

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

**RFQ – 2026 Category On-Call Professional Services 202579252**

**ADDENDUM NO. #2  
June 9, 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Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described: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. Would DOTI consider extending the due date due to the proximity to the Juneteenth holiday?

A1. **Not at this moment. DOTI accounted for the Juneteenth holiday in the scheduled timeline.**

Q2. Page 25 of the RFQ, Section 3L: ADA Compliance. It mentions including an "ADA Subject Matter Expert (SME)" in our submittal. I am uncertain that there's a specific certification for this. Can you elaborate on this requirement? Should this be a person who has experience with various ADA compliant designs?

A2. **A specific certification is not required, but as applicable, teams should have experience designing project components that meet all applicable ADA requirements.**

Q3. Are there any qualifications/certifications that the ADA Subject Matter Expert (SME) is expected to have?

A3. **Refer to A2.**

Q4. Is Package 2 – DSBO Requirements, attachment 1 & 2 required for Category 3, as the MWBE goal is 0%?

A4. **No DSBO program is assigned to Category 3; therefore, DSBO requirements do not apply to Category 3 only. If submitting on only category 3, do not submit any DSBO forms. If submitting on category 3 as well as other categories, submit DSBO forms for the other categories, excluding category 3 scope from your Utilization Plan.**

Q5. We are pursuing Category #3 – Bridge Inspection, which does not have a MWBE requirement. We typically make every effort to include MWBE firms in our work, but since it is not required for this particular category we are submitting on, how should we address **Package 2** forms (Attachments 1, 2, and 3). Especially for *Attachment 3 – MWBE Utilization Plan*. Should we still include the forms and just put N/A within the document? Please advise on process.

A5. **If submitting on only category 3, do not submit any DSBO forms. If submitting on category 3 as well as other categories, submit DSBO forms for the other categories, excluding category 3 scope from your Utilization Plan.**

Q6. Does an MBE prime need to have additional MBE sub participation?

A6. **An MWBE Prime will need additional MWBE subcontractor participation only if they are unable to meet their commitment by self-performing the work.**

- Q7. Who would be the contact person for questions on MWBE/SBE certifications?
- A7. **Please email [certificationinfo@denvergov.org](mailto:certificationinfo@denvergov.org) for questions regarding DSBO certifications.**
- Q8. Can MWBE certification be in process or do firms need to be officially certified in order to apply. Can "in process" be considered "good faith"?
- A8. **MWBE certification may be in-process at the time of submission. MWBE certification is not a RFQ responsiveness requirement and responsiveness requirements are the same regardless of submitter's MWBE certification: all submitters must complete and submit all DSBO forms, except where exclusively submitting on category 3.**
- Q9. Attachment 2 states: "\*\*\*\* Attention: this Signature Statement form is required to be completed, signed, and submitted to DSBO." Is attachment 2 required to be uploaded to the DSBO website prior to submission?
- A9. **No. Submit the form in your package 2 PDF file in BidNet and the contract administrator will distribute the forms to DSBO.**
- Q10. Regarding Package 2 – DSBO Requirements, please confirm if a separate PDF file is required for each category submitted on, or if a single, combined PDF is acceptable.
- A10. **A separate PDF file is required for each category submitted on.**
- Q11. For package 2, should we submit an individual PDF for each category we are submitting for, or one PDF with the Commitment and Utilization Plan duplicated per category we are submitting on?
- A11. **Refer to A10.**
- Q12. Section 4 – Minority and Women Owned Business Enterprise (MWBE) Requirements, Section 6. MWBE Utilization Plan, states "Submitter shall include with their proposal a single completed DSBO form, entitled "MWBE Utilization Plan," stating their strategy for meeting the MWBE requirements of each category of work in which they are proposing..." To clarify, you are requesting a single MWBE Utilization Plan (Attachment 3, Package 2) addressing all categories submitted on, or is a separate Attachment 3 required for each category?
- A12. **A separate attachment 3 is required for each category.**
- Q13. Can you please confirm/clarify how you prefer package 2 to be submitted? Is it one PDF with all Commitment to MWBE Participation forms, one PDF with the DSBO Program Requirements Handbook Signature Statement, and one PDF with all the MWBE Utilization Plans (three PDFs total) OR one PDF with all of the documents listed in Tab 1 a-c?
- A13. **Submit one PDF file with all of the documents listed in Tab 1 a-c for each category for which you choose to propose. If you submit for more than one category, you will submit more than one PDF file with all the documents that apply to the category.**
- Q14. Section 6, Envelope 1 – RFQ Submittal , Package 2 DSBO Requirements (Page 29), states "For each category Consultants are proposing on, a separate Commitment to MWBE Participation and MWBE Utilization Plan are required". Should these forms (Attachment 1 and 3) be included in Package 2, or should the forms be included in the appropriate Package 4. If in Package 4, should these forms be combined into a single PDF?
- A14. **Attachments 1, 2, & 3 must only be submitted in Package 2: DSBO Requirements.**

- Q15. In Package 4 item b is the intent to highlight joint work history specifically between the prime consultant and subconsultants, or is the expectation to address collaborative experience across all team members collectively?
- A15. The intent is to highlight joint work history between the key firms that comprise the team.**
- Q16. Page 30, Package 4, item b: Could DOTI clarify whether the intent is to highlight joint work history specifically between the prime consultant and subconsultants, or if the expectation is to address collaborative experience between individual team members?
- A16. Refer to A15.**
- Q17. In Package 4: Are you looking for subconsultant firm summaries or are we to only focus on Prime firm qualifications and our work history with subconsultant firms on our team?
- A17. Subconsultant firm summaries and/or qualifications may be provided along with the prime to highlight how the subconsultants fulfil a role on the team to provide the requested services.**
- Q18. Do similar project examples have to be completed, or can they be ongoing projects?
- A18. Similar projects should either be completed or very close to substantial completion.**
- Q19. Under Package 4 it states: "Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client references; note that this should be specific to the category." We were wondering about "prior successful completion" and if ongoing projects that are almost complete could work.
- A19. Refer to A18.**
- Q20. In Package 4 Item D. Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client references; note that this should be specific to the category. Are projects to be limited to those completed by the Prime firm?
- A20. Refer to A17.**
- Q21. Package 4, Tab 1, Item d. of the RFQ asks for respondents to: "Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client references..." Should these projects and references come solely from the Prime firm, or is it acceptable to include subconsultant projects/references as well?
- A21. Yes, it is acceptable to include subconsultant projects and references as well.**
- Q22. Can project references include DOTI staff references or must they be from outside the agency
- A22. References can include City and County of Denver staff.**
- Q23. In Package 4, it states to describe the qualifications and experience of the firm based on prior successful completion of similar projects, along with client references, specific to the category. Should this include only the prime consultant's experience, or should the sub consultant's experience be included as well?
- A23. Refer to A17.**

- Q24. In Package 4 it states: “c. Generally, provide supporting information for how the firm will successfully provide the anticipated services noted in Section 2.” Can you please expand on what type of information you are looking for so we don’t provide duplicated information? Is this a general overview of our category-specific skills, not related to experience or approach?
- A24. The intent is not to provide duplicative information. This is an opportunity to add any additional information that is pertinent to the evaluation criteria provided on pages 27-28 of the RFQ.**
- Q25. Regarding Package 4, Tab 1, c. “Generally, provide supporting information for how the firm will successfully provide the anticipated services noted in Section 2.” Can you clarify what is expected in this section? i.e.: should we submit a work plan, list of activities, or timeline/schedule?
- A25. Refer to A24.**
- Q26. Package 4, f. Provide brief biographical data for the key personnel from consultant team for each category. The data should focus on education, certifications, experience and successful completion of similar projects. Key bios for additional team members. (Bios are not included in page count). To confirm, the entirety of Item F. in Package 4 does not count in the page limit?
- A26. Brief biographical data within Package 4, Item F necessary to meet Criteria #4 and #7 does count towards the page limitations. Long form or full bios (resumes) for key personnel are recommended, but not required, and do not count towards the page count. There is no preferred length or format.**
- Q27. For the bios referenced in package 4, can we provide full page resumes for each key team member? Will those pages count towards the page count?
- A27. Refer to A26.**
- Q28. Page 30, Package 4, item f: Could DOTI please clarify whether the biographical data for both key personnel and additional team members are excluded from the page count, or if the page count exemption applies only to additional team member bios? Additionally, is there a preferred length or format for the bios to ensure consistency across submissions?
- A28. Refer to A26.**
- Q29. Page 30 of the RFQ under Package 4 states that “Bios are not included in page count” – confirming there is no page constraints for bios in Package 4 for each category?
- A29. Correct. Refer to A26.**
- Q30. What are the “required forms” in package 4 that do not count towards the page count?
- A30. There are no required forms associated with package 4. Ensure you are addressing all the requested category specific information in order to meet the Evaluation Criteria (pages 27-28 of the RFQ).**
- Q31. Package 4: Category Specific Information – Tab 1: F (page 30): states: Provide brief biographical data for the key personnel from consultant team for each category. Data should focus on education, certifications, experience, and successful completion of similar projects. Key bios for additional team members. Bios are not included in page count. Could you clarify the “key bios for **additional** team members.” We would be providing bios for the main key staff. Based on that, are all bios for Key Staff not included in the page count along with education, certifications, and experience, or only the Bio is not included in the page count and should be separated from the education / certs / similar project completion?

**A31. Refer to A26.**

Q32. In Package 4: Regarding "biographical data for the key personnel," since these are not included in the page count, can a 1-page resume for key personnel from both the prime consultant and their subconsultants suffice? Or would you prefer half-page, concise resume/bios with bullet pointed information for every key individual on our team?

**A32. Refer to A26.**

Q33. In Package 4, I understand that the bios of our key team members are excluded from the page count. Does this exclusion also apply to the bios of our subcontractors?

**A33. Yes. Refer to A26 for related information.**

Q34. Please clarify if Package 4, Section f: Do the bios count towards the 5-page count? RFQ states they do not. Addendum #1 states biographical data does count towards page count.

**A34. Refer to A26.**

Q35. In Package 4 item F., please clarify what does and does not count towards the Package 5-page limit.

- a. **F.** Provide brief biographical data for the key personnel from consultant team for each category. The data should focus on education, certifications, experience and successful completion of similar projects. Key bios for additional team members. *(Bios are not included in page count)*

**A35. Refer to A26.**

Q36. In Package 4 item F., please clarify if you are asking for resumes in addition to brief biographical data. Please also clarify if resumes are being requested for non-key personnel.

- a. **F.** Provide brief biographical data for the key personnel from consultant team for each category. The data should focus on education, certifications, experience and successful completion of similar projects. Key bios for additional team members. *(Bios are not included in page count)*

**A36. Refer to A26.**

Q37. The fourth bullet in Section 6 - Submittal Requirements is "Each package has the page limit identified below." However, the tab instructions for Package 1 include "Tab contents do not count toward overall page limit" and for Package 2 include "The following must be completed and submitted per the requirements detailed below, but do not count toward the submittal's overall page limit." Could you please clarify: Is there an overall page limit for the entire submittal, or is it sufficient to adhere to the individual page limits specified for each package?

**A37. Adhere to the individual page limits specified for each package.**

Q38. Per Addendum No. 1, the responses to questions indicate that brief bios are now included in the page limit. Would DOTI consider allowing an additional page to accommodate the brief bios for key personnel?

**A38. Refer to A26.**

A39. The RFP states "Bios are not included in the page count." Addendum #1 states "Brief biographical data should be included as part of Package 4 and counts towards the page count. Full bios (resumes) for key personnel are recommended, but not required, and do not count towards the page count." Will both "brief biographical data" and "full bios (resumes)" be scored in

- Package 4, Section F? If we intend to show abbreviated resumes for key personnel, will these be scored and excluded from the page count?
- A39. Refer to A26. Long form or full bios (resumes) for key personnel, are not required, but included information may be used to score against the Evaluation Criteria (pages 27-28 of the RFQ).**
- Q40. Does project experience count towards the 5-page limit in package 4 or could that go into an appendix? Thank you.
- A40. Yes, it should be included and does count towards the page limit. See also Evaluation Criteria #3 (Page 27 of the RFQ).**
- Q41. In Package 1 - under Tab 1: Letter of Transmittal and Required Documents and - Please clarify what is defined as "Tab contents" as in "Tab contents do not count toward overall page limit"
- A41. The contents of Package 1, Tabs 1 and 2 should be limited to 4 pages. Please disregard the statement "Tab contents do not count toward overall page limit". See A45 for additional information.**
- Q42. RFP, Pg. 28, Package: General Submittal Requirements. RFP states a Page Limit of 4 for this package but under the two tabs, it states that Tab contents do not count toward overall page limit. Question: What does the 4-page limit pertain to?
- A42. Refer to A41. Also see A45 for additional information.**
- Q43. In Package 1, if neither the contents of Tab 1 nor the contents of Tab 2 count toward the 4-page limit, what does?
- A43. Refer to A41. Also see A45 for additional information.**
- Q44. For Package 1, Tab 1, the page limitation is listed as 4 pages, with a note that this limit excludes cover pages, divider sheets, comments on the Sample Agreement, and any other required forms. However, it also states that the tab contents for Tabs 1 and 2 do not count toward the overall page limit. Could you please clarify what the 4-page limit specifically applies to, or confirm whether this package is intended to be unlimited?
- A44. Refer to A41. Also see A45 for additional information.**
- Q45. Package 1 states that Tab 1 and Tab 2 do not count toward the overall page limit. If that is the case, can you confirm which of the required information in Package 1 does count toward the page limit?
- A45. Please limit Package 1 requirements to your cover letter, affirmative statement, certificate of good standing, and sample agreement comments to adhere to the 4-page limit. Refer to A41 for additional information.**
- Q46. Do the same exceptions to the page limit for packages 1 also apply to package 3?
- A46. Yes.**
- Q47. Package 1: General Submittal Requirements," designates a 4-page limit with exclusions noted for cover pages, divider sheets, and required forms. Package 1 requests two Tabs, both of which indicate the contents do not count towards the page limit. Please clarify what items are required to fall under the 4-page limit?
- A47. Refer to A41. Also see A45 for additional information.**

- Q48. In Package 4 - Please provide some clarity on the difference between Part c. Generally, provide supporting information for how the firm will successfully provide the anticipated services noted in Section 2. And Part e. Approach to projects that are included in the category, highlighting innovation where applicable.
- A48. Within the response for Package 4, Tab 1, for each category, proposing firms should include how they would anticipate responding to requests for proposals, meeting the requested anticipated scope. This should include team composition, roles, and approach. They should also discuss how their firm would propose innovative solutions or tools to complete the services requested. Please also refer to the Evaluation Criteria provided on pages 27-28 of the RFQ. Refer also to A24 for additional information.**
- Q49. Should the following note indicated on packages 1 and 4 "This page limit is not affected by cover pages, divider sheets, or any other required forms." also be included for Package 3?
- A49. Yes. Refer to A46.**
- Q50. In Package 4, please clarify the difference between the following two items:  
C. Generally, provide supporting information for how the firm will successfully provide the anticipated services noted in *RFQ Section 2 - Scope of Work*.  
E. Approach to projects that are included in the category, highlighting innovation where applicable.
- A50. Refer to A48.**
- Q51. During the pre-bid teams meeting, if I understood correctly, there were conflicting requirements. First, it was stated that recent project history would be required for each proposed task, but later it was mentioned that recent project history was not necessary for consultants, only for contractors. As far as I understand, this is exclusively for on-call professional consulting services. Does that mean that you do not want recent project experience?
- A51. The question was regarding Prequalification. By City Charter, Prequalification is only required for construction projects, so it's not required on this procurement. Project history or experience is required as outlined in Package 4, Tab 1. See also Evaluation Criteria #3 (page 27 of the RFQ).**
- Q52. Does DOTI allow an annual escalation in labor rates?
- A52. No. Rates will remain locked for the lifetime of the contract.**
- Q53. If labor rate escalation is not allowed during the initial three-year term, are rate escalations allowed if DOTI elects to extend the term to four or five years?
- A53. The City may consider rate increases if the contract term is extended by an amendment.**
- Q54. Since this is a multi-year contract, can you provide information on how frequently the City plans to allow consultants to update their hourly rates (i.e., annually)
- A54. Refer to A52 and A53.**
- Q55. Regarding billing rates, I do not see any escalation language in the RFP or the sample contract. Please verify if Prime and subconsultants will have an opportunity to raise their rates annually or, if we should provide rates that hold for the duration of the contract.
- A55. Refer to A52.**
- Q56. Can an Irrigation Design firm submit a proposal for irrigation only? Or does irrigation need to be included as part of a larger design team?

- A56. **No, there is no category for irrigation only as part of this on-call contract. The design team should have a proposal that meets the full scope requirements of any category.**
- Q57. We would like to submit the following questions regarding page 22 of 83 of the RFQ states: under skills and requirements “Storm and Sanitary experience” Should this just be “Storm” since category 12 is for "Sanitary Design"?
- A57. **There may be ancillary sanitary design to relocate sanitary as part of a storm or open channel project; however, the project driver would be storm and/or open channel.**
- Q58. What type of projects do you anticipate coming from this RFP? What length of timeframe?
- A58. **We anticipate using the on-calls for capital projects in DOTI’s 6-year plans and the anticipated Vibrant Bond projects.**
- Q59. What type of engagement do you anticipate – targeted group engagement or city-wide (or both)?
- A59. **Anticipate a range of public engagement depending on the nature of the project, community and political landscape. Anything from community outreach, digital engagement, workshops, all the way to surveys.**
- Q60. What is the expectation for community-based organization partnering? Will this be part of the consultant scope, or will DOTI support this financially?
- A60. **It is difficult at this time to speculate specific scope requirements. Scope and associated fee/budget can be negotiated for each individual task order.**
- Q61. What are your expectations for how the consultants will use the Racial Equity Toolkit with these projects?
- A61. **The toolkit ensures CCD initiatives do not unintentionally reinforce inequities, but instead drive inclusive, measurable progress toward equity goals. Consultants will use the racial equity toolkit as both a guiding framework and a structured process to ensure equity-driven decision-making. The toolkit provides key analysis questions that help assess whether policies, and projects align with racially equitable goals, ensuring that outcomes are informed by communities of color.**
- Q62. Given that the packages appear to focus on civil engineering scope, does DOTI expect a civil engineer to hold the prime contract?
- A62. **There is no expectation on which firm holds the prime contract; the proposal should detail how the full team will deliver the category of work as outlined in the RFQ.**