Insurance **minimum** limits are as follows:
- $2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages must be included:
- Owned, Hired and Non-owned Automobile

d. **Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance.** The successful responder will be required to provide coverage for all claims the successful responder may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the successful responder's professional services performed under the contract. Unless otherwise specified within this solicitation, the successful responder will be required to carry the following **minimum** limits:
- $2,000,000 – per claim
- $2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the successful responder and may not exceed $50,000 with the written approval of MnDOT. If the successful responder desires authority from MnDOT to have a deductible in a higher amount, the successful responder will be required to make such request in writing, specifying the amount of the desired deductible and providing financial documentation, acceptable to MnDOT, so that MnDOT can ascertain the ability of the successful responder to cover the deductible from its own resources. MnDOT will treat such financial statements as non-public data to the extent permitted by the Minnesota Government Data Practices Act.

The retroactive or prior acts date of coverage must not be after the effective date of the contract and the successful responder must maintain such coverage for a period of at least three years following the completion of work. If such insurance is discontinued, then extended reporting period coverage must be obtained by the successful responder to fulfill this requirement.

e. **Additional Insurance Conditions:**
- The successful responder’s policy(ies) will be primary insurance to any other valid and collectible insurance available to MnDOT with respect to any claim arising out of the successful responder performance under this contract;
- If the successful responder receives a cancellation notice from an insurance carrier affording coverage herein, the successful responder agrees to notify the state of Minnesota within five business days with a copy of the cancellation notice, unless the successful responder’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least 30 days advance written notice to the state of Minnesota.
- The successful responder is responsible for payment of contract related insurance premiums and deductibles;
- If the successful responder is self-insured, a Certificate of Self-Insurance must be provided to MnDOT;
- The successful responder’s policy(ies) must include legal defense fees in addition to its liability policy limits, with the exception of part d above;
- The successful responder must obtain insurance policies from insurance companies having an “AM BEST” rating of “A minus”, a Financial Size Category VII, or better, and authorized to do business in the state of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the successful responder’s policy limits to satisfy the full policy limits required by the contract.

3. **Right to Terminate.** MnDOT reserves the right to immediately terminate the contract if the successful responder is not in compliance with the insurance requirements, and MnDOT retains all rights to pursue any legal remedies against the successful responder. All insurance policies must be open to inspection by MnDOT and copies of policies must be submitted to MnDOT’s Contract Administrator upon written request.

4. **Insurance Certificates.** The successful responder will be required to submit Certificate(s) of Insurance, acceptable to
MnDOT, as evidence of meeting the insurance requirements, prior to commencing work under the contract.

E-Verify Certification (In accordance with Minnesota Statutes §16C.075)
By submission of a response for services in excess of $50,000, responders certify that as of the date of services performed on behalf of MnDOT, they, and all of their proposed subcontractors, will have implemented, or be in the process of implementing, the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of MnDOT. In the event of contract award, the successful responder will be responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subcontractor certifications must be kept on file with the successful responder and made available to MnDOT upon request.

Resident Vendor Form
If a responder wishes to claim resident vendor status, it must complete the “Resident Vendor” form and submit it as part of their response.

Plain Language and Accessibility Standards
1. Plain Language. The successful responder must provide all deliverables in “Plain Language”. Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the successful responder will take the following steps in the deliverables:
   - Use language commonly understood by the public;
   - Write in short and complete sentences;
   - Present information in a format that is easy-to-find and easy-to-understand; and
   - Clearly state directions and deadlines to the audience.

2. Accessibility Standards. The successful responder agrees to comply with the State of Minnesota’s Accessibility Standard (http://mn.gov/oet/images/Stnd_State_Accessibility.pdf) for all deliverables under this contract. The State of Minnesota’s Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. The successful responder’s compliance with the State of Minnesota’s Accessibility Standard includes, but is not limited to, the specific requirements as follows:
   - All videos must include closed captions, audio descriptions and a link to a complete transcript;
   - All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, the successful responder will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
   - All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.
STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION

Instructions: Please return your completed form as part of your response.

I swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), 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);

2. That the attached response submitted in response to the ______________________________________________________ solicitation has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other responder of materials, supplies, equipment or services described in the RFP, designed to limit fair and open competition;

3. That the contents of the response have not been communicated by the responder, or its employees or agents, to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the responses; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature:

Responders Firm Name: ____________________________________________________________

Print Authorized Representative Name: ____________________________ Title: ________________

Authorized Signature: ____________________________________________ Date: ______________

Notary Public
Subscribed and sworn to before me this:

____ day of ________________________, _____________

________________________________________
Notary Public Signature

________________________________________
Commission Expires

(CSS/CM Last Updated 6/6/2016)
CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist: This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted to MnDOT, however, the “Disclosure of Potential Conflict of Interest” form must be submitted with your response.

Definition of “Proposer”: As used herein, the word “proposer” includes both the prime contractor and all proposed subcontractors.

Checklist is not Exclusive: Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form: Proposers must complete the attached disclosure and submit it with their response (or separately, as directed by MnDOT, for projects not awarded through a competitive solicitation). If the proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MnDOT; however, such a disclosure will not necessarily disqualify a proposer from being awarded a contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound response, and it will not be provided to selection committee members. MnDOT’s Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. MnDOT’s Contract Management personnel may consult with MnDOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of the Commissioner of Administration.

Material Representation: Proposers are required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the disclosure. Information provided on the form will constitute a material representation as to the award of this contract. MnDOT reserves the right to cancel or amend the resulting contract if the proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts: MnDOT recognizes that proposer’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MnDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MnDOT’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to MnDOT. MnDOT would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MnDOT must follow statutory guidance on organizational conflicts of interest.

Statutory Guidance: Minnesota Statutes §16C.02, subdivision 10(a) places limits on state agencies ability to contract with entities having an “organizational conflict of interest”. For purposes of this checklist and disclosure requirement, the term “vendor” includes “proposer” as defined above. Pursuant to such statute, “organizational conflict of interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering: The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules Part 1805.0300). Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

(CSS/CM Last Updated 6/6/2016)
An organizational conflict of interest may exist in any of the following cases:

- The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this contract.

- The proposer, or its principals, in previous work for the state has provided the final design or related services that are directly related to performance of work required under this contract. **Comment:** this provision will, for example, disqualify a proposer who performed final design for MnDOT and now seeks to provide construction administration services for that same project. MnDOT believes this is necessary because the firm that prepared the plans may be unable to objectively determine plan errors and omissions. This may cause a situation where: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; and (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired.

- The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a MnDOT project if a local government has also retained the proposer for the purpose of persuading MnDOT to stop or alter the project plans.

- This contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to this contract.

- The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this contract, when the value or potential uses of such property may be affected by the proposer’s performance of work pursuant to this contract. “Property affected by the project” includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity’s property may be affected by the proposer’s work pursuant to the contract when such work involves providing recommendations for right-of-way acquisition, access control and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume proposers know nor have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.

- The proposer has a business arrangement with a current MnDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this contract. This item does not apply to pre-existing employment of current or former MnDOT employees, or their immediate family members. **Comment:** this provision is not intended to supersede any MnDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to “inside” information.

- The proposer has, in previous work for the state, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a response for this project. **Comment:** this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential proposers. Definitions of “government data”, “public data”, “non-public data” and “private data” can be found in Minnesota Statutes Chapter 13.

- The proposer has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.

- The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

☐ Determined that no potential organizational conflict of interest exists.

☐ Determined that a potential organizational conflict of interest exists, as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

_______________________________________________  ________________________________
Signature                                      Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MnDOT contract personnel.

_______________________________________________  ________________________________
Name                                            Phone

(CSS/CM Last Updated 6/6/2016)
STATE OF MINNESOTA
RESIDENT VENDOR FORM

In accordance with Laws of Minnesota 2013, Chapter 142, Article 3, Section 16, amending Minnesota Statutes §16C.02, subdivision 13, a “Resident Vendor” means a person, firm, or corporation that:

1. is authorized to conduct business in the state of Minnesota on the date a solicitation for a contract is first advertised or announced. It includes a foreign corporation duly authorized to engage in business in Minnesota;
2. has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the response for which any preference is sought;
3. has a business address in the state; and
4. has affirmatively claimed that status in the response submission.

To receive recognition as a Minnesota Resident Vendor (“Resident Vendor”), your company must meet each element of the statutory definition above by the solicitation opening date and time. If you wish to affirmatively claim Resident Vendor status, you should do so by submitting this form with your response.

Resident Vendor status may be considered for purposes of resolving tied low bids or the application of a reciprocal preference.

I HEREBY CERTIFY THAT THE COMPANY LISTED BELOW:

1. is authorized to conduct business in the state of Minnesota on the date a solicitation for a contract is first advertised or announced. (This includes a foreign corporation duly authorized to engage in business in Minnesota.)
   ___Yes ___No (must check yes or no)
2. Has paid unemployment taxes or income taxes in the state of Minnesota during the 12 calendar months immediately preceding submission of the response for which any preference is sought.
   ___Yes ___No (must check yes or no)
3. Has a business address in the state of Minnesota.
   ___Yes ___No (must check yes or no)
4. Agrees to submit documentation, if requested, as part of the response process, to verify compliance with the above statutory requirements.
   ___Yes ___No (must check yes or no)

BY SIGNING BELOW, you are certifying your compliance with the requirements set forth herein and claiming Resident Vendor status in your response submission.

Name of Company: ___________________________ Date: ___________________________
Authorized Signature: ___________________________ Telephone: ___________________________
Printed Name: ___________________________ Title: ___________________________

IF YOU ARE CLAIMING RESIDENT VENDOR STATUS, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE SUBMISSION.