

**REQUEST FOR PROPOSALS (RFP) No. P17008, Architectural/Engineering Services**

**FORM OF PROPOSAL  
(RFP Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the “hard copy” tabbed proposal submittal.)

**(1) Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer. Also, complete all of the statements and certifications listed following herein:

[Table No. 1]

“X” = Item Included	Tab No.	Submittal Item (one original signature copy of each document)
	1	Form of Proposal (Attachment A)
	2	Form HUD-5369-C (Attachment B)
	3	Profile of Firm Form (Attachment C)
	4	Proposed Services
	5	Managerial Capacity/Financial Viability, including résumés
	6	Client Information
	7	Equal Employment Opportunity/Supplier Diversity
	8	Subcontractor/Joint Venture Information (Optional)
	9	Section 3 Business Preference Documentation (Attachment D) (Optional)
	10	Other Information (Optional)
As detailed within Section 3.2 of the RFP 1.0 Document issued, enter proposed pricing where provided within the eProcurement Marketplace		

**(2) SECTION 3 STATEMENT.** Are you claiming a Section 3 business preference? Yes  No   
 If “YES,” pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming? \_\_\_\_\_.

**(3) Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Minnesota, or any local government agency within or without the State of Minnesota? Yes  No  If “Yes,” please attach a full detailed explanation, including dates, circumstances and current status.

**(4) Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes  No  If “Yes,” please attach a full detailed explanation, including dates, circumstances and current status.

**(5) Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes  No  If “Yes,” please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to

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not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

**(6) Non-Collusive Affidavit.** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

**(7) Proposer's Statement.** The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the eProcurement Marketplace, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided within the eProcurement Marketplace pertaining to this RFP.

COMPLETED BY:

\_\_\_\_\_  
Signature                                      Date                                      Printed Name                                      Title