ADDENDUM #2
Working Capital Loan Fund Administration and Technical Assistance

April 11, 2018

1. Items being deleted from the RFP will be listed below, and struck out. Items being added to the RFP will be listed below, and will be **bolded and underlined**.

2. Items being added to the RFP will be listed below.

3. Note that, any content NOT included in the revisions below remain unchanged from the Original RFP.

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**REVISION 1.** Page 3 (QUESTIONS) of the RFP is revised as follows:

Questions regarding this RFP must be received by MnDOT no later than 2:00 p.m. Central Daylight Time on April 12, **April 16, 2018**.

MnDOT anticipates posting answers to such questions no later than 2:00 p.m. Central Daylight Time on April 13, **April 17, 2018**.

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**REVISION 2.** Page 4 (PROPOSAL CONTENT) of the RFP is revised as follows:

6. **Quality Management Plan:**

   Responders must provide a summary of their project specific Quality Management Plan (QMP) that will be used on the project. The QMP summary must state the responder’s intent to fully utilize a comprehensive project specific QMP developed in accordance with MnDOT’s current QMP Manual located at: [http://www.dot.state.mn.us/design/qmp/index.html](http://www.dot.state.mn.us/design/qmp/index.html). The QMP summary should emphasize the responder’s intent to make the QMP project specific to the context of the project involved. The evaluation of the responder’s QMP summary will focus on the responder’s ability to develop a QMP unique to the project. The QMP summary does not eliminate the need for the successful responder to develop and utilize a comprehensive QMP during performance of the work. The summary will only be used as an evaluation tool in the selection process.

7. **Forms, Documents and Certifications:**

   Responders must complete and submit all required forms, documents and certifications, required under any other section of this RFP. These forms, documents and certifications will NOT be included in any page limit set for this RFP, as applicable.

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

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, respondents 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.
REVISION 3. Page 5 (PROPOSAL SUBMITTAL INSTRUCTIONS) of the RFP is revised as follows:

All proposals must be received no later 2:00 p.m. Central Daylight Time on April 25, 2018 April 27, 2018. 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.
- Proposals are accepted at the Information Desk only. The receptionist will time stamp the proposal.

REVISION 4. Page 5 (PROPOSAL EVALUATION CRITERIA) of the RFP is revised as follows:

Representatives of MnDOT will evaluate all proposals received by the deadline. In some instances, an interview may be part of the evaluation process. MnDOT reserves the right, based on scores of the proposals, to create a short-list of responders to interview. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals 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>5% 15%</td>
</tr>
<tr>
<td>Responder Experience and Qualifications (Company &amp; Key Personnel)</td>
<td>20%</td>
</tr>
<tr>
<td>Work Plan/Project Approach and Deliverables</td>
<td>25% 35%</td>
</tr>
<tr>
<td>Interviews</td>
<td>10%</td>
</tr>
<tr>
<td>Quality Management Plan</td>
<td>10%</td>
</tr>
<tr>
<td>Cost Detail</td>
<td>30%</td>
</tr>
</tbody>
</table>

REVISION 5. Page 5/6 (PROPOSAL EVALUATION PROCESS) of the RFP is revised as follows:

MnDOT representatives will evaluate proposals received by the deadline. Proposals will be evaluated on a “Best Value” basis of 60% 70% qualifications, 10% interview and 30% cost considerations. The review committee will not open the cost proposals until after the qualification and interview points have been awarded.

The selection process being used for this project involves a three two step process. Step one will include a qualitative evaluation of the responders’ technical proposal. Step two will be a structured interview, which may be eliminated, at MnDOT’s discretion, based on the results of the step two evaluations. Step three two will be an analysis of the responders’ cost proposal.

The following contains additional information describing the proposal evaluation process:

Step One: In step one; proposals will be scored on the non-cost and non-interview factors listed above. This includes a review of the “Required Skills and Qualifications” listed above. Any responders who do not pass the required skills and qualifications, will not be moved forward to Step Two.

Step Two: In step two; a short list of the 2-3 responders who have received the highest score on the non-cost and non-interview factors listed above may be asked to participate in a structured interview. MnDOT will allow up to a 30-minute presentation by the responders, followed by up to a 30-minute interview, consisting of structured questions prepared by MnDOT. Responders will be given the option of furnishing their own computer, projector, presentation materials, etc. or using MnDOT’s conference room equipment. The following Key Personnel must attend the interview: Consultant’s Project Manager and up to two other individuals at the responders’ discretion.

As indicated above, the interview will be worth 10 points of the total evaluation. MnDOT reserves the rights to eliminate Step two interviews if, in the judgment of the selection committee, additional questions are not required. If, after completion of step one, MnDOT decides not to require interviews, the 10 points will not be utilized and the selection will be based on a 90 point scale.
Interviews will be held at MnDOT’s Central Office Transportation Building in St. Paul, Minnesota. INTERVIEWS WILL BE HELD ON THURSDAY, MAY 3, 2018. RESPONDERS MUST HAVE THE APPROPRIATE PERSONNEL AVAILABLE TO ATTEND AN INTERVIEW ON THIS DATE. Interview questions will be available to the responders 15 minutes prior to the interview. Any costs incurred for or during the interview process will be borne by the responder.

Step Three Two: In step three two, cost proposals will be evaluated and scored, in accordance with the percentage listed above. Cost will not be revealed to selection committee members until after the technical scoring and interviews, if required, have has been completed.