

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

RFQ – On-Call Flow Data and Hydraulic Modeling Support

**ADDENDUM NO. #1
January 8, 2025**

Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described:

ATTACHMENTS

- **Updated Notice of Invitation**
- **Latest version of DSBO MWBE Commitment Form (DSBO Version 6 Last Revised: August 20, 2024)**

QUESTIONS/ANSWERS

- Q1. Does DOTI own the model, or do you need the selected firm to own the model in terms of making updates?
- A1. **DOTI uses the calibrated and planning scenario models to support its sanitary planning needs. For this contract, DOTI wishes to onboard a qualified firm to maintain, design, service, and manage a flow monitoring program and use data collected to keep the models updated, in addition to other services and needs as specified in the RFQ.**
- Q2. The Notice of Invitation for Qualifications indicates that the MWBE EDI Plan is required from shortlisted firms only as part of the Phase 2 RFQ response. This appears to be in conflict with other references later in the RFQ which indicate the MWBE EDI Plan must be submitted with the RFQ response. Please clarify. Do we submit an MWBE EDI Plan on January 22nd with our RFQ response?
- A2. **Yes, the MWBE EDI Plan is required as part of the RFQ response due on January 22nd. The Notice of Invitation for Qualifications has been updated and has been included.**
- Q3. Task 4 (GIS Support). Can you elaborate on some of the activities you anticipate regarding the Consultant's role with updating the SSMP geodatabase? Some examples: If new development occurs within the City, will the Consultant be tasked with updating the GIS database based on the new development collection system configuration using as-built drawings? Or is this something that the City's GIS staff completes and then the Consultant exports that information to the hydraulic model? What about existing system changes – pipe enlargement, CIPP lining, pipe abandonment? Is there a backlog of these types of system changes that will need to be incorporated into the hydraulic model and GIS database or is the City's system up to date?
- A3. **GIS support will be mainly focused on the update & maintenance of the sanitary sewer mater plan geodatabase. The City's sewer GIS information is updated on a weekly basis and posted on Denver Open Data. Model update shall use the best available information. When GIS data is unavailable or found to be outdated/inaccurate, the consultant shall use as-builts to confirm system information for modeling use. Consultant is not responsible for sewer GIS update since it is handled by the City's**

wastewater GIS staff, however issue identification and feedback are appreciated. The SSMP was completed in late 2022 so it is expected that the model in some areas is slightly outdated.

Q4. Is the cover letter counted in the page count?

A4. **Yes, the cover letter counts. However, the affirmative statement and certificate of good standing are attachment thus not counted against page limit.**

Q5. Is the table of contents counted in the page count?

A5. **No.**

Q6. Tab 3 (Key Personnel Experience and Qualifications). Qualifications of key personnel are to be described in a brief biography that is included in the page count. Would the City find it beneficial for us to also provide 2-page experience resumes of proposed staff that we routinely include as an appendix for additional information?

A6. **It is up to the proposer to decide whether to include resume in the appendix.**

Q7. Is the cover letter excluded from the allowable page count?

A7. **The cover letter counts against page limit. However, the affirmative statement and certificate of good standing are attachments thus not counted against page limit.**

Q8. Will rates be held for the initial 3-year contract term? If there is an amendment to extend the contract, can revised rates be submitted for the contract extension?

A8. **Yes, the proposed rates will be held for the immediate contract term as specified. If an amendment is made to extend the contract beyond the initial term, revised rates may be submitted for the extension period, subject to mutual agreement and approval. It is recommended to provide ALL potential titles/classifications (not personnel name) that may be utilized during the duration of the contract.**

Q9. The RFQ states that requested information may overlap and it is the consultant's discretion how information is best organized among the tab sections. Can we present overlapping information from different tabs with relevant information from another tab? Specifically, references are listed as their own tab (tab 4) as part of the submittal. We would like to include them with our project experience if possible, combining information from Tabs 3 and 4 on a single page.

A9. **Tab sectioning and numbering shall be adhered to, as specified in the RFQ.**

Q10. It was mentioned that failure to submit the two DSBO forms would result in disqualification for the contract. What exactly are the submittal requirements based on the below options? Must fill out 2 DSBO forms? Must subcontract with a pre-approved DSBO-certified Denver firm? Both? None?

A10. **The required DSBO documents used to assess responsiveness are the Commitment to MWBE Participation form and the MWBE Equity Diversity and Inclusion (EDI) Plan. Please refer to page 7 of the solicitation for further information on MWBE Responsiveness requirements. The MWBE EDI plan is not a form; it is a narrative plan. Please reference the MWBE EDI Plan requirements starting on page 12 of the Request For Qualifications.**

Subcontracting with “a pre-approved DSBO-certified Denver firm” is not a requirement at the time of proposal submission. If awarded the contract, you must subcontract with CCD-certified MWBE firms to meet the MWBE Participation commitment requirement.

Q11. Provide a link to the page with the pre-approved DSBO-certified forms.

A11. Please see this [Link](#) for the DSBO Commitment to MWBE Participation Form; the most recent version of the commitment form is attached.

Q12. Please clarify. Do we submit an MWBE EDI Plan on January 22nd with our RFQ response?

A12. Yes, you must submit an MWBE EDI plan on January 22, 2025 by 2:00 p.m. to be found responsive.

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

NOTICE OF INVITATION FOR QUALIFICATIONS

ON-CALL FLOW DATA AND HYDRAULIC MODELING SUPPORT

Solicitation No. 202476587

The Department of Transportation & Infrastructure (“DOTI”), City and County of Denver (“City”), has issued a Request for Qualifications (the “RFQ”) for On-Call Flow Data and Hydraulic Modeling Support as described below. RFQ documents will be available for download at [BidNet](#).

Submittals will only be received via the online electronic bid service through [BidNet](#). Submittals are due on **January 22, 2025 at 2:00 p.m.** Late submissions will not be accepted.

General Statement of Work

On-Call professional services for management of the City’s flow monitoring network, supporting the update of the City’s sanitary sewer master planning model, conducting capacity assessment and alternative evaluation studies.

A Virtual Pre-Submittal Meeting will be held on December 11, 2024 at 2:00 p.m. via teleconference. The teleconference Teams Meeting link as well as a call-in number and conference ID option can be found on the project page at [Do Business with DOTI](#) Consultants are responsible for any information conveyed at this meeting.

Deadline to submit questions: December 18, 2024 at 5:00 p.m. local time.

Minority and Women Business Enterprise Participation: Article V, of Chapter 28 of the Denver Revised Municipal Code (D.R.M.C.) grants authority to the Division of Small Business Opportunity (DSBO) to establish participation requirements under the Minority and Women-Owned Business Enterprise (MWBE) Program as related to expenditures and related contracts by and through the City and County of Denver. The participation requirement for this project is:

15% Minority and Women-Owned Business Enterprise (MWBE)

The requirement must be met with certified firms, § 28-127 D.R.M.C., or through the demonstration of a sufficient good faith effort. § 28-128 D.R.M.C. A proposed MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan), also known as a Utilization Plan, is required as part of the RFQ response and will be scored. DSBO’s approval of the MWBE EDI Plan will be required prior to contract execution.

Minimum Wage: City contracts are subject to payment of City Minimum Wage established pursuant to Section 20-82 through 20-84 DRMC.

General:

As the City’s best interests may appear, the Executive Director of the Department of Transportation and Infrastructure (DOTI) reserves the right to waive informalities in, and to reject any or all submittals.

Publication Dates: **December 4, 5, 6, 2024**
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**DIVISION OF SMALL BUSINESS OPPORTUNITY (DSBO)
COMMITMENT TO MWBE PARTICIPATION**

This page must be completed by all Bidders/Proposers to indicate their commitment towards satisfying the MWBE participation requirement with City and County of Denver certified MWBE firms. The commitment will be incorporated into the contract and thereby the selected Bidder/Proposer will be held contractually responsible for the commitment.

MWBE COMMITMENT:

The City and County of Denver has specified a _____% MWBE Participation goal of the total contract value +/-changes on this contract. The Bidder/Proposer is committing to a _____% MWBE Participation requirement of the total contract value +/- changes on this contract.

GOOD FAITH EFFORT:

The Bidder/Proposer must make adequate and substantive good faith efforts to meet this goal to be deemed responsive by DSBO. The Bidder/Proposer must submit a detailed statement and documentation of their good faith efforts. Bidder/Proposer shall provide documentation considered demonstrative of a “good faith” effort as per the categories outlined in Chapter 28 of the D.R.M.C.

The undersigned Bidder/Proposer hereby agrees and understands that they must comply with their MWBE commitment on this project in conformity with the Requirements, Terms, and Conditions of this MWBE Procurement/Contract Language. Failure to comply is a material breach of the contract, which may result in the imposition of sanctions on the Contractor/Consultant, as deemed appropriate by DSBO.

Bidder/Proposer (Name of Firm):

Firm’s Representative:

Title:

Signature (Firm’s Representative):

Date:

Address:

City:

State:

Zip:

Phone:

Email: