Minnesota CAV Challenge RFP

Questions and Answers
Updated March 4, 2019

Question 1: Are academic researchers allowed to submit proposals directly to the Minnesota CAV Challenge RFP, or must they be on a consultant-led team?

Answer: Yes, academic researchers can submit proposals directly.

Question 2: How much time will we be allotted for a Stage I Pre-Proposal Meeting if requested?

Answer: Due to the demand for Stage I meetings and very tight calendars for the key MnDOT personnel, Stage I meetings will be 30-45 minutes maximum.

Question 3: Does MnDOT encourage applications supportive of CAV workforce development initiatives or is the RFP focused specifically on technology applications?

Answer: MnDOT is interested in workforce development initiatives, but probably not right now. The MnDOT CAV Strategic Plan is currently being developed and will include assessing future workforce needs. After the plan is completed this spring would be a better time to entertain proposals on workforce.

Question 4: Please confirm respondents may submit Stage II proposals at any time during the solicitation process.

Answer: Yes, proposals may be submitted at any time. Evaluation of proposals will take place as outlined in the RFP. For example, all proposals received by November 16, 2018 will be part of the first evaluation cycle.

Question 5: Please confirm Stage II proposals can be submitted at any time, regardless of Stage I timing.

Answer: The Stage I process is completely optional. Stage II proposals can be submitted at any time regardless of whether a Stage I meeting was held.

Question 6: Should Responders communicate to MnDOT which anticipated Cycle they intend to submit?

Answer: It is not necessary to communicate which cycle proposals will be submitted.

Question 7: For the technical proposal, regarding “with no smaller than 11 point font”; is there a desired Font style to be used?

Answer: No font is specified. It is helpful to use an “easy to read” font such as Times New Roman, Arial, or Calibri.
Question 8: Is Stage 1 just a pre-proposal meeting or is it actually a “concept” proposal that is sent in?

Answer: Stage 1 is an optional pre-proposal meeting where the potential responder is able to present their concept/idea, its merits or risks, and ask questions of MnDOT’s CAV-X leadership. In turn, MnDOT will ask clarifying questions, provide feedback as to obstacles, risks and a general level of interest in the concept.

Question 9: If it is a just pre-proposal meeting, does that meeting have to happen before Nov 16th or is Nov 16th the deadline to declare you would like to meet and the meeting would take place Dec 3 -14?

Answer: There is no deadline for when the Stage I meeting must be requested or held. This solicitation is intended to be ongoing with multiple submission and review cycles. A Stage I meeting can be requested at any time.

November 16th is the first deadline for Stage II proposals. Proposals received by that date will be evaluated for award between Dec 3-14.

Question 10: The deadline for submittal for review cycle 2 is indicated as January 18th. If a proposal is submitted early, would it be considered at the time it is submitted (like a “rolling submittal”), or only after the January 18th submittal date?

Answer: Such a proposal would be considered after the January 18th due date with any other proposals received by that date for Cycle 2. Proposals may be submitted at any time, but there will not be a “rolling evaluation” process.

Question 11: Our company is interested in submitting two responses, one for Cycle 2 and one for Cycle 3. Is that permissible?

Answer: Proposals are acceptable at any time. There is no restriction on which cycles a proposer may submit for and there is not a limit on the number of proposals that can be submitted.

Question 12: On page 6 of the RFP, under 4. Work Plan, it is stated that Responders must “provide written letter of support” from partnering agencies. Is there a particular format required for these letters? What kind of information should be disclosed in the letter’s contents?

Answer: There is no particular format. When a proposal contains a partnership component (such as a local government, vendor, academic institution, technology provider, etc.) a letter of support should be included to show that the groundwork has been laid for the project to proceed if selected.

Question 13: PAGE LIMITS – page 7 of RFP - Will front/back covers and section dividers count toward the 25-page limit?

Answer: No, front/back covers & section dividers do not count toward the page limit.
Question 14: Section 8. Forms, Document and Certifications (page 6 of RFP):
Are forms, documents, and certifications required from subconsultants in
addition to the prime firm?
Answer: No, they are only required of the prime.

Question 15: Sample Contract (page 10 of RFP):
Which sample contract is applicable for this pursuit? Contract High Risk,
Contract Low Risk - Engineering & Related, or Contract Low Risk?
Answer: Any of the three templates could potentially be used. Any contract over
$100,000.00 will use the High Risk template. For lesser amounts, the Non-
Engineering Low Risk is most likely unless there is specific engineering work
(such as design plans) involved.

Question 16: RFP Page 3, Anticipated Term: RFP states “No contract resulting from this
solicitation may exceed five years.”
Will MnDOT support the operations and maintenance of an accepted project
beyond 5 years, whose initial deployment takes place within the first 2 years of
the contract?
Answer: By statute, no contract resulting from this solicitation may exceed five years. If a
deployment is successful, future operation and maintenance of a system would
require a different procurement process and would be dependent on the
availability of funding sources.

Question 17: Is MnDOT opposed to the implementation of a long term system operation?
Answer: No, it is not.

Question 18: RFP Page 6, Work Plan: RFP states “Identify partnering agencies, if any, who
have agreed to participate in the proposed project.”
By “partnering agencies”, does MnDOT mean sections such as Maintenance
within MnDOT, non-MnDOT public agencies such as local municipalities, or
subcontractors or project partners such as private sector vendors or consultants?
Answer: Any of the above could be considered partners within a proposal. It is the
responsibility of the proposer to contact partnering entities and to demonstrate
that support for the proposal is in place.

Question 19: Please advise if resumes can be included as an appendix for a cleaner
organization of the proposal.
Answer: Resumes may be included as an appendix. Note that page limits, paper and font
size requirements still apply.