

REQUEST FOR PROPOSALS (RFP)

Minnesota Department of Transportation (MnDOT)

Minnesota CAV Challenge 2.0

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.html.

This document is available in alternative formats for persons with disabilities by calling Kristin White at 651-485-9679 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 1-800-627-3529. For other information on disability rights and protections, contact [MnDOT's American's with Disabilities Act \(ADA\) Coordinator](#).

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

Responses to this RFP will be public information under the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

PROJECT SPECIFIC INFORMATION

Background

With rapidly advancing emerging transportation technologies like connected and automated vehicles (CAV) and intelligent transportation systems, Minnesota is exploring innovative public-private partnerships to help the state plan and prepare for these technologies and to find innovative solutions to national transportation challenges. These technologies can help meet Minnesota's goals to build a future transportation system that is safe, equitable, accessible, efficient, healthy, and sustainable.

Partnership Opportunities and Use Cases

Minnesota's *CAV Challenge* program promotes partnerships among government, private industry, non-profits, the public, and researchers to advance technologies that improve quality of life. The Minnesota CAV Challenge allows anyone to propose innovative partnerships to solve Minnesota transportation challenges.

- A. **Partnerships:** Bring partners into Minnesota and MnDOT's transportation program, including:
 - a. Tier 1 Original Equipment Manufacturers (OEMs) and auto manufacturers
 - b. Technology companies and start-ups
 - c. Other states
 - d. Businesses, Fortune 500 companies
 - e. Transit providers
 - f. Freight, logistics and supply chain
 - g. Active transportation users and advocates
 - h. Other multi-modal partners
 - i. Minnesota-based companies, small businesses, and talent.
 - j. Multi-jurisdictional and regional partners
 - k. Underrepresented community organizations
 - l. Labor, union, and workforce organizations
 - m. Auto repair and mechanics
 - n. Partners interested in interstate pilots or grants
 - o. New partners that Minnesota has not previously worked with

- B. **Pilots and deployments:** Safely test and deploy connected and automated vehicle technologies, using lessons learned from other states and countries.
- C. **Policy:** Develop a clear legal and regulatory environment for industry, policy makers and the public, including AV testing, insurance, liability, data privacy, data sharing, accessibility, and licensing and registration.
- D. **Winter weather:** Test, pilot and develop CAV technology that works in winter weather, including snow, ice, fog, sleet and rain.
- E. **Corridors and use cases:** Develop corridors, applications, and use cases for industry, researchers and partners to test and validate technology that fills in gaps in national research.
- F. **Mobility for all:** Use CAV to improve mobility for all users, including rural communities, active and non-motorized users, individuals with disabilities, low-income families, and others experiencing transportation barriers. How do we ensure the automated vehicles do not place undue burden on communities that face transportation barriers and active transportation users?
- G. **Work zones:** Leverage CAV technology to develop real-time work zone information to promote work zone safety
- H. **Communications, outreach, and engagement:** Develop opportunities to educate communities about CAV technologies. Solicit feedback on how states should plan and prepare for CAV. Engage with communities to build public trust in how organizations are planning and preparing how emerging transportation technologies will impact our society
- I. **Data and cybersecurity:** Pilot ways to share information amongst government, industry, researchers and third parties. Understand how to build secure systems to protect private data. Pilot projects to share real-time CAV information to DOTs and users.
- J. **Safety and Public Health:** Use CAV to reduce traffic deaths and injuries, with a focus on cyclist and pedestrian safety.
- K. **Maintenance and operations:** Understand how to operationalize and maintain CAV technologies. Use CAV data to help manage transportation system operations and maintenance. Use CAV in fleet operations without disrupting important maintenance priorities.
- L. **Economic development:** Attract industry and talent to Minnesota to grow the region as a destination for CAV innovation.
- M. **Workforce development and preparation:** Train and grow Minnesota's workforce to adapt to emerging technologies and benefit from technological changes.
- N. **Strategic planning:** Strategically plan for policy, infrastructure and operational risk. Implement strategic priorities to help partners understand transportation goals. Develop business strategies to help institutionalize technology innovation and assure that leaders continue to advance CAV.
- O. **Multi-modal:** Use CAV to advance a multi-modal transportation, including transit, air, rail, freight, ports mobility as a service (MaaS), and shared mobility, active and non-motorized transportation, including walking and biking.

- P. **Freight:** Develop CAV freight pilots, including autonomous, freight platooning, supply chain and logistics.
- Q. **Shared mobility:** Understand how to use CAV to advance shared use of transportation, especially in transit, walking, and biking
- R. **Public safety and emergency management:** Use CAV to support and coordinate with law enforcement operations, first response, and emergency management.
- S. **Coordination:** Efficiently coordinate with local government – including cities and counties – and regional and national entities to advance uniform CAV technology and policy in lieu of national uniform laws or standards.
- T. **Federal Highway Administration and National Research Coordination:** Review FHWA, CAT Coalition and pooled fund use cases and align them Minnesota’s CAV program so Minnesota can advance national efforts without conducting similar or redundant research or pilots.
- U. **Roadway infrastructure investment:** How can MnDOT be investing now to plan for CAV when the transportation system is built for 50-100 years? Is there capital infrastructure including fiber, pavement markings, signing, or signals that can be used to advance safety for both human operators and connected and automated vehicles?

Project Goals

Partnership ideas under the CAV Challenge program must address the below statewide transportation goals:

- A. **Advancing national research and programs:** Build off national research and find opportunities to test ideas in Minnesota that fill in gaps in available technologies or programs. How does Minnesota help fill in the gap in national research and avoid redundant research or pilots?
- B. **Public-private partnerships:** Partner with multiple organizations to advance innovation in emerging transportation technologies. Successful ideas include a variety of partners at all levels of government, industry, research and communities. How does the State of Minnesota partner with private industry, non-profits, government, and communities?
- C. **Gain substantial institutional knowledge:** Advance CAV ideas that build institutional knowledge either within MnDOT, the State of Minnesota, state DOTs, or across the CAV industry. How do we learn from industry and other partners to advance these innovative ideas?
- D. **Scalable, replicable ideas:** Advance technologies and ideas that can be replicated in other organizations, states, and programs. Promote research and ideas that can be scaled up and grow.
- E. **Path to deployment and adoption:** Develop ways to operationalize research and pilots. Institutionalize new and innovative programs to ensure long-term deployment. Identify paths towards large-scale deployment. Help organizations identify system owners and operators after research and pilots are tested and validated.
- F. **Immediate operational use:** Advance ideas that can be piloted or deployed in the next 2 years without requiring years of research and development.
- G. **Direct public benefit:** Advance technologies that have an immediate benefit to the taxpaying public. Show how these innovations can advance a safe transportation system. What is the idea’s or project’s direct public benefit to Minnesotans and how can we convey the benefit to policy makers?
- H. **Education, outreach and engagement:** Develop or coordinate communications and engagement opportunities with the pilot to educate the public on CAV technology. How can the public see the technology? How would they react to the idea? How do you communicate CAV technology to communities and policy makers? Is there an opportunity to see, feel, and touch the technology first-hand?
- I. **Applied research and technologies:** This program is not intended for software-as-a-service, hardware purchasing, or white papers. How does the proposal support the applied use of technologies to show transportation stakeholders, the public, policymakers, and industry how CAV can advance safety, equity, access, efficiency, public health, and sustainability?
- J. **Technology readiness:** Advance applied research, not theoretical research (e.g. white papers). How has does the applied research advance more mature technology applications? How does the idea support the strategic investments ready for field or operational testing?
- K. **Technology and systems interoperability:** Advance research and pilots that are interoperable or compatible with future technologies. Develop systems that can work with multiple technologies to allow for the rapid pace

of technological and regulatory changes.

CAV Corridors

Successful Proposers make recommendations where the research or pilot will take place. The State of Minnesota made infrastructure investments in several corridors within the Twin Cities metropolitan area and MnDOT desires to advance technology in rural areas and across Minnesota. Opportunities remain to explore partnerships in Greater Minnesota to show all communities the benefits of CAV.

Projects may be proposed on any public road or facility under MnDOT's trunk highway jurisdiction. MnDOT will consider the safety, operational and maintenance impacts of the technology on each corridor on a case-by-case basis. MnDOT has identified several corridors that could be used in piloting and deploying CAV technologies found at www.dot.state.mn.us/automated/projects. For the most up-to-date information, visit the MnDOT Connected and Automated Vehicles website at www.mndot.gov/automated.

Available Data, Maps and Information

- **GNSS:** Minnesota has an existing statewide Continuously Operating Reference Station Network called MnCORS. Details on MnCORS can be found at: <http://www.dot.state.mn.us/surveying/cors/>. MnCORS is a cooperative effort between MnDOT, other state agencies and institutions, counties, cities and private enterprises with the goal of providing Global Navigation Satellite System (GNSS) corrections statewide. Using signals from all available GNSS satellites, and receivers at over 130 known positions, MnCORS is able to continuously provide survey grade positioning corrections. MnCORS may be available for use by Proposers.
- **GIS data:** Minnesota has open source global information system (GIS) data available at mngeo.state.mn.us, known as "MnGEO". This Geospatial Commons is a one-stop shop for transportation and other information that can help inform your project or idea. MnDOT planning and scoping programs use ESRI ArcGIS tools.
- **Transportation Assets:** MnDOT's [Asset Management program](#) has multiple tools to showcase the assets on our transportation system, including a web-based geospatial portal called Georilla.
- **Fiber optic data:** MnDOT has a map of its current fiber optic assets on the trunk highway system. Please contact the contract administrator for a copy of this map.

Key Stakeholders

The Minnesota CAV Challenge is a funding method from the MnDOT Connected and Automated Vehicle Office (CAV-X) which requires collaboration with multiple MnDOT and external stakeholders to implement innovative ideas. The CAV Challenge contract administrator can assist Proposers in identifying individuals to contact to understand the feasibility of an idea or to help develop an idea. Proposers are encouraged to reach out to multiple stakeholders and partners to ensure the operational and maintenance requirements have been addressed and project champions are identified.

Key stakeholders to consider for your project may include:

- MnDOT Internal Staff
 - [Regional Transportation Management Center](#): The RTMC supports state patrol, MnDOT freeway operations and emergency services to detect, respond and clear incidents from the state's roads and coordinate operations across the state. The RTMC also manages the 511 traveler information system and data integration.
 - [Transportation System Management & Operations](#): TSMO develops strategies to manage traffic, delays, maintenance and general transportation operations.
 - [District Offices](#): Delivers the MnDOT program in 8 geographically distributed regions
 - [Maintenance Office](#): Oversees central maintenance, operations, and facilities functions
 - [Traffic Engineering Office](#): Traffic engineering staff advance Toward Zero Death goals including traffic safety, signals, work zones, pavement markings, signs and bike and ped safety.
 - [Asset Management](#): Asset Management staff develop systems to monitor transportation system

assets, such as pavement, bridges, signs, signals, lighting, buildings, and intelligent transportation systems.

- **Transit and Active Transportation:** This team supports the state's metro and rural [transit](#) programs, [bike](#) and [pedestrian](#) safety, and shared mobility work, including the [ABC ramp mobility hub](#).
- **Minnesota IT:** The State of Minnesota's Enterprise internet technology, telecommunications and network resource. These staff and resources are not operated within MnDOT and need to be coordinated across the State of Minnesota Enterprise system and may require additional time and resources.
- **External Stakeholders**
 - Advisory Council on Connected and Automated Vehicles
 - Interagency Connected and Automated Vehicles Team (I-CAV) & State Agencies
 - League of Cities
 - Association of Minnesota Counties and the Minnesota County Engineers Association
 - Metropolitan Council and Met Transit
 - Minnesota State Patrol, Department of Public Safety, and local law enforcement
 - Other stakeholders identified in the [2018 Executive Report on CAV](#), [2019 CAV Strategic Plan](#), and [2020 CAV Annual Report](#)

Project Constraints

- **Available Funding:** MnDOT allocated \$2.5 million beginning in Fiscal Year 2022 to plan and prepare for emerging transportation technologies under the CAV Challenge program. Funding for projects before Fiscal Year 2022 has already been programmed. This is the total allocation for the CAV Challenge program and may be less depending on previously awarded proposals and project timelines. To inquire if your proposal meets current funding availability, contact the contract administrator.
- **Trunk Highway Connection:** The CAV Challenge program is funded using State of Minnesota Trunk Highway funding. The Minnesota Constitution limits what trunk highway funding can be used for the construction, improvement, or maintenance of the trunk highway system. Questions to ask include: *How does this idea improve the trunk highway system? Who benefits from the project? Where is the project taking place?* Projects and research that takes place away from the trunk highway system may still use this funding. For proposed CAV technologies tested or implemented off MnDOT's trunk highway system, Proposer must demonstrate the value to the trunk highway system to qualify for State funding.
- **Multiple Funding Sources:** Partnerships are encouraged and a variety of funding sources may be used for the Minnesota CAV Challenge Program. Proposers are encouraged to contact State agencies like DEED, Met Council, apply for federal grant programs, and local agencies for other funding opportunities. Proposers must comply with CAV Challenge's general terms, as well as requirements from Proposer's other funding sources.
- **Permission from Local Road Authorities:** If the proposal anticipates working off the trunk highway system, the Proposer is responsible to obtain permission from the jurisdictional authority prior to contract execution.
- **Compliance with State Laws:** Contracts resulting from this solicitation must comply with all applicable State laws on the source of funds.
- **Local approval:** MnDOT must obtain formal commitment from a board or Council before final contract will be executed. Letters of commitment are required for final contract execution to identify clear commitment from stakeholders.
- **Assistant Commissioner/Chief Engineer Approval:** In accordance with Minnesota Statutes, Chapter 16C, CAV Challenge proposals are reviewed by the CAV-X Executive Director, Technical Program Lead, and a District Engineer. MnDOT's Assistant Commissioner of Operations and Deputy Commissioner/Chief Engineer then reviews successful proposals. MnDOT leadership reserves the right to address questions arising from the proposal. Proposers may be requested to attend a post Stage 2 proposal submission meeting to address questions from MnDOT leadership. The MnDOT Assistant Commissioner of Operations and Deputy

Commissioner/Chief Engineer determine whether proposals are accepted, rejected, or must wait until future funding.

- **Scope Modifications:** MnDOT reserves the right to enter into negotiations after the proposal has been approved by MnDOT leadership. Approval by MnDOT leadership does not equate to an agreement to the proposal's work scope or deliverables. Upon approval by MnDOT leadership, MnDOT CAV-X staff will begin negotiations with the Proposer to agree on a work plan, scope of work, deliverables, schedule, and budget that meets both parties' needs.
- **Contract Expiration:** The State of Minnesota budget is based on a two-year cycle. Approved Minnesota CAV Challenge projects must be funded within a two-to-five year time-frame. Proposers are encouraged to advance projects within two years, however proposed projects that exceed two years must state so and the reason for the duration in the proposal. No contract resulting from this solicitation may exceed five years.
- **Working Through the Contract Administrator:** Contact regarding this RFP with any personnel not listed above may result in disqualification. After an Proposer has met with MnDOT in a Stage 1 workshop meeting, questions must be routed through the CAV Challenge Contract Administrator.
- **RFP Modifications:** MnDOT reserves the right to alter or modify this RFP solicitation document at any time. All addendums will be posted on the MnDOT's Consultant Services website: www.dot.state.mn.us/consult under the "P/T Notices" section. Prospective Proposers are responsible for checking the web page for updated information.
- **Not a vendor contract:** This program is not intended for software-as-a-service, hardware purchasing, or white papers.

Questions

- Proposers who have any questions regarding this RFP must submit questions, by e-mail only, to the CAV Challenge Contract Administrator at cavchallenge.dot@state.mn.us
- No other MnDOT personnel are allowed to discuss this RFP. Contact regarding this RFP with any person other than the CAV Challenge Contract Administrator may result in disqualification. After a Proposer has met with MnDOT in a Stage 1 workshop meeting, questions must be routed through the CAV Challenge Contract Administrator.
- All questions and answers will be posted on MnDOT's Consultant Services Web Page at www.dot.state.mn.us/consult under the "P/T Notices" section. All prospective Proposers will be responsible for checking the web page for any addendums to this RFP and any questions that have been answered.
- Questions will be posted verbatim, as they were submitted.
- Questions regarding this RFP may be submitted to MnDOT at any time.
- Answers will be posted within five working days upon receipt

Solicitation Process Overview

- Process Overview: The Minnesota CAV Challenge selection process is 3 stages (1) Optional Stage 1 concept introduction; (2) Optional Workshop to understand MnDOT constraints, and how the project would be developed; and (3) Stage 2 proposal submission.



- **Stage 1:** At the optional Stage I meeting, Proposers have the option of meeting with the CAV-X Office staff (including proposal reviewers), and internal MnDOT stakeholders that will be needed to provide their technical expertise and support of the idea (i.e. Traffic Engineering, Freight and Commercial Vehicles, Maintenance, etc.).

- The purpose of the meeting is for the Proposer to present:
 - Idea/concept
 - How it aligns with Minnesota CAV goals
 - Work Plan and deliverables overview
 - Risks and opportunities
 - Partners
- Meetings may be scheduled remotely online, by phone, or in-person when applicable.
- Proposers are encouraged to schedule Stage 1 meetings to ensure their ideas align with MnDOT goals and to conserve resources developing proposals that may not align with Minnesota priorities.
- No commitments will be made to award a proposed project based on Stage 1 meetings.
- Projects will be solely evaluated on Stage 2 submittal packages.

- **Workshop:** After MnDOT and Proposers meet at the Stage 1 meeting and MnDOT agrees the concept aligns with Minnesota goals, Proposers may request a workshop where MnDOT, key stakeholders, technical experts, partners, and others may discuss in more detail the idea, goals, scope, risks, work plan, deliverables, and schedule.
 - No commitments will be made to award a proposed project based on a Workshop.
 - Projects will be solely evaluated on Stage 2 submittal packages

- **Stage 2:** Proposers may submit full proposals (“Stage 2”) at any time throughout the year. To ensure timely review and adequate staff resources, MnDOT will evaluate proposals 3 times a year, according to the schedule found in Exhibit A.
 - Stage 2 proposals are evaluated against the criteria discussed below in this document. Proposals will be evaluated on how the concept aligns with Minnesota CAV goals, the strengths and clarity of the work plan and deliverables, personnel and organizational qualifications and experience, and identification and mitigation of risks. Project costs will also be evaluated under a Best Value selection. Projects will be: (1) approved, (2) rejected, or (3) postponed for future funding.

Stage 1 Process – Optional Pre-Proposal Meeting

- **Email request to meet:** Proposers who want to discuss their idea with MnDOT before submitting a proposal must email the CAV Challenge Contract Administrator at cavchallenge.dot@state.mn.us. The request must include :
 - Company name
 - Primary contact information, including name, title, phone, and e-mail
 - A list of available meeting dates - Dates must be at least 2 weeks in advance of the requested meeting
 - General topic, CAV Challenge goal, or technical expertise to ensure MnDOT technical may attend (e.g. work zones, Intelligent Transportation Systems experts, transit).
 - Proposers may present multiple concepts at the meeting.
- MnDOT makes no guarantees that the meetings will be held within the timeline desired by the Proposer, and are subject to the availability of MnDOT staff.
- MnDOT encourages Proposers to identify technical experts or MnDOT staff that would need to attend to advise on the particular topic.
- Stage 1 meetings will be 1-hour unless multiple ideas are being proposed

- **Meeting Agenda:** At the Stage 1 meeting, Proposer should address:
 1. **Introductions**
 2. **Proposer individual roles, background, and the organization’s experience** doing the work related to the idea
 3. **Project idea** and brief, plain language description

4. **How the idea aligns with Minnesota CAV goals**
 5. **Overview of the work plan**, deliverables and timeline
 6. **Partners**
 7. **Major risks** and mitigation strategies
 8. **MnDOT available budget** – MnDOT will share current and anticipated funding available for the CAV Challenge program during the Stage 1 meeting to discuss whether current funding is available for the project or if it would need to wait for the next fiscal year, e.g. \$200-500,000; \$500,000-1M; or over \$1M.
- **Confidentiality:** These meetings are confidential. MnDOT does not discuss content with other individuals or Proposers. Any documents or materials will be returned to the Proposer at the conclusion of the meeting, or destroyed. MnDOT will not take meeting minutes or notes to protect confidentiality.
 - **Non-Disclosure Agreements:** Proposers requesting that MnDOT sign a Non-Disclosure Agreement must provide a draft agreement at least 14 days prior to the meeting. MnDOT may refuse to sign the Non-Disclosure agreement based on the proposed terms and conditions.
 - **MnDOT questions:** MnDOT may ask questions including, but not limited to clarifying the scope, work plan and deliverables, how the idea or work plan advances Minnesota CAV goals, how the project will be executed, cost ranges and participation, company background and personnel skills, project management, evaluation and success measures, risk mitigation.
 - **MnDOT feedback:** For each concept, MnDOT will assess the proposal based on the RFP evaluation criteria and provide feedback on whether the proposal has an adequate chance of being approved, whether the idea needs to be workshopped with partners, gaps in the proposal, and the risks of the project to MnDOT and its stakeholders.
 - **After the Stage 1:** Based on MnDOT feedback, Proposers may request a Workshop, or may choose to submit a full proposal (Stage 2). Proposers do not need to notify MnDOT of their intention to submit a proposal.
 - **Stage 1 not required:** Proposers are not required to have a Stage 1 meeting in order to submit a full proposal (Stage 2).

Workshop Process – Identifying the Scope, Deliverables, Partners and Risks

- **Optional Workshop:** After the Stage 1 meeting, upon request, Proposer and MnDOT may meet with technical experts and project partners to discuss the idea in more detail.
- **Email request to meet:** Proposers who want to schedule a Workshop with MnDOT before submitting a proposal must email the CAV Challenge Contract Administrator at cavchallenge.dot@state.mn.us. The request must include:
 - Company name
 - Primary contact information, including name, title, phone, and e-mail
 - A list of available meeting dates - Dates must be at least 3 weeks in advance of the requested meeting
 - List of stakeholders and partners who will need to be at the meeting, or need to be invited to make the project successful
- MnDOT makes no guarantees that the meetings or workshops will be held within the timeline desired by the Proposer, are subject to the availability of MnDOT staff, and approved based on whether the Stage 1 concept aligns with Minnesota goals and available funding.
- MnDOT encourages Proposers to identify technical experts or MnDOT staff that would need to attend to advise on the particular topic.
- Workshop meetings will be 1-3 hours unless otherwise requested and approved by MnDOT
- **Workshop Agenda:** MnDOT, the Proposer, and project partners will meet to discuss project-related opportunities and risks, including
 - **Project goals**

- **MnDOT staff resourcing** obligations
- **Proposer roles and responsibilities**
- **Partner roles** and responsibilities
- **Work plan**, including tasks, deliverables and timelines
- **Project evaluation**, performance measures, and final deliverables
- **Milestone schedule**
- **Project-specific requirements** and risks including:
 - Concept of operations and systems engineering if applicable
 - Safety risks
 - Communications, outreach, and engagement
 - Coordination with other partners and sub-consultants
 - Maintenance, operations, and long-term viability of the project (if applicable)
 - Other items as needed to make the proposal successful and in alignment with CAV Challenge goals and requirements
- **Workshop goals:** The goal of the workshop is to ensure Proposers understand Minnesota CAV needs and to clarify proposal ideas. No commitments will be made to award a proposed project at a Workshop, however MnDOT will work closely with Proposers during the Workshop to ensure that Proposers do not spend additional time and resources submitting a proposal that does not align with the CAV Challenges goals and priorities.

Stage 2 Proposal Submission

The CAV Challenge process is an open and rolling solicitation. Proposers are invited to submit a written proposal any time.

The below contents are required for a successful proposal. Items are listed in order of submission.

1. Cover Page with Contact Information (1 page)

Proposers must clearly identify the:

- A. Name of the proposed Project
- B. Company's legal name
- C. Business address
- D. Proposal contact name, telephone number, and e-mail address
- E. Electronic signature an authorized members of the lead firm.

2. Project Overview (1-2 pages)

Proposers must provide a high-level, plain language overview of the proposed project. Visuals, tables and graphics are suggested. Project Overview must include:

- A. Why the project is important
- B. The project goals
- C. How the project goals and deliverables advance Minnesota CAV priorities
- D. An overview of the scope and work plan, the risks and opportunities and how it compares to other research and pilots across the country.
- E. Who directly benefits from the project deliverables (e.g. general public, businesses, DOTs, or policy makers, etc.).

3. Partnerships (1-2 pages)

Proposer must identify at least 1 partner that MnDOT has not worked with, or has not worked with in that specific capacity. Proposers with multiple partners will receive additional points in the evaluation.

4. Project Goals & Alignment with Minnesota CAV Goals (1-3 pages)

Proposers must identify 3-5 project goals and explain how they align with Minnesota’s CAV strategic priorities, including how it meets the following deliverables

- A. [2019 CAV Strategic Plan](#)
- B. 2020 CAV-X Business Plan/Work Plan
- C. [2020 Governor’s Advisory Council on CAV Annual Report](#)
- D. [2018 Governor’s Advisory Council on CAV Executive Report](#)
- E. 2018-2022 [MnDOT Strategic Operating Plan](#)
- F. Justification for trunk highway funding (if a portion of the project is off the state highway system)

Proposer may also choose - but is not required - to address other strategic goals, including the MnDOT [State Highway Investment Plan](#) (20-year plan), [Statewide Multimodal Transportation Plan](#), and [Minnesota GO](#) (50-year plan). Successful proposals do not conclude that the project meets CAV goals; rather successful Proposers provide analysis on how the work plan and deliverables directly advance CAV goals. An example is shown below.

CAV Goal	Project Deliverable	How Deliverable Meets CAV Goal
CAV Strategic Plan Recommendation 58 – Conduct public demonstrations throughout Minnesota	1 Level 4 AV demonstration held in Northern Minnesota for 1 week	Public will have the ability to interact with technology.

5. Work Plan, Tasks, and Deliverables (3-5 pages)

Proposers must describe in detail the specific project work tasks, subtasks and deliverables required to successfully complete the project. A successful work plan must include and address:

- A. Tasks and subtasks in numerical order
- B. Deliverables for each task
- C. Expected MnDOT obligations, including staff expertise, resources, roles and responsibilities
- D. Expected partner obligations, including staff expertise, resources, roles and responsibilities
- E. Milestone schedule
- F. Anticipated IT needs and how to coordinate with Minnesota IT (if proposing technology applications)
- G. Project management task, including project manager responsibilities, at minimum the development of a project management plan, project one-pager/fact sheet, project communications plan, and project management team
- H. Identify partner agencies, if any, who have agreed to participate in the proposed project. Identify their role and responsibility
- I. Final deliverables must include a project summary report, and a document discussing the project best practices and lessons learned that can be shared on the MnDOT website and with CAV stakeholders.

6. Risk Assessment and Risk Strategy (1-2 pages)

Proposer must identify project risks and how to mitigate them. Potential risks may include: public safety, lack of clear regulations, approval from various administrative agencies, technical risks, budget overages, media concerns, public mistrust/lack of public acceptance, elected official concerns. Identify the likelihood of the risk (high, medium, low), how the risk should be mitigated, and the party responsible for mitigating the risk (e.g. Proposer, MnDOT, other).

Risk Category	Description	Likelihood	Owner	Mitigation Strategy
Safety	Vehicle technology may not work properly and may stop abruptly	Medium	Proposer, technology sub-consultant	Develop safety plan and emergency communications plan

7. Company and Key Personnel Experience (Does not count towards the page count)

Proposer must include:

- A. A brief description of the Proposer’s background
- B. Description of the company’s experience with the project idea (i.e. has the Proposer done a same or similar project and how is this project different?)
- C. A brief description of the Proposer’s contract and project management experience
- D. An organizational chart listing the project manager, key personnel, and how MnDOT and project partners are involved (an example is shown below)
- E. Proposer’s key personnel assigned to the project, where they are geographically located, their individual area of responsibility, work experience and qualifications relevant to the proposed work.
- F. 1 resume for each of the key personnel (no longer than 2 pages)

Note:

- MnDOT’s Project Manager will not authorize a change in project personnel without advanced written approval.
- MnDOT reserves the right to place the project on hold if the Proposer’s key personnel leave the project.

8. Project Evaluation & Success Measures (1-2 pages)

Using the project goals, Proposer must:

- A. Identify potential qualitative and quantitative performance measures to be used to evaluate if the project is successful
- B. Briefly describe the potential measures of success and related metrics
- C. Document best practices and lessons learned at project conclusion.

Example performance measures may include:

- Is the technology successfully deployed and validated?
- Will the public’s understanding of CAV increase? Did the project help build public trust?
- Will policy makers and elected officials participate in the project to increase their understanding of CAV?
- Will the project reduce any safety risks in the community, including injuries or fatalities?
- Will the project develop any jobs or businesses?
- Will the project promote increased ridership/active transportation/expanded transportation access?
- Will the project successfully operate in different weather conditions?

- Will key new partners, organizations, or businesses introduced to Minnesota?
- Will the project comply with the Americans with Disabilities Act and promote access for all?
- Will the project expand small business opportunities or contracting goals?
- Will the project increase travel time reliability or reduce congestion?
- Will the project expand access to other modes, such as transit, walking or biking?
- Will the project advance our sustainability goals?
- Will the project improve our maintenance and operations?
- Will the project help advance data sharing and information internally or across organizations?

Successful projects will advance infrastructure, research, partnerships, CAV policy, multiple modes of transportation, strategic staffing, communications, outreach, and education, and planning for CAV to promote the state’s goals of safety, equity, access, mobility, public health and sustainability.

9. Forms, Document and Certifications (Does not count towards the page count)

Proposers must complete and submit all required forms, documents and certifications, required under this RFP. Forms, documents and certifications will NOT be included in any page limit set for this RFP, as applicable.

10. Cost Proposal (Does not count towards the page count)

In a separate document Proposer must submit one copy of the cost proposal saved electronically with the document title “Cost Proposal”. The Cost Proposal must:

- A. Include an estimated cost broken down by numerical work plan tasks, broken down either by lump sum, or equipment, labor and materials
- B. Identify the estimated project cost divided by each MnDOT fiscal year, July 1st – June 30th
- C. Describe the cost compared to the benefit of the scope (e.g. cost-benefit analysis) to describe the benefits of the proposed cost in relation to the scope
- D. Identify contributions from participating partners and provide a description of the partner’s role in relation to MnDOT and the Proposer.
 - Do not include any cost information within the body of the technical proposal.
 - MnDOT only pays for services performed or work delivered after it is accomplished.
 - The cost breakdown is used to assess the cost proposal versus the evaluation criteria, and may not represent the final negotiated price or method of payment (e.g. lump sum or fixed fee) if selected for funding.
 - Amendments and unanticipated costs must be negotiated on a case-by-basis. MnDOT will not be responsible for foreseeable, discoverable costs. Partners are expected to share in unanticipated costs and negotiate cost-changes on a case-by-case basis.

PAGE LIMITS

The Proposer’s submittal must adhere to the page limitations identified in the following table. If any of the Proposer’s documents exceed the page limits identified, the excess pages will not be reviewed, regardless of content.

Document	Maximum Number of Pages	Requirements
Proposal	25 pages	8.5”x11” pages
Resumes	1 page front-and-back for all key personnel	8.5”x11” pages

Note: Cover letter, resumes, curriculum vitae, and required forms are NOT included as part of the page limit.

PROPOSAL SUBMITTAL INSTRUCTIONS

- All proposals must be submitted electronically to the CAV Challenge Contract Administrator at cavchallenge.dot@state.mn.us.
- Proposals will be received on an open and rolling basis. Each proposal will be reviewed within three months of receipt.
- Proposals must be submitted electronically. Proposal received after each review cycle deadline will be considered in the next review cycle. All costs incurred in responding to this solicitation will be borne by the Proposer.

PROPOSAL EVALUATION

MnDOT will evaluate the full proposal. 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:

Rating Factor	Weighting Percentage
<p>Project Overview (1-2 pages)</p> <ul style="list-style-type: none"> ▪ Project is clearly defined in plain language ▪ Project partners are identified ▪ Use cases and applications are introduced ▪ Describes why the project is important ▪ Describes project goals ▪ Briefly describes what makes the project successful ▪ Briefly describes how the project goals and deliverables advance Minnesota CAV priorities ▪ Briefly introduces the scope, work plan, the risks and opportunities and how it compares to other research and pilots across the country. ▪ Addresses who directly benefits from the project deliverables (e.g. general public, businesses, DOTs, or policy makers, etc.). 	10%
<p>Partnerships (1-2 pages)</p> <ul style="list-style-type: none"> • Identify at least 1 partner that MnDOT has not worked with, or has not worked with in that specific capacity. • The more project partners on the project receive additional points. 	10%
<p>Project Goals & Alignment with Minnesota CAV Goals (1-3 pages)</p> <ul style="list-style-type: none"> • 3-5 project goals identified • Explanation on how project goals align with Minnesota’s CAV strategic priorities • Description of how the project deliverables advance the: <ul style="list-style-type: none"> ▪ 2019 CAV Strategic Plan ▪ 2020 CAV-X Business Plan/Work Plan ▪ 2020 Governor’s Advisory Council on CAV Annual Report ▪ 2018 Governor’s Advisory Council on CAV Executive Report ▪ 2018-2022 MnDOT Strategic Operating Plan • Brief description justifying the use of for trunk highway funding for the project (if a portion of the project is off the state highway system) <ul style="list-style-type: none"> ▪ Option to address how the project addresses other strategic goals, including the MnDOT State Highway Investment Plan (20-year plan), Statewide Multimodal Transportation Plan, and Minnesota GO (50-year plan) ▪ Analysis on how the work plan and deliverables directly advance CAV 	15%

goals.	
<p>Work Plan</p> <ul style="list-style-type: none"> ▪ Tasks and subtasks in numerical order ▪ Deliverables for each task ▪ Roles and responsibilities of MnDOT obligations, including staff expertise, resources, are well defined ▪ Role and responsibilities of partners are well defined ▪ High-level milestone schedule ▪ Anticipated IT needs and how to coordinate with Minnesota IT (if proposing technology applications) ▪ Project management task, including project manager responsibilities, at minimum the development of a project management plan, project one-pager/fact sheet, project communications plan, and project management team ▪ Identify partner agencies, if any, who have agreed to participate in the proposed project. Identify their role and responsibility ▪ Final deliverables must include a project summary report, and a document discussing the project best practices and lessons learned that can be shared on the MnDOT website and with CAV stakeholders. ▪ Work tasks are numerated out and each task includes clearly defined deliverables 	15%
<p>Risk Assessment and Risk Strategy</p> <ul style="list-style-type: none"> ▪ All project risks are clearly identified ▪ Proposer addresses safety risks, public safety, lack of clear regulations or changes in policy during project, approval from various administrative agencies, technical risks, budget overages, media concerns, public mistrust/lack of public acceptance, elected official concerns, law enforcement, crisis and emergency response, scope of work deliverables, schedule, budget, outreach and communications risks ▪ All risk have clear mitigation strategies. ▪ Likelihood of each risk is identified (high, medium, low), ▪ Party responsible for mitigating the risk is clearly identified 	10%
<p>Company and Personnel Experience</p> <ul style="list-style-type: none"> ▪ Proposer’s background clearly described ▪ Clear description of how company’s experience relates to the project idea ▪ Clear description of contract and project management experience ▪ Organizational chart listing the project manager, key personnel, and how MnDOT and project partners are involved ▪ Description of key personnel assigned, where they are geographically located, their individual area of responsibility, work experience and qualifications relevant to the proposed work. ▪ 1 resume for each of the key personnel (no longer than 2 pages) ▪ Description of how Proposer will mitigate challenges to unexpected changes in key project personnel 	10%

<ul style="list-style-type: none"> ▪ Experience delivering a successful project 	
<p>Project Evaluation and Success Measures</p> <ul style="list-style-type: none"> ▪ Identify potential qualitative and quantitative performance measures to be used to evaluate if the project is successful ▪ Briefly describe the potential measures of success and related metrics ▪ Document best practices and lessons learned at project conclusion. 	10%
<p>Cost Detail</p> <ul style="list-style-type: none"> ▪ Cost in relation to available funding 5% ▪ Value of Partnership Contribution 5% ▪ Cost-effectiveness (breadth and depth of the project scope in relation to total project cost) 10% 	20%

Proposals will be evaluated on a “best value” basis with 80% qualifications and 20% cost considerations. The review committee will not open the cost proposals until after the qualifications points are awarded.

After the proposal has been scored on non-cost factors, MnDOT will then open the associated cost proposal. MnDOT will not use a fixed mathematical formula to “score” costs, but rather MnDOT will, in its sole discretion, award cost points (up to twenty points) based on MnDOT’s determination of the cost-effectiveness of the proposed project.

MnDOT will record the final Technical Score (up to 80 points) and the final Cost/Best Value Score (up to 20 points). A proposal must receive a minimum Technical Score of 60 points and a minimum Cost/ Best Value Score of 12 points to be considered for contract award.

Proposals meeting both the minimum Technical and Cost/Best Value Scores will be referred to an executive committee for funding consideration. The executive committee will consider the score of the proposal and available funding. The executive committee will make the determination to:

1. Approved for CAV Challenge funding
2. Conditional approval with modifications to align with CAV priorities
3. Reject and opportunity for debrief meeting

Proposals will be valid for 180 days, beginning from the date of submittal and ending if a Contract is not offered during this time period. Proposers are not precluded from re-submitting the same concept for consideration if a contract is not offered within this timeframe.

MnDOT will also consider the availability of internal resources necessary to support proposed projects and the potential on-going cost impacts to MnDOT or other public agencies. MnDOT does not guarantee that a contract will be awarded even if the minimum scores are achieved.

By submitting a proposal, the Proposer acknowledges that MnDOT retains full discretion over the determination of technical and cost points. By submitting a proposal, the Proposer also waives any claim it may have against MnDOT with respect to the evaluation, scoring, and selection, non-selection, or rejection of its proposal, unless MnDOT's actions were wholly arbitrary and capricious.

PROJECT BUDGET

The Minnesota CAV Challenge has an annual budget of \$500,000 - \$2,500,000 per year and is subject to available funding. Even though a project might be recommended for funding, MnDOT makes no guarantees that the Proposer will be offered a contract. MnDOT reserves the right to put a hold on a project due to funding limitations.

Partnership contributions (i.e., cash, labor, equipment etc.) of 25% or more are encouraged and should be clearly identified in the Cost Proposal section of the Stage 2 proposal. Partnership contributions must be able to be documented and tracked throughout the course of the project.

GENERAL REQUIREMENTS

Responders must adhere to all terms of this RFP.

Late proposals will not be considered. Fax proposals will not be accepted or considered. All costs incurred in responding to this RFP will be borne by the responder.

1. Affidavit of Noncollusion

Responders must complete the attached "Affidavit of Noncollusion" form and submit it as part of their proposal.

1. 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 RFP. 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 proposal.

2. Proposal Contents Certification

By submitting a proposal, 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.

3. Disposition of Responses

All materials submitted in response to this RFP 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 RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes §13.37, the responder must:

- Clearly mark all trade secret materials in its proposal at the time the proposal is submitted;
- Include a statement with its proposal 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 proposal in response to this RFP, 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 RFPs, for a minimum of seven years.

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

4. 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.

5. Sample Contract

Responders should be aware of MnDOT's standard contract terms and conditions when preparing their proposal. Responders may view the current version of the Professional/Technical High Risk contract template on the Consultant Services website, at www.dot.state.mn.us/consult (Click on Contract Documents tab to view templates). 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 proposal. Responders should note that certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in the proposal will be available for discussion or negotiation.

6. 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.

7. 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 Office of State Procurement 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.

8. 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.

9. TGB, Economically Disadvantaged and Veteran-Owned Small Business Preference

To claim the TGB, Economically Disadvantaged (ED) or Veteran preference, as described below, the responder must complete and submit the "Targeted Group, Economically Disadvantaged and Veteran-Owned Small Businesses Preference Form" and submit it as part of their proposal, along with all documentation required by the form, and statutory requirements and documentation must be met by the proposal due date and time to be awarded the

preference. TGB, ED and Veteran preferences are not cumulative, so a responder that is certified in multiple will receive only a six percent preference.

Preference to TGB and Economically Disadvantaged Businesses and Individuals

In accordance with Minnesota Rules, Part 1230.1810, Subpart B, and Minnesota Rules, Part 1230.1830, certified TGB and certified ED businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TGB and ED businesses must be currently certified by the Office of Equity in Procurement (OEP) prior to the proposal due date and time. For information regarding certification, contact OEP at 651-201-2402 or procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1-800-627-3529.

Preference to Veteran-Owned Small Businesses

Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference, but no less than the percentage awarded to any other group under this section, on state procurement to certified small businesses that are majority-owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements: 1) The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business; or 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minnesota Statutes §16C.19(d). Statutory requirements and documentation must be met by the proposal due date and time to be awarded the preference.

10. Soliciting Responses from TGB Firms

In accordance with Minnesota Statutes §16C.16 (subdivision 6), §16C.19, and §161.321 (subdivision 2), a TGB participation goal will be established for each Minnesota CAV Challenge Program Contract executed under this RFP. TGB certification is administered by the Commissioner of Administration. To view a listing of certified TGBs, contact MnDOT's Office of Civil Rights at 651-366-3073 or visit <http://www.mmd.admin.state.mn.us/process/search/>. Responders are directed to read the TGB Special Provisions when preparing their proposal. Responders may view the TGB/VET Special Provisions template on the Consultant Services website, at www.dot.state.mn.us/consult (Click on Contract Documents tab to view templates).

11. Soliciting Responses from Veteran-Owned Small Businesses

In accordance with Minnesota Statutes §16C.16 (subdivision 6a), §16C.19, and §161.321 (subdivision 2b), a veteran-owned small business (Veteran) participation goal will be established for each Minnesota CAV Challenge Program Contract executed under this RFP. Veteran certification is administered by the United States Department of Veterans Affairs. To view a listing of certified Veterans, contact MnDOT's Office of Civil Rights at 651-366-3073 or visit www.vetbiz.gov. <http://www.mmd.admin.state.mn.us/process/search/>. Responders are directed to read the VET Special Provisions when preparing their proposal. Responders may view the TGB/VET Special Provisions template on the Consultant Services website, at www.dot.state.mn.us/consult (Click on Contract Documents tab to view templates).

12. Foreign Outsourcing of Work Prohibited

All services under the contract must be performed within the borders of the United States. All storage and processing of information must be performed within the borders of the United States. This provision also applies to work by subcontractors at all tiers.

13. Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached "Work Force Certification" form and submit it as part of their proposal. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute §363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are

incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute §363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from MnDOT.”

14. Equal Pay Certification

If the proposal submitted in response to this RFP could be in excess of \$500,000, responders are required to complete the attached “Equal Pay Certification” form and submit it as part of their proposal. As required by Minnesota Statutes §363A.44, Laws of Minnesota 2014 Chapter 239, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please 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.

15. 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.

15.1. 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.

15.2. Required Insurance. The successful responder will be required to maintain the furnish satisfactory evidence of the following insurance policies:

15.2.1. 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.

15.2.2. 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
- 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

15.2.3. **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

15.2.4. **Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance.** The successful responder will be required 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 responders professional services performed under the contract. Unless otherwise specified within this RFP, 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 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.

15.2.5. **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.

15.3. **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.

15.4. **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.

16. E-Verify Certification (In accordance with Minnesota Statutes §16C.075)

By submission of a proposal 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.

17. 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 proposal.

18. Nonresident Vendor Requirements.

Please note: nonresident vendors seeking to provide architecture, engineering, landscape architecture, land surveying, geoscience, or certified interior design services as a contractor or subcontractor, and as defined by Minnesota Statutes section 326.02, must comply with the requirements of Minnesota Statutes section 326.13.

19. Plain Language and Accessibility Standards

19.1. **Plain Language.** Except for designs, plans, layouts, maps and similar documents, 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.

19.2. **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, the successful responder agrees to comply with the State of Minnesota’s Accessibility Standard

(https://mn.gov/mnit/assets/Std_State_Accessibility_tcm38-61585.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.

20. Certification of Nondiscrimination (In accordance with Minnesota Statutes §16C.053)

The following term applies to any contract for which the value, including all extensions, is \$50,000 or more: Responders must certify that they do not engage in and have no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes, but is not limited to, engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

21. Subcontractor Reporting

The State of Minnesota is committed to diversity and inclusion in public procurement. If the total value of this contract may exceed \$500,000.00, including all extension options, Contractor will be required to track and report, on a quarterly basis, the amount spent with diverse small businesses. When this applies, Contractor will be provided free access to a portal for this purpose, and the requirement will continue as long as the contract is in effect.

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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”.

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

**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 _____ announcement 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 announcement, 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 letters of interest; 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: _____

**STATE OF MINNESOTA
WORK FORCE CERTIFICATE INFORMATION**

This form is required by state law for all responses that could exceed \$100,000.00. Complete this form and return it with your response. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minnesota Statutes §363A.36.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, check one option below:

- Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
- Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:

- Attached is our current Workforce Certificate issued by MDHR.
- We certify we are in compliance with federal affirmative action requirements. Upon notification of contract award, you must send your federal or municipal certificate to MDHR at compliance.MDHR@state.mn.us. If you are unable to send either certificate, MDHR may contact you to request evidence of federal compliance. The inability to provide sufficient documentation may prohibit contract execution.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:

- We attest that we are exempt. If our company is awarded a contract, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of your company.

Name of Company: _____ Date _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Web: <http://mn.gov/mdhr/>

TC Metro: 651-539-1095

Toll Free: 800-657-3704

TTY: 651-296-1283

Email: compliance.mdhr@state.mn.us

**STATE OF MINNESOTA
EQUAL PAY CERTIFICATE**

If your response could be in excess of \$500,000, complete and submit this form with your submission. It is your sole responsibility to provide the information requested and, when necessary, to obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) prior to contract execution. You must supply this document as part of your proposal. 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.

Option A – If you have employed more than 40 full-time employees on any single working day in one state during the previous 12 months, check the applicable box below:

- Attached is our current MDHR Equal Pay Certificate
- Attached is MDHR’s confirmation of our Equal Pay Certificate application

Option B – If you have not employed more than 40 full-time employees on any single working day in one state during the previous 12 months, check the box below:

- We are exempt. We agree that if we are selected, we will submit to MDHR within five business days of final contract execution, the names of our employees during the previous 12 months, date of separation (if applicable), and the state in which the persons were employed.

Documentation should be sent to: compliance.MDHR@state.mn.us

The State of Minnesota reserves the right to request additional information from you. If you are unable to check any of the preceding boxes, please contact MDHR to avoid the Commissioner taking action to void your contract.

Your signature certifies that you are authorized to make the representations, the information provided is accurate, the State of Minnesota can rely upon the information provided, and the State of Minnesota may take action to suspend or revoke any contract with you for any false information provided.

Authorized Signature

Printed Name

Title

Organization

MN/FED Tax ID#

Date

Issuing Entity

Project # or Lease Address

TARGETED GROUP, ECONOMICALLY DISADVANTAGED AND VETERAN-OWNED SMALL BUSINESSES PREFERENCE FORM

Name of Contractor/Consultant: _____

SP #: _____ Proposal Due Date: _____

Address: _____ City: _____ State/Zip: _____

Contact Person/ EEO Officer: _____

Phone Number: _____ E-Mail Address: _____

TARGETED GROUP/ECONOMICALLY DISADVANTAGED BUSINESSES

- The business is an eligible TGB/ED as shown in the Minnesota Department of Administration online directory at: <http://www.mmd.admin.state.mn.us/process/search/>.

VETERAN-OWNED SMALL BUSINESSES

Unless a greater preference is applicable, and allowed by law, in accordance with Minnesota Statutes §16C.16, subdivision 6a, MnDOT will award a 6% preference on state procurement to certified small businesses that are majority owned and operated by veterans. The business is an eligible Veteran-Owned small business owned and operated by either (check the box that applies and attach the certification documents required with your response to this announcement):

Veteran-Owned Preference Requirements – See Minnesota Statutes §16C.19(d):

- The business has been certified by the Minnesota Department of Administration’s Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business.

OR

- The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation).

Statutory requirements and appropriate documentation must be met by the letter of interest due date and time to be awarded the veteran-owned preference.

CLAIM THE PREFERENCE

You must submit this form, and the documentation required above, as part of your letter of interest in order to be considered for this preference.

I certify that the information contained herein is true, accurate and complete.

Signed: _____

Proposer or Authorized Representative

**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 PROPOSAL
SUBMISSION.**