

# REQUEST FOR PROPOSALS

## REGIONAL HOUSEHOLD TRAVEL SURVEY



<b>ISSUE DATE:</b>	January 4, 2021
<b>PROJECT BUDGET:</b>	\$300,000
<b>RESPOND BY:</b>	Noon, February 16, 2021 <i>Late proposals will not be accepted</i>
<b>DELIVER TO:</b>	Brian Gibson, PTP APO Executive Director Saint Cloud Area Planning Organization (APO) 1040 County Road 4 Saint Cloud, MN 56303
<b>DIRECT QUESTIONS TO:</b>	Brian Gibson <a href="mailto:gibson@stcloudapo.org">gibson@stcloudapo.org</a>

## REGIONAL HOUSEHOLD TRAVEL SURVEY

### BACKGROUND & DESCRIPTION

The APO's planning area consists of the following jurisdictions<sup>1</sup> and estimated populations:

Jurisdiction	Est. 2018 Pop.
City of St. Cloud	68,202
City of St. Joseph	7,318
City of Sartell	18,754
City of Sauk Rapids	13,954
City of Waite Park	7,777
Certain Townships of Stearns County	14,847 (non-urban)
Certain Townships of Benton County	5,537 (non-urban)
Haven Township of Sherburne County	2,053 (non-urban)
<b>Total</b>	<b>138,442</b>

The APO seeks a well-qualified contractor to complete a random-sample travel survey of residents within the planning area.

Travel surveys are an important ingredient in a well-calibrated regional travel demand model (TDM). Travel surveys bring to light

the trip-making characteristics of a population such as:

- Trip purpose
- Means of transportation
- Travel time
- Time of day/day of week
- Vehicle occupancy
- Trip lengths
- Trip origins and destinations

Respondents should describe in their proposal how they intend to solicit and identify survey participants, the number of participants they intend to survey, how they will survey the participants and/or how they will develop the survey instrument, and the level-of-confidence (e.g., 90%) they expect from their survey.

To the knowledge of current APO staff members, a comprehensive travel survey of area residents has never been completed.<sup>2</sup>

The APO does have access to Streetlight Data, which may arguably provide better origin-destination (O-D) data than a household travel survey can. However, Streetlight Data cannot reveal the reason for a trip, the number of people in the vehicle during the trip, or other factors important to fully understanding travel behavior. Respondents should describe in their proposals how they would expect their survey results to supplement, replace, or interact with the Streetlight O-D data within the TDM framework.

In addition to understanding the median travel behavior of area residents, the APO

<sup>1</sup> See Exhibit A of this document for a map of the APO planning area.

<sup>2</sup> In 1997, an external station travel survey of drivers entering or exiting the region was completed, but it only captured people who exited or entered the region.

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also seeks insights into key sub-groups. For example, as documented in the APO's Stakeholder Engagement Plan<sup>3</sup>, it is estimated that about 15% of the region's population is considered "low-income". What is their transportation story? What role, if any, does public transit play in meeting their transportation needs? What role, if any, do active transportation modes play in meeting their transportation needs? Do they travel less frequently than moderate- and/or high-income residents? More frequently? Do they trip-chain more often? Are they less likely to own a personal vehicle? If they do own a vehicle, do they tend to have more people in their vehicle when they do travel? To what extent do ride-hailing services like Uber and Lyft help to meet their travel needs? Do they tend to travel at the same times as moderate- and high-income residents, or at different times? Do their average trip times differ from others? Do they tend to make shorter or longer trips (in terms of miles) than others?

To the extent possible (given time and budget constraints) APO staff would like a better understanding of the travel behaviors of key demographic groups, including:

- People with low-income vs. people with moderate- and/or high-income
- People with disabilities vs. people without disabilities
- People of color vs. people who are not
- People who are recent immigrants and/or new Americans vs. people who are not

- People who do not own a personal vehicle vs. people who do
- People aged 65 years and older vs. people who are not
- People aged 18 years and younger vs. people who are not
- Residents of each city vs. residents of the other cities surveyed
- Other important or informative differences between population sub-groups as may be uncovered through the survey

Of course, we would like to have as much confidence in the survey results from these sub-groups as we have in the overall survey results, but we understand that may not be possible. Respondents should detail in their proposals which (if any) of the sub-groups they intend to solicit for participation in this survey, and the level-of-confidence they expect from the surveys of said sub-group(s). If the respondent intends to pursue only one or some of the sub-groups, the proposal should explain why the respondent chose the sub-group(s) that it did.

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#### SAFE HARBOR PROVISION

According to ACS data, approximately 3.2% of regional residents speak English "less than very well". Among those, the most common languages spoken are Somali (about 1,500 people) and Spanish (about 880 people). Prospective respondents should consider how they would reach and survey area residents who do not speak English very well.

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<sup>3</sup> <https://stcloudapo.org/wp-content/uploads/2020/10/FINAL-APO-SEP-10082020.pdf>

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## INCENTIVE/STIPEND

Incentives are often important to a prospective participant's willingness to complete a travel survey. When APO staff developed the budget for this effort, they did assume that a portion of the budget would be used to pay a stipend to the participants in exchange for their participation. The local office of the Federal Highway Administration has already approved this expense as being both reasonable and necessary for the completion of this survey. Respondents should detail in their proposals the type and size of any stipend they intend to offer participants for completing the travel survey process. When developing the project budget, respondents should assume that they are responsible for tracking survey participation and delivering the promised stipend in a timely manner. The amount of budget set aside for the stipend should appear on the respondent's proposed price plan<sup>4</sup>.

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## RELATED TASKS & RESOURCES

In 2020, several significant improvements were made to the APO's TDM.<sup>5</sup>

In 2021, we expect to complete this comprehensive regional household travel survey.

Then, in 2022, the APO expects to calibrate its improved TDM to base year 2020, incorporating all the model improvements from 2020 and the findings of the 2021 regional household travel survey into the model's algorithms and assumptions.

The APO regional Travel Demand Model is available to prospective consultants upon request.

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## PANDEMIC TRAVEL PATTERNS

The Average Annual Daily Traffic (AADT) counts that the APO will be using to calibrate the TDM to base year 2020 have actually been collected over a three-year period, 2018-2020. Beginning in March of 2020, travel frequency and patterns changed because of the COVID-19 pandemic. At this time, it is unknown to what extent travel behavior will return to "normal" in 2021 or if travel behaviors have now been permanently changed (e.g., significantly increased telework).

Respondents should detail in their proposal how consideration of the pandemic-related travel behaviors would affect their proposed travel survey and/or the tabulation of the survey results.

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## GENERAL NOTES

We have composed this RFP to be as flexible and open as possible. We anticipate respondents will put their best foot forward by proposing a process which they feel is best suited to completing a robust and accurate travel survey as effectively and cost-efficiently as possible.

Given the nature, scope, and budget for this study, we felt it was best to not be prescriptive in this RFP, but rather to let you tell us what you are capable of accomplishing.

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<sup>4</sup> See sample cost plan in Appendix B

<sup>5</sup> Complete descriptions of the improvements made can be found at: <https://stcloudapo.org/current-plans/current-upwp/travel-demand-model-updates-and-improvements/>

## GOALS

The goals of this effort in order of priority are:

1. Make it as easy as possible for prospective participants to complete the travel survey and be rewarded in a timely manner for doing so through the payment of a stipend (i.e., be customer-experience focused)
2. Reveal – at a high level of confidence – the travel behaviors of area residents which can impact the assumptions built into, the operations of, and/or calibration of the TDM
3. Reveal (to the extent possible given time and budget constraints) the travel behaviors of one or more key sub-groups and how those behaviors differ or are the same as the travel behaviors of other sub-groups and the median
4. Reveal other trip-making behaviors that are informative or help tell the transportation story of area residents, even if such information is not relevant to the TDM

## DELIVERABLE(S)

The final deliverable of this effort is a household travel survey that documents the travel behavior of residents of the APO's planning area.

Depending upon the respondent's choices when outlining their methodology for addressing the goals of this study, interim deliverables may be necessary or desirable.

## STUDY BUDGET AND TIMELINE

**The total project budget is \$300,000.** Federal funding assistance provided by the Federal Highway Administration for

this project is expected to be \$240,000 (CFDA 20.205). The budget includes \$60,000 local funds. Consultants should consider \$300,000 to be the maximum amount for the study.

It is anticipated that work described in this RFP will begin on or about March 15, 2021 and be completed by no later than December 31, 2021. (See Evaluation and Selection Timeline starting on page 8).

## PROPOSAL CONTENT

Respondents are asked to describe in detail

1. how they intend to achieve the goals and deliverables of this survey, including specific tasks, expected outcomes, and both interim and final deliverables;
2. the qualifications and experience of staff who will work on this project; and
3. their firm's qualifications and experience related to the overall goals of the study.

Proposed staff hours must be broken down by person(s) assigned to each task/subtask. Overhead rate and expense, cost plus fixed fee, and any direct non-salary expense must be itemized and shown separately from individual staff hourly billing rates and expenses. Hour detail by task and assigned staff person must be provided in the proposal document in table format with assumed costs. See "Sample Price Plan" (Exhibit B) for an example. Cost is a factor in the proposal evaluation (20%).

The Proposal shall be submitted on 8.5" x 11" paper in no less than 10-point font, and shall not exceed **30 pages** in length, including cover letter and all exhibits and appendices (not including required certifications and affidavits). Graphic

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illustrations may be included on 11" x 17" paper if necessary. Pursuant to Section 6002 of the Solid Waste Disposal Act, all proposal materials shall be bound in a single submission by a single staple in the top left corner. Plastic binders, covers, section dividers, etc. are prohibited. Paper shall have a minimum of 30% post-consumer fiber.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Respondent's company name, business address, the contact person's name, telephone number, fax number and email address.
2. A general overview of the survey objectives, goals, proposed tasks and deliverables to show or demonstrate the Respondent's understanding of the study.
3. A description of the proposed study approach and methodology to be utilized, deliverables to be provided by the Respondent, and a description of the proposed management techniques.
4. A detailed description of the Respondent's background and experience with similar work. This should include examples of similar work indicating the Respondent's level of involvement in the study, and the key personnel involved with the study.
5. A list of the key personnel who will be assigned to the study and their area of responsibility. Provide statements for each of the key personnel detailing their training, work experience and qualifications relevant to the proposed work. No change in personnel assigned to

the study will be permitted without the written approval of the APO.

6. A work plan identifying the major tasks to be accomplished. The work plan must present the Respondent's approach, task breakdown, and deliverable due dates.
7. A price plan including the hourly rates and fringe rates for all key personnel who will perform the tasks outlined above, as well as the agency's indirect rate.
8. Three references from clients within the past three years for whom the Respondent has performed similar work. Ideally, the references will have worked with the key personnel assigned to this study.
9. Completed forms and documents required under any other section of this RFP.

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#### PROPOSAL SUBMITTAL

All proposals must be sent to:

*Brian Gibson, PTP  
Executive Director  
St. Cloud Area Planning Organization  
1040 County Road 4  
St. Cloud, MN 56303*

**All responses must be received no later than noon Central time on February 16, 2021.**

If proposals are mailed, submit the original and two copies of the proposal. A principal member of the firm must sign the original proposal in [blue](#) ink.

Proposals may be emailed to [gibson@stcloudapo.org](mailto:gibson@stcloudapo.org). However, by doing so, respondents are indicating their understanding that the APO will print the

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proposal as it is received on standard 8.5" x 11" paper and makes no guarantees that large format maps, graphics, or other formatting issues will be printed as intended. **Fax responses will not be considered.**

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## PROPOSAL EVALUATION

A "Best Value Selection" method will be used to evaluate proposals submitted in response to this RFP. Qualifications are included as part of the evaluation point system. Staff members of the APO will evaluate all proposals received by the deadline. A 100-point scale will be used to create the final evaluation and selection. The factors and weighting on which proposals will be judged are:

1. **Specialized expertise, capabilities and technical competence**, as demonstrated by the Respondent's expressed project understanding, proposed project approach and methodology, project work plan, and project management techniques (35 points max.)
2. **Project background and experience**, as demonstrated by the Respondent's ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members (20 points max.)
3. The Respondent's **record of past performance**, including quality of work, ability to control costs, and ability to meet schedules (15 points max.)
4. **The availability of personnel** and other specialized resources to perform the work within the specified time limit (10 points max.)
5. **Total price & hours** compared to other proposals (20 points max.)

**Proposals will be evaluated and the award may be made based on original proposals. APO holds the right to award without negotiation.** If negotiations are determined to be necessary, successful firms determined to be in the "Competitive Range" will be notified by February 19, 2021 for further negotiations.

The evaluation team will base their determination of which proposal represents the "best value" on an analysis of the tradeoff of qualitative technical factors and price or cost factors. The evaluation team may determine that negotiations with the next highest ranked proposer are warranted if negotiations with the preferred proposer do not satisfactorily meet the needs of this project.

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## REQUEST FOR CLARIFICATION

In the event the evaluation team believes that additional clarification of a proposal is needed in order to make a determination regarding the proposal, the APO shall submit a request for clarification by email to the Respondent. The Respondent will have two working days to respond via email to provide the additional requested information.

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## PROPOSAL QUESTIONS

No interpretation of the meaning of the RFP will be made to any Respondent verbally. Respondents are encouraged to promptly notify APO of any apparent major inconsistencies, problems or ambiguities in this RFP. Any questions regarding this RFP must be submitted by email only to:

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*Brian Gibson, PTP  
APO Executive Director  
gibson@stcloudapo.org*

All proposal questions and responses will be posted on the St. Cloud Area Planning Organization website: <https://stcloudapo.org/current-plans/current-upwp/regional-household-travel-survey/>.

No other project personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

**To be given consideration, all questions regarding this RFP must be received no later than noon Central time on February 1, 2021.**

#### GENERAL INFORMATION

Respondents must adhere to all terms of this RFP. Late proposals will not be considered. All costs incurred in responding to this RFP will be borne by the Respondent.

#### APO NOT OBLIGATED TO COMPLETE PROJECT

This RFP does not obligate the St. Cloud Area Planning Organization (APO) to award a Contract or complete the project, and APO reserves the right to cancel the solicitation if it is considered to be in its best interest.

#### DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of APO and will become public record after the evaluation process is completed and an award decision made. If the respondent 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 respondent must:

- Clearly mark all trade secret materials in its response at the time the response is submitted,
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless APO, its agents and employees, from any judgments or damages awarded against the APO in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the APO's award of a Contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of APO. APO is required to keep all the basic documents related to its Contracts, including responses to RFPs for a minimum of seven years.

APO will **not** consider the prices submitted by the respondent to be proprietary or trade secret materials.

- Patent Rights: The Common Grant Rules require provisions consistent with Dept. of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms," 37 CFR Part 401.
- Rights to Data: When FHWA provides Federal assistance to support the costs of a research, development, demonstration, or a special studies project, FHWA



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generally seeks sufficient rights in the data developed so that the resulting data can be made available to any FHWA recipient, sub-recipient, third party contractor, or third party subcontractor.

Responses to this RFP will not be open for public review until APO decides to pursue a Contract and that Contract is executed.

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL.

Small businesses, minority-owned businesses, and women-owned businesses are encouraged to respond to this solicitation. Larger firms are encouraged to sub-contract with small, minority-owned, and women-owned businesses when economically feasible.

The MnDOT Office of Civil Rights has assigned a **Race & Gender Neutral** DBE goal to this project. Bidders are directed to read Exhibit C and Section F of Exhibit D.

The DBE Special Provisions (Exhibit C) explain how to comply with the DBE requirements. In particular, see text regarding documents that a bidder must submit with its bid proposal. The form required in the bid can be found on the last page of Exhibit C.

#### EXCLUDED PARTIES LISTING SYSTEM.

Before entering into a third party contract or subcontract, the APO shall check the Excluded Parties Listing System (EPLS) at [www.sam.gov](http://www.sam.gov) to ensure the selected vendor or contractor has not been excluded from doing business with the federal government or its grantees. The APO shall document that the EPLS has been checked.

#### PROPOSAL PROTEST PROCEDURE

1. A formal letter of protest must be received at the APO Office to the attention of the Brian Gibson, Executive Director, within ten (10) business days of the date of the award notification letter. The letter must state specifically the reason for the protest and include any documentation needed to substantiate the claim(s).
2. St. Cloud APO will have ten (10) business days from the date of receipt of the protest letter in which to make a written response. The St. Cloud APO may extend the period for purposes of investigating the protest, if it is warranted, by notifying the complainant in writing of their intentions within the above mentioned response time.
3. If the complainant, after receiving the final written response from the St. Cloud APO, is not satisfied that the reason for protest has been sufficiently resolved, he/she may file a request for an appeal to be heard by the St. Cloud APO. Such request must be written and received within the (10) business days from the date of the St. Cloud

APO response letter. The letter shall be made to the attention of Brian Gibson, Executive Director, who will schedule the hearing for the next available St. Cloud APO Board meeting, and inform the complainant in writing of said date and time.

4. St. Cloud APO will not receive any service or product described in the PROPOSAL document from the successful Proposal until the protest has been resolved. Complainants do have the right to protest directly to FHWA if they choose.

## EVALUATION AND SELECTION TIMELINE

It is anticipated that the evaluation and selection will be completed according to the following schedule:

Jan. 4, 2021	RFP posted
Feb. 1, 2021	Deadline for questions <u>by email only</u> (noon Central time)
Feb. 3, 2021	Deadline for APO responses to questions to be posted at <a href="https://stcloudapo.org/current-plans/current-upwp/regional-household-travel-survey/">https://stcloudapo.org/current-plans/current-upwp/regional-household-travel-survey/</a> (noon Central time)
Feb. 16, 2021	Deadline for RFP submittals (noon Central time)
Feb. 19, 2021	Evaluation and scoring of RFP submittals
Feb. 19, 2021	Notification of Awardee <u>OR</u> of Firms in "Competitive Range" ( <i>if necessary</i> )
Feb. 22-26, 2021	Contract Negotiations with Awardee <u>OR</u> Negotiations with Firms in "Competitive Range" ( <i>if necessary</i> )
March 11, 2021	MnDOT contract approval deadline
March 11, 2021	APO Board approves contract
March 12, 2021	Notice to proceed (pending execution of Contract documents)
Dec. 31, 2021	Deadline for all work on this contract to be completed



EXHIBIT B – SAMPLE PRICE PLAN

Task	Professional Hours				Cost
	Alex A.	Bill B.	Carrie C.	Totals	
<b>Hourly Rates</b>	\$55	\$45	\$35		
<b>Task 1 (hrs.)</b>					
<b>Task 1.1 (hrs.)</b>	2	12	35	49	<b>\$1,875.00</b>
<b>Task 1.2 (hrs.)</b>	0	6	12	18	<b>\$690.00</b>
<b>TASK 1 SUBTOTAL</b>	2	18	47	67	<b>\$2,565.00</b>
<b>Task 2 (hrs.)</b>					
<b>Task 2.1 (hrs.)</b>	6	24	8	38	<b>\$1,690.00</b>
<b>Task 2.2 (hrs.)</b>	2	16	12	30	<b>\$1,250.00</b>
<b>TASK 2 SUBTOTAL</b>	8	40	20	68	<b>\$2,940.00</b>
<b>Labor Sub-Total (Hrs.)</b>	<b>10</b>	<b>58</b>	<b>67</b>	<b>135</b>	
<b>Labor Cost</b>	\$550.00	\$2,610.00	\$2,345.00		<b>\$5,505.00</b>
<b>Overhead</b>				145%	<b>\$7,982.25</b>
<b>Fixed-Fee</b>				12%	<b>\$1,618.47</b>
<b>Travel</b>					<b>\$725.00</b>
<b>Printing and Mailing</b>					<b>\$200.00</b>
<b>Incentive/Stipend</b>					<b>\$25,000</b>
<b>TOTAL COST</b>					<b>\$41,030.72</b>

\*If sub-contractors are used, each sub-contractor should include a similar price plan for their respective task(s).

## EXHIBIT C – D.B.E. SPECIAL PROVISIONS

### RACE & GENDER NEUTRAL DBE GOAL

#### POLICY STATEMENT

It is the policy of the Minnesota Department of Transportation (Mn/DOT) that DBEs, as defined in 49 C.F.R. Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in parts with federal funds. Consistent with this policy and Title VI of 1964 Civil Rights Act, Mn/DOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT) assisted contract because of sex, race, color, or national origin. Mn/DOT has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the DOT, 49 C.F.R. Part 26 to implement this policy.

#### CONTRACT ASSURANCE

The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out all the applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as Mn/DOT deems appropriate.

Furthermore, Title VI of the Civil Rights Act of 1964 assures that no person or group of persons may, on the grounds of race, color,

national origin, sex, age, handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by Mn/DOT. For further information regarding Title VI, please contact the Office of Civil Rights, 395 John Ireland Blvd., MS 170, St. Paul, MN 55155-1899. Our telephone number is: (651) 366-3073.

The above information is applicable to every contractor including every tier of subcontractors, supplier or service providers on this project. It is the responsibility of the prime contractor, subcontractors, suppliers and service providers to ensure equal opportunity for all firms to participate on this project.

#### DBE GOAL

A **Race & Gender Neutral** DBE goal has been assigned to this procurement. While no numeric DBE goal is assigned, the Contractor, sub-recipient or subcontractor should make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers and suppliers on this project.

#### ADDITIONAL SUBCONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS

Whenever an additional subcontractor, supplier or service provider is selected, and this information has not been previously reported to the Mn/DOT Office of Civil Rights, the Contractor or its designated OCR Officer shall promptly provide Mn/DOT

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OCR office with the following information regarding the subcontract:

1. The name of the subcontractor, supplier, or service provider;
2. The total dollar amount of the subcontract;
3. The specific work items covered by the subcontract;
4. Estimated quantities of each work item; and
5. Individual unit prices (if applicable).

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#### SUBMITTAL OF DOCUMENTATION

Upon award of the contract, the Contractor shall submit on the attached Bidders List<sup>6</sup>, a complete list of all subcontractors, service providers, suppliers and

consultants that submitted bids, and shall indicate the successful quotes that will be used on the contract.

Additionally, during the life of the contract, the Contractor shall submit progress payment reports on the attached Contractor Payment Form regarding the payments made to its subcontractors, suppliers, service providers and sub-consultants. In accordance with federal regulations and Minnesota's Prompt Payment law, Contractors are required to pay their subcontractors within ten (10) days of receiving progress payments from Mn/DOT. Contractors are also required to submit to the Project Engineer and the Mn/DOT OCR the Contractor Payment Forms no later than ten (10) days after receiving payment from Mn/DOT.

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<sup>6</sup> Fillable PDF version available at <https://www.dot.state.mn.us/civilrights/pdf/tgb/tgbvets-bidderslist.pdf>



**MINNESOTA DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS**

**BIDDERS LIST**

Construction Projects-Enter this information into CRL

TGB/VET Special Provisions  
Revised 3/2017

State Project No. [redacted] Letting Date [redacted] **TGB** **VET Business**  
 Prime Contractor [redacted] Commitment [redacted] Commitment [redacted]  
 Proposed Cost [redacted] Goal [redacted] Goal [redacted]

List all comparative quotes of participants performing on the project and participants that bid. Include Subcontractors, Suppliers, Sub-consultants & Service providers.

Name, Contact Name and Phone number of Contractor *	Check (✓) Firms That Will Be Used	Description of Work	Dollar Amount of Subcontract/Quote
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

\* Please indicate with a check mark (✓) which subcontractors, suppliers, sub-consultants & service providers you will be using on the project.

(Make additional copies of this form as necessary)

MNDOT OCR Page [redacted] of [redacted]  
01/2017

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## EXHIBIT D – FEDERAL CONTRACT CLAUSES

### REQUIRED CONTRACT CLAUSES

The Contractor agrees to comply with the following requirements, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable.

#### **A. ACCESS TO RECORDS AND REPORTS 2 CFR §200.336**

**ACCESS TO RECORDS** - The following access to records requirements apply to this Contract:

The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred in connection with work and services performed under this contract. The Contractor must make such materials available at its office at all reasonable times during the term of this contract, and for six years from the date of final payment under this contract, for inspection by the Saint Cloud APO. Copies of such materials will be furnished to the Saint Cloud APO upon one week notice during the term of this contract and for six years from the date of final payment under this contract.

#### **B. NO GOVERNMENT OBLIGATION TO THIRD PARTIES**

**NO OBLIGATION BY THE STATE OR FEDERAL GOVERNMENT** - (1) The Saint Cloud APO and Contractor acknowledge and agree that, notwithstanding any concurrence by the State or Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the State or Federal Government, the State or Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Saint Cloud APO, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract. (2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with State or Federal assistance provided by FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

#### **C. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS**

**PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS** - (1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FHWA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.



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(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to the provisions.

All invoices submitted to the Saint Cloud APO for payment shall include the following certification signed by the Contractor's Project Manager:

*"I certify to the best of my knowledge the belief that this request for payment is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the project contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me and my employer to criminal or civil penalties for fraud, false statements, false claims, or otherwise."*

**D. CIVIL RIGHTS REQUIREMENTS**

**29 U.S.C. §623, 42 U.S.C. §2000; 42 U.S.C. §6102, 42 U.S.C. §12112; 42 U.S.C. §12132, 49 U.S.C. §5332; 29 CFR PART 1630, 41 CFR PARTS 60 ET SEQ.**

**CIVIL RIGHTS** - The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FHWA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and

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selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FHWA, modified only if necessary to identify the affected parties.

#### **E. BREACHES AND DISPUTE RESOLUTION**

**DISPUTES** - Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s [title of employee]. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the [title of employee]. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the [title of employee] shall be binding upon the Contractor and the Contractor shall abide by the decision.

**PERFORMANCE DURING DISPUTE** - Unless otherwise directed by the Saint Cloud APO, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

**CLAIMS FOR DAMAGES** - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**REMEDIES** - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the Saint Cloud APO and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Minnesota.

**RIGHTS AND REMEDIES** - The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the Saint Cloud APO or Contractor shall constitute a

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waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

**F. DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
49 CFR PART 26**

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. A separate contract goal of **race and gender neutral** has been established for this procurement.
- b. Respondents are directed to read the DBE Special Provisions, as posted at <http://www.dot.state.mn.us/consult/index.html> under the Prof/Tech Notices section and attached as Appendix B. The DBE Special Provisions explains how to comply with the DBE requirements. In particular, see language regarding document(s) that a respondent must submit with its proposal. The form required in the proposal can be found on page C-3 of this document. To view a listing of certified DBE's, please contact the Mn/DOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit their website at <http://www.dot.state.mn.us/civilrights>.
- c. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Saint Cloud APO deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- d. The Contractor will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.
- e. The Contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the Saint Cloud APO. In addition, [the contractor may not hold retainage from its subcontractors.] [is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.] [is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the Saint Cloud APO and contractor's receipt of the partial retainage payment related to the subcontractor's work.]
- f. The Contractor must promptly notify Saint Cloud APO, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not

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terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Saint Cloud APO.

**G. PROCUREMENT OF RECOVERED MATERIALS**  
**2 CFR §200.322**

**PROCUREMENT OF RECOVERED MATERIALS** - The following requirements apply to the underlying contract:

The Saint Cloud APO and the Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only item designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the items exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

**H. DISCLAIMER**

**DISCLAIMER** – For contracts funded with federal funds, all final documents produced under this contract shall include the following statement on the title page:

*"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented therein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation."*

For contracts funded with federal and state funds, all final documents produced under this contract shall include the following statement on the title page:

*"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented therein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation or the Minnesota Department of Transportation. This report does not constitute a standard, specification, or regulation."*

**I. TERMINATION FOR CAUSE AND FOR CONVENIENCE**  
**2 CFR PART 200, APPENDIX II(B)**

**TERMINATION OF AGREEMENT** - Either the Contractor or Saint Cloud APO may, by giving written notice specifying the effective date which shall not be less than thirty (30) days from the date such notice is given, terminate this Agreement in whole or in part. In the event of termination, all property and finished or unfinished documents and other writing prepared by the Contractor under this Agreement shall be delivered to Saint Cloud APO and Contractor shall be entitled to compensation for time expended and expenses incurred to the date of termination.

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## **J. FEDERAL CHANGES**

**FEDERAL CHANGES** – Contractor shall at all times comply with all applicable State and Federal regulations, policies, procedures and directives. Contractor’s failure to so comply shall constitute a material breach of this contract.

## **K. LOBBYING**

**LOBBYING** – Contracts for **more than \$100,000** must require the contractor and any subcontractor(s) to file a lobbying certification. The funding threshold is based on the total contract award (i.e., prime and any subs).

## **L. REMEDIES**

### **2 CFR PART 200, APPENDIX II(A)**

**REMEDIES** - Contracts for **more than \$150,000** must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

## **M. CLEAN AIR AND CLEAN WATER**

### **42 U.S.C. 7401 – 7671Q.; 33 U.S.C. 1251-1387**

**CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT** - Contracts for **more than \$150,000** must contain a provision that requires the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act as amended. Violations must be reported to the FHWA and the Regional Office of the Environmental Protection Agency (EPA).

## **OTHER REQUIRED CONTRACT CLAUSES**

The Contractor agrees to comply with the following additional requirements.

## **N. CONDITIONS OF PAYMENT**

All services provided by the Contractor under this contract must be performed to the satisfaction of the Saint Cloud APO and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Consultant will not receive payment for work found by the Saint Cloud APO to be unsatisfactory or performed in violation of federal, state, or local law.

## **O. ASSURANCES – NON-CONSTRUCTION PROGRAMS**

Contractor certifies that it complies with all the applicable clauses identified in SF-424B, Assurances – Non-Construction Programs, as provided at <https://www.grants.gov/forms/sf-424-family.html>.

## EXHIBIT E – REQUIRED AFFIDAVITS AND CERTIFICATIONS

- AFFIDAVIT OF NONCOLLUSION (SEE PAGE E-4)
- CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM (SEE PAGE E-5)
- AFFIRMATIVE ACTION CERTIFICATION (SEE PAGE E-9)
- IMMIGRATION STATUS CERTIFICATION (SEE PAGE E-11)
- CERTIFICATION OF RESTRICTION ON LOBBYING (SEE PAGE E-13)
- ASSURANCES FOR NON-CONSTRUCTION PROGRAMS (SEE PAGE E-14)
- CERTIFICATE OF LIABILITY INSURANCE (SEE PAGE E-18)

### DESCRIPTION OF REQUIRED FORMS

#### AFFIDAVIT OF NONCOLLUSION

Respondents must complete the “Affidavit of Noncollusion” found in this Appendix and include it with the response. The successful respondent will be required to submit acceptable evidence of compliance with workers’ compensation insurance coverage requirements prior to execution of the Contract. The successful respondent will be required to submit pre-award audit information and comply with audit standards.

#### ORGANIZATIONAL CONFLICTS OF INTEREST

The respondent 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 Saint Cloud APO, or the successful respondent’s objectivity in performing the Contract work is or might be otherwise impaired, or the

successful respondent has an unfair competitive advantage. The respondent agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to Saint Cloud APO, which must include a description of the action, which the successful respondent has taken or proposes to take to avoid or mitigate such conflicts.

If an organization conflict of interest is determined to exist, Saint Cloud APO may, at their discretion, cancel the Contract. In the event the respondent 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, Saint Cloud APO 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 Saint Cloud APO’s rights. Respondents must complete the “Conflict of Interest Checklist and Disclosure Form” and submit it along with the response, but not as a part of the response.

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## AFFIRMATIVE ACTION DATA

For all Contracts estimated to be **in excess of \$100,000**, respondents are required to complete the "Affirmative Action Certification" page and include it with the response.

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## IMMIGRATION STATUS CERTIFICATION

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security. *E-Verify* program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be **in excess of \$50,000**, vendors and subcontractors must certify compliance with items 1 and 2 of the Immigration Status Certification by completing the required form and submitting it with their proposal.

In addition, prior to the delivery of the product or initiation of services, vendors must obtain this certification from all subcontractors who will participate in the performance of the contract. All subcontractor certifications must be kept on file with the contract vendor and made available to the state upon request.

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## RESTRICTIONS ON LOBBYING

Contractors that apply or bid for an award of **\$100,000 or more** must complete the required certification that it will not and has not used Federally appropriated funds to pay any person or organization for influencing an officer or employee of any agency, a member of Congress, officer or

employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. The Contractor must disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The respondent must submit the required form with their proposal.

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.

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## STANDARD OF PERFORMANCE, INSURANCE AND INDEMNITY

All services to be performed by Contractor hereunder shall be performed in a skilled, professional and non-negligent manner. Contractor shall obtain and maintain at his/her/its cost and expense:

- 1. Comprehensive general liability insurance** that covers the consultant services performed by Contractor for Saint Cloud APO with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).
- 2. Errors and omissions or equivalent insurance** that covers the contractor services performed by Contractor for Saint Cloud APO with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).
- 3. Worker's compensation insurance** covering Contractor (if an individual) and all of Contractor's employees with coverages and limits of coverage required by law.

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Contractor shall indemnify and hold harmless Saint Cloud APO from and against all errors, omissions and/or negligent acts causing claims, damages, liabilities and damages arising out of the performance of his/her/its services hereunder.

Contractor certifies that Contractor is in compliance with all applicable worker's compensation laws, rules and regulations. Neither Contractor (if an individual) nor Contractor's employees and agents will be considered Saint Cloud APO employees. Any claims that may arise under any worker's compensation laws on behalf of any employee of Contractor and any claims made by any third party as a consequence of any act or omission on the part of Contractor or any employee of Contractor are in no way Saint Cloud APO's obligation or responsibility. By signing this Agreement, Contractor certifies that Contractor is in compliance with these laws and regulations.

**Contractor shall deliver to Saint Cloud APO, concurrent with the execution of this Agreement, one or more certificate(s) of insurance evidencing that Consultant has the insurance required by this Agreement in full force and effect.**

Saint Cloud APO shall be named as an additional insured under such policy(ies). The insurer will provide at least thirty (30) days prior written notice to Saint Cloud APO, without fail, of any cancellation, non-renewal, or modification of any the policy(ies) or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to Saint Cloud APO, without fail, of any cancellation of any of the policy(ies) or coverage evidenced by said certificate(s) for nonpayment of premium. Contractor

shall provide Saint Cloud APO with appropriate endorsements to its policy(ies) reflecting the status of Saint Cloud APO as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided Saint Cloud APO by the insurance company providing such insurance policy to Contractor.

The Contractor shall require any subcontractor permitted by Saint Cloud APO under Section 3 hereof to perform work for Contractor on the Project to have in full force and effect the insurance coverage required of the Contractor under this Agreement before any subcontractor(s) begin(s) work on the Project. Contractor shall require any such subcontractor to provide to Contractor a Certificate of Insurance evidencing that such subcontractor has the insurance required by this Agreement in full force and effect. The Contractor and Saint Cloud APO shall be named as additional insureds under such policies. The insurer will provide 30-day written notice to Saint Cloud APO and Contractor, without fail, of any cancellation, non-renewal, or modification of the policy(ies) or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to Saint Cloud APO, without fail, of any cancellation of any of the policy(ies) or coverage evidenced by said certificate(s) for nonpayment of premium. Saint Cloud APO shall also be provided with appropriate endorsements to its policy(ies) reflecting the status of Saint Cloud APO as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided Saint Cloud APO by the insurance company providing such insurance policy(ies).



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AFFIDAVIT OF NONCOLLUSION

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

1. That I am the Respondent (if the Respondent is an individual), a partner in the company (if the Respondent is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Respondent is a corporation);
2. That the attached proposal submitted in response to the \_\_\_\_\_ Request for Proposals has been arrived at by the Respondent independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Respondent of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Respondent or its employees or agents to any person not an employee or agent of the Respondent and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Respondent's Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this: \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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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, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

**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.** A proposer must complete the attached disclosure form and submit it with their Proposal. If a proposer determines a potential conflict of interest exists, it must disclose the potential conflict to Saint Cloud APO; 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 proposal, and it will not be provided to selection committee members. Saint Cloud APO 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. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of Saint Cloud APO.

**MATERIAL REPRESENTATION.** The proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either 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 submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. Saint Cloud APO reserve the right to cancel or amend the resulting contract if the successful 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.** Saint Cloud APO recognizes that proposer's must maintain business relations with other public and private sector entities in order to continue as viable businesses. Saint Cloud APO will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not Saint Cloud APO'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 Saint Cloud APO. Saint Cloud APO would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, Saint Cloud APO must follow statutory guidance on Organizational Conflicts of Interest.

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**STATUTORY GUIDANCE.** Minnesota Statutes §16C.02, subd. 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 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 Saint Cloud APO project if a local government has also retained the proposer for the purpose of persuading Saint Cloud APO to stop or alter the project plans.
- ❑ The 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 the 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

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interchanges. **Comment:** this provision does not presume proposers know or 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 Saint Cloud APO 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 Saint Cloud APO employees, or their immediate family members. **Comment:** this provision is not intended to supersede any Saint Cloud APO 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 proposal 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.

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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 a potential organizational conflict of interest 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 APO personnel.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

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## AFFIRMATIVE ACTION CERTIFICATION

**If your response to this solicitation is or could be in excess of \$100,000**, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

**BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.**

Your response will be rejected unless your business:

Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR) -or- Has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to Box C. Include a copy of you Certification with your response**
- We do not have a current Certificate of Compliance; However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_(date). If the date is the same as the response due date, indicate the time your plan was received: \_\_\_\_\_(time). **Proceed to Box C.**
- We do not have a Certification of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to Box C. Contact the MDHR for assistance. (See below for contact information)

**Please note:** Certificates of Compliance must be issued by the MDHR. Affirmative Action Plans must be approved by the Federal government, a county or a municipality must still be received, reviewed and approved by the MDHR before a Certification can be issued.

**BOX B – For those companies not described in BOX A**

Check below

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

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**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the respondent. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**For assistance with this form, contact:**

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5<sup>th</sup> Street, Suite 700  
Saint Paul, Minnesota 55101

Email: [employerinfo@therightsplace.net](mailto:employerinfo@therightsplace.net)

Web: [www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

TC Metro: (651) 296-5663

Toll Free: 800-657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

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IMMIGRATION STATUS CERTIFICATION

By order of the Governor (Governor’s Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

*E-Verify* program information can be found at <http://www.dhs.gov/ximgtn/programs>.

**If any response to a solicitation is or could be in excess of \$50,000**, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

**I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.**

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United



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States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debarring the Contract vendor from state purchasing.

**For assistance with the E-Verify Program**

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

**For assistance with this form, contact:**

Mail: 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155

E-Mail: [MMDHelp.Line@state.mn.us](mailto:MMDHelp.Line@state.mn.us)

Telephone: 651-296-2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1-800-627-3529

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CERTIFICATION OF RESTRICTION ON LOBBYING

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the bidder/company named below that:

1. No Federal or state appropriated funds have been paid or will be paid by or on behalf of the bidder/company, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The bidder/company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), **which exceeds \$100,000**, and that all such subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Bidder / Company Name: \_\_\_\_\_

Type or print name: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_

Title of authorized official: \_\_\_\_\_

ASSURANCES FOR NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;

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- b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - d. the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - e. the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - f. the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - g. §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - i. any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - j. the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
  8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
  10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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11. Will comply with environmental standards which may be prescribed pursuant to the following:
    - a. institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
    - b. notification of violating facilities pursuant to EO 11738;
    - c. protection of wetlands pursuant to EO 11990;
    - d. evaluation of flood hazards in floodplains in accordance with EO 11988;
    - e. assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
    - f. conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
    - g. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and,
    - h. protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
  12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
  13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
  14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
  15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
  16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
  18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

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19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or sub-awards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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