

Professional Consultant Services RFP: Addendum #1

Q&A from Pre-Proposal Meeting

Thursday, August 15, 2019 - 201 West Colfax, Room 4.I.4

Q: Please expand on the comments on task #2 stakeholder engagement. What do you expect in the main contract vs. the separate contract? How do they overlap?

A: As noted on page 6 the RFP, through a separate contract, CPD is hiring professional services to assist in the facilitation of a stakeholder advisory committee, focus groups, and other engagement opportunities.

Task 2 asks for proposers of this RFP to respond by identifying any deficiencies in areas in which the consultant team could support the stakeholder portion of these projects, especially ideas for reaching underrepresented populations.

Q: Have you already given an external contract for task #2?

A: The external contract is separate from task #2 of this contract. The RFQ was posted on BidNet until August 18. A contract has not yet been awarded.

Q: Are the four tasks within the same RFP or contract?

A: They will be one contract.

Q: Is the goal to examine feasibility? What is type of feasibility is expected?

A: The feasibility will need to test the proposed incentives and policy recommendations. Since this is a citywide project, the feasibility will need to look at a variety of sites in different contexts to evaluate the feasibility of the incentives (e.g., how likely are they to be used) on different building types. Additionally, the zoning incentive project will focus on a building whereas the redevelopment areas will focus on a larger multi-acre development. Due to the distinction between these projects (zoning incentive versus commitments for large redevelopment sites) and scale of development, it is assumed that different analyses will need to be used for each project.

Q: Is there a conflict of interest if an affordable housing developer is part of developing the incentives, and later works on a project that uses the affordable housing incentive after it is finalized?

A: Generally, since this is a citywide project that one specific land owner or property owner does not have a specific stake in, this would not be considered a conflict of interest. Often we want developers and stakeholders who can offer multiple perspectives to be a part of the process.

OED/CPD would not determine this to be a conflict, but you should seek advice from your legal counsel.

Q: Has the City evaluated the 38th and Blake project or other projects to see if it worked or not?

A: Yes, we are actively tracking how many projects the incentives are being used for the 38th and Blake project. We are looking at what projects have chosen to use the incentives. As a part of this project, staff will be further evaluating the success of this incentive system through quantitative and qualitative research.

Q: What sort of involvement do you expect from outside players, RTD, CDOT, Denver Water, etc?

A: They are important partners related to our broader strategy for housing. The scope of these two projects are directly related to city related tools and resources.

Q: Are you only concerned with a housing incentive as compared to commercial?

A: We are only concerned with the housing incentive.

Q: If two different entities are submitting a single proposal, do we need to submit duplicate info for each entity? Resumes, signatures for organization, etc.?

A: The primary proposer must submit the signatures; the subcontracts will not need to submit these forms. Resumes should be provided for all members on the team. References should be provided for each entity on the proposal. There is not a limit to the number of references.

The primary proposer shall describe the qualifications of each subcontractor which it intends to use and the percentage and scope of the work which will be assigned to each of them.

Q: Financial feasibility evaluation. Are we going to look at social costs? Parking?

A: As is with any planning project, we take a holistic approach to all projects through a comprehensive evaluation and diverse stakeholder engagement. We will be thinking about those tradeoffs when making policy decisions.

Q: When will the other RFP be available?

A: As noted above, the separate contract for facilitation services was available to for responses on BidNet until August 18.

Q: What is your budget?

A: We will evaluate proposals to determine the budget.

[Online questions submitted through August 19](#)

Q: I am seeking clarification on the recently published RFP for a multidisciplinary team to support Denver's efforts on an affordable housing incentive as well as other strategies based on *Housing an Inclusive Denver* and *Blueprint Denver*. Task 2 of the scope of work states: "*Through a separate contract, CPD is hiring professional services to assist in the facilitation of a stakeholder advisory committee, focus groups, and other engagement opportunities as identified throughout the process.*" Will there be a separately published RFP / Application for this contract and scope of work?

A: As noted above, the separate contract for facilitation services was available for responses on BidNet until August 18.

Q: Who is the intended audience in the feasibility model exercise? City staff and the stakeholder group? A broader audience?

A: The primary audience for the feasibility model will be for City staff and the stakeholder group. The summary (Task 4.C) should be written to a broader audience.

Q: Who is the intended user? Consultant only? City staff? Stakeholders?

A: The intended user is the consultant and city staff.

Q: Does the city desire a visualization component, as well as technical component, to the live editable model?

A: Generally, this element was not contemplated in the scope of work. However, if the proposer would like to include it, please provide as a separate line item in the cost proposal.