

**CITY AND COUNTY OF DENVER  
DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE**

**RFQ – ON-CALL SPECIALITY SERVICES 202476605**

**ADDENDUM NO. #1  
JANUARY 2, 2025**

Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described:

**QUESTIONS/ANSWERS**

Q1. Can a Landscape Architecture firm be the lead?

A1. **Yes.**

Q2. We would only be interested in pursuing the Category 1: Landscape Architecture scope of work. May we submit for just the single category or is the intention to cover all 3 categories?

A2. **Yes, firms may submit for a single category.**

Q3. Are we able to just respond to Category 2 for the Specialty On-Call Professional Engineering Services RFP?

A3. **Yes.**

Q4. Would it be acceptable to submit as a prime consultant for this RFQ if we can document that our SBE select pool certification is in progress? We would provide a letter to confirm this.

A4. **You must be certified with the City and County of Denver by the submission due date to be eligible. Please check with your DSBO certification point of contact to see what is needed to process your application. Please refer to Section 4 – Small Business (SBE) Requirements for additional information.**

Q5. Do you plan to release an on-call procurement that is not an SBE defined pool? If so, will you release the same Landscape Architecture category in the non-SBE defined pool procurement or is Landscape Architecture just part of the SBE Defined pool?

A5. **The City has decided that since these services are specialty in nature and based on the expected utilization of these services outside of a full/traditional design efforts, that this will be SBE pool. Non-SBE firms are encouraged to team with SBE-led teams in a similar nature to the City's other on-call contracts which are not led by SBE primes.**

Q6. What is your decision-making criteria related to releasing a mini-bid through the SBE Defined Pool on-call vs. the on-call that is open to everyone?

A6. **Mini bid pools are defined by a number a criterion that is project-specific at the time of task order procurement. Such criteria may include, but not limited to, available capacity at the time, availability of firm resources, MWBE/SBE/DBE participation performance as applicable, experience working at a given facility/location, equity of opportunity, etc.**

Q7. Will green infrastructure be released as part of another on-call?

A7. **DOTI recently procured green infrastructure contracts; therefore, we do not anticipate any other categories for this topic in the current procurement timeline.**

Q8. Is there any green infrastructure anticipated through this on-call?

A8. **Yes.**

- Q9. Can a firm be selected for both the SBE defined pool on-call as well as the other on-call open to everyone?  
A9. **Yes.**
- Q10. If a firm wishes to apply for multiple of the 3 categories, does each category require an entirely separate submission?  
A10. **Only one submittal will be accepted. Tab 4 will have up to three individual sections, depending on the number of categories submitting on. Each category can have up to five pages.**
- Q11. Is it anticipated that any of the 3 categories would require, or at least benefit from, an architecture consultant being the prime contract holder (with the “specialty” disciplines being sub-consultants)?  
A11. **It is not required that architectural firms are prime on any of these three categories, but we anticipate that architectural firms may apply as primes.**
- Q12. Does the 35-page limit include resumes of key personnel (prime consultant and/or subconsultants)?  
A12. **No, resumes can be excluded in page limit.**
- Q13. We do not plan on pursuing Categories 2 and 3, do we need to also include additional team members to cover ALL of the scope capabilities listed at the bottom of p. 6 as well?  
• i.e. Roof Consulting, design and engineering; Sustainability / LEED Consulting; Commissioning; Independent Cost Estimating (contractor)  
A13. **No, only include consultants for the services needed in the category in which you are proposing.**
- Q14. On page 6 of the RFQ, it states: "Participation from specialty sub-consultants added at the Task Order level who are not listed as a Consultant Team Member in the Agreement can count towards the M/WBE goal if they have an M/WBE Certification with the City....Please note the prime consultant is responsible for managing the approach to meeting the prescribed M/WBE goal associated with the Agreement." Will some of the task orders have M/WBE goals? Or only the 30% SBE goal?  
A14. **DSBO has designated this procurement as SBE Defined Pool; therefore, the award will be strictly limited to CCD-certified SBE firms. DSBO is not assigning separate MWBE participation goals for this project or on any task orders. Please see attached redlined page 6 of the RFQ.**
- Q15. Please confirm we can edit/add titles to the Excel rate sheet to match our specific team members.  
A15. **No, please use the library of classifications provided and find the best fit.**
- Q16. Are there also MWBE requirements?  
A16. **No, there is only an SBE goal on this contract. Please refer to Section 4 – Small Business (SBE) Requirements for additional information.**
- Q17. On page 3 of the RFP, it says “The participation requirement for this project is Small Business Enterprise (SBE) Defined Pool.” Does this mean that the prime consultant and all subconsultants must be certified SBE with the City, or only the prime consultant?  
A17. **The prime must be a certified SBE with the City and County of Denver. The subconsultants can be certified, but it is not a requirement. Please refer to Section 4 – Small Business (SBE) Requirements for additional information.**
- Q18. On page 3 of the RFP, it says “The SBE contractor self-performance requirement is 30%.” Does this mean that the prime consultant specifically must perform 30% of the work, or may that percentage be distributed across SBE-certified subconsultants also? (For example, the prime SBE consultant performs 20% while an SBE subconsultant performs 10%)

- A18. The SBE certified prime consultant must perform 30% of the work. Please refer to Section 4 – Small Business (SBE) Requirements for additional information.**
- Q19. Referencing p. 13 under “Tab 4: Project Organization and Approach”: f. Provide a detailed Project Schedule that includes critical activities with durations for the completion of bid documents and advertisement of the project for bids within 36 months from Notice to Proceed. Can you please clarify what are you looking for regarding a schedule under this section?
- A19. Schedule duration does not apply here. Please see attached redlined page 13 of the RFQ.**
- Q20. Can a consultant team submit a proposal for only one category, e.g. Category 2, if the 30% SBE requirement is met for that category?
- A20. Yes.**
- Q21. Can a non-SBE be the prime recipient for an award under this RFQ? If not, can a non-SBE be a subcontractor for an SBE prime recipient?
- A21. For an SBE Defined Pool procurement, the prime recipient must be certified as an SBE with the City and County of Denver by the proposal submission due date. A non-SBE firm can serve a subcontractor to the awarded SBE prime. Please refer to page 10 of the solicitation document for SBE Responsiveness Requirements under Section 4 – Small Business Enterprise (SBE) Requirements.**
- Q22. In the Submittal Requirements it does not list where DOTI would like to include the team’s SBE certifications. Which Tab shall we include that information?
- A22. The SBE certificate does not need to be included in the RFQ. Your firm’s SBE certification status will be verified with DSBO. Please also refer to A17 in this addendum.**
- Q23. The list of past projects is very helpful. Is it possible to provide a list of any upcoming projects related to Category 1?
- A23. Refer to page 7 of the RFQ for similar projects to anticipated work.**
- Q24. Tab 2: Are we to describe the prime firm only or the team firms as well in this section?
- A24. Describe the prime firm. Please refer to Tab 2.a.**
- Q25. Tab 4: Project Organization and Approach section d. requests that consultants "Describe how the approach will align with the proposed project schedule and budget and successfully address the constraints of the established budget". This seems like a question related to a specific project. Can you please explain what you’re asking for as it relates to the On-Call?
- A25. Describe how you will approach these types of projects in general, and how your team will approach teaming to complete on-call project work.**
- Q26. Tab 4: Project Organization and Approach section f. requests the following “Provide a detailed Project Schedule that includes critical activities with durations for the completion of bid documents and advertisement of the project for bids within 36 months from Notice to Proceed.” This seems like a question related to a specific project. Can you please explain what you’re asking for as it relates to the On-Call?
- A26. Specific schedule does not apply here and is removed from the RFQ. Please see attached redlined page 13 of the RFQ.**

- Fire Protection and Life Safety
- Peer Review
- Project Management / Staff Augmentation
- Program Management / Staff Augmentation
- Structural evaluations, studies, and designs
- Construction administration
- Other design and engineering services required for the delivery of specialty services listed herein, but not explicitly described in above list.

For specific task orders requiring specialty consultants under the On-call Professional Services: Specialty Services; Category 1- Landscape Architectural Services, Category 2- Sustainable Engineering Services, Category 3- Roofing Design (the “Agreement), the Design Consultant may solicit a proposal from a sub consultant who is not listed as a Consultant Team Member in the Agreement. ~~Participation from specialty sub-consultants added at the Task Order level who are not listed as a Consultant Team Member in the Agreement can count towards the M/WBE goal if they have an M/WBE Certification with the City.~~

To assist in expediting design services for task orders, consultant teams are encouraged to include more than one sub consultant for disciplines/firms often experiencing a back-log of work. The City expects its On-Call Design Service consultants to provide responsive customer service as it relates to project needs and requirements. ~~Please note the prime consultant is responsible for managing the approach to meeting the prescribed M/WBE goal associated with the Agreement.~~

State and local government facilities must follow the requirement of the 2010 ADA Standards for Accessible Design (2010 ADA Standards). Facilities that do not comply with the 2010 ADA Standards may prevent people with disabilities from fully and equally enjoying Denver’s services, programs, or activities and may constitute discrimination on the basis of disability. Any construction or alterations to Denver buildings and facilities by it or on its behalf will fully comply with the requirements of the 2010 ADA Standards. Consultants are therefore responsible for ensuring architectural designs for construction and/or alterations are compliant with the 2010 ADA Standards.

The Agreement is managed by Department of Transportation and Infrastructure, who has contract authority on behalf of the City. Department of Transportation and Infrastructure is contractually responsible for managing each task order, and a Project Manager within Department of Transportation and Infrastructure will be the Consultant Team’s direct point of contact for each task order issued. The awarded Consultant Teams shall ensure project communication between the Consultants and the End User is conveyed and managed through the Department of Transportation and Infrastructure Project Manager. In addition, the City would like the Design Consultant to identify a consistent point of contact who will become familiar with the contract language, forms, and requirements set forth in the Agreement, as well as fully understand the City’s process of doing business as it relates to the task orders and On-Call Agreement.

The Consultant Team must possess the following capabilities, as needed per category scope listed above.

- Full-Service Landscape Architectural Design including compliance with Americans with Disabilities Act (ADA) requirements and all applicable codes, regulations, and standards.
- Mechanical/Plumbing Engineering
- Electrical Engineering
- Structural Engineering
- Civil Engineering
- Cost Estimating
- Roof Consulting, design and engineering
- Sustainability / LEED Consulting
- Americans with Disabilities Act (ADA) Consulting

uniquely suited to undertake this specific project. Acknowledge receipt and compliance with any addenda issued during the procurement.

- b. Affirmative Statement: Include an affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements set forth in the Sample Agreement (Attachment 1).
- c. Certificate of Good Standing: Include Certificate of Good Standing from Colorado Secretary of State Website.

**Tab 2: Team Qualifications – Firms**

- a. Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client reference for each listed scope requirement.
- b. Highlight relationships between the Consultant team members and their joint successful work history on similar projects/programs.
- c. Provide supporting information for how the firm will successfully provide the anticipated services noted in Section 2.

**Tab 3: Team Qualifications – Individual Key Personnel**

- a. List the names, titles, and responsibilities of key professional staff (including sub-consultants) that are expected to work on the Project if awarded the contract.
- b. Provide brief biographical data of the key project members. Describe qualifications and experience of the key individuals (including sub-consultants), who will be assigned to this project, as indicated by prior involvement in similar projects.
- c. Indicate the expected contribution of each of these key personnel as a percentage of the total effort and their respective workload during the contractual period for the anticipated services including key sub-consultants.
- d. State other major project commitments of the key project members and firm(s) involved (existing and projected). Provide assurance the staff proposed will be the staff assigned, visible, and working on the Project.

**Tab 4: Project Organization and Approach**

- a. Provide a thoughtful and clear process for delivery of the tasks identified in the scope of services, including the proposed approach to completion of the scope of work and the team’s multi-disciplinary understanding of the Project scope and issues.
- b. Demonstrate an understanding of the project and the project complexities. Discuss any high-risk items, such as potential right-of-way impacts, access issues, utility conflicts, and other risks.
- c. Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks.
- d. Describe how the approach will align with the proposed project schedule and budget and successfully address constraints of the established budget.
- e. Demonstrate ability to coordinate between multiple agencies, adjacent project teams, and stakeholders on or near project site to achieve project delivery success.
- f. ~~Provide a detailed Project Schedule that includes critical activities with durations for the completion of bid documents and advertisement of the project for bids within 36 months from Notice to Proceed.~~

**Tab 5: Sample Agreement Review**

(Tab contents do not count toward overall page limit)

Consultants shall review the Sample Agreement (**Attachment 1**) and submit with their submittal, a list of all questions, issues, or modifications which the Consultant would like the City to review, address, and be negotiated with should they be selected as a top ranked Consultant. The City shall assume that the Sample Agreement has been thoroughly reviewed and discussed with legal counsel prior to preparation of any list of requested modifications. Please note, Attachment 1 is a Sample Agreement and, as such, is subject to revision or modification by the City at any time. The City reserves the right to modify any term or condition