

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

**RFQ – 2026 CATEGORY ON-CALL PROFESSIONAL SERVICES
SOLICITATION NO. 202579252**

**ADDENDUM NO. #3
JUNE 13, 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Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described: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. Tab 1: MWBE Required Forms: For Attachment 1—Commitment to MWBE Participation—and Attachment 3—MWBE Utilization Plan, do our subcontractors need to complete these forms for each category?

A1. Subcontractors are not required to complete the Commitment to MWBE Participation or MWBE Utilization Plan forms.

Q2. Why is the Category #10 Green Infrastructure & Landscape Architecture MWBE goal so much higher than the other categories?

A2. DSBO analyzes each category separately to set appropriate goals. This analysis takes into account several factors, including the scope of work, estimated budget, census data on available firms—both certified and non-certified—within the relevant geographic market, and the current capacity of those firms to perform the work. Because these factors vary by category, the resulting goals differ accordingly.

Q3. MWBE – If a firm is in the process of applying for MWBE certification, but it will not be approved by the time of submittal, but likely by the time the contract starts, can their work be counted in the MWBE percentage? What about if the contract is renewed after the first 3 years?

A3. MWBE certification may be in-process at the time of submission. Work performed by Primes that are MWBE certified by the City and County of Denver at the time their contract is executed and have provided DSBO a complete and fully executed DSBO LOI Form will count toward the attainment of the contract’s MWBE commitment. Work performed by subcontractors that are certified by the City and County of Denver at the time their DSBO LOI Form is signed will count toward the contract’s MWBE attainment. Work performed by certified MWBE firms will count toward attainment throughout the life of the contract, including renewal.

Q4. What supporting documentation/proof is the City seeking to demonstrate that a good faith effort was made to meet the MWBE goals?

A4. Please submit records demonstrating that you complied with the Good Faith Effort elements described in the DSBO Ordinance, §§ 28-60, 28-64, D.R.M.C.; e.g. emails directly soliciting firms MWBE-certified in relevant NAICS codes.

Q5. Can additional MWBE firms be added to the team after a firm has been selected and awarded the contract?

A5. Yes, additional MWBE certified firms may be added as subcontractors once the Prime’s contract has been executed.

- Q6. Can the MWBE or SBE enterprise be a subcontractor to the Prime in order to meet the requirement? Does the Subcontractor Agreement need to be signed and submitted 10 days prior to the submission date?
- A6. **Work performed by subcontracted MWBE firms certified with the City and County of Denver will count toward the Prime’s attainment of the MWBE commitment for the contract. SBE participation is not counted toward attainment of the MWBE commitments for contracts awarded with this procurement. Subcontractor Agreements are not required to be submitted. The 10-days-prior deadline applies to Joint Venture agreements only.**
- Q7. Are proof of MWBE certifications required as part of the submittal?
- A7. **No, proof of MWBE certifications is not required as part of the submittal.**
- Q8. Is a MWBE required to participate in each category that is proposed? And do they need to be named in the proposal or does the Prime need to only commit to the use of MWBE’s?
- A8. **MWBE participation is required for each category in which a firm makes a submission, except Category 3 which has no assigned DSBO goal. Names of participating MWBE certified firms are not required as part of the submittal.**
- Q9. If we do need to provide a named MWBE; RFP, pg. 29, Package 2: DSBO Requirements. Under Tab 1 the RFP states that *For each category Consultants are proposing on, a separate Commitment to MWBE Participation and MWBE Utilization Plan are required. Question: Where should we note the names of the subconsultants on the Attachment 1 – Commitment to MWBE Participation and on Attachment 3 – MWBE Utilization Plan forms?
- A9. **Names of participating MWBE certified firms are not required as part of the submittal.**
- Q10. How are you going to meet the Category 8 (Data Collection) \$900K DBE goal? Unlike the other categories, data collection does not typically require teaming partners, and it is rare to have sub-contractors for data collection projects (as is done in most of the other categories with wider scopes of work). Are you going to select multiple DBE prime contractors to meet the goal?
- A10. **The City is not “going to meet the Category 8 (Data Collection) [. . .] [MWBE] goal;” the awarded contractor(s) will. A contractor is responsible for meeting their MWBE commitment through self-performance if MWBE-certified, through subcontracting to certified MWBE firms, or a combination thereof. DSBO anticipates that contractors can find data-collection subcontracting opportunities in the following NAICS codes: 541330.**
- An individual data-collection contract’s required MWBE-attainment dollar amount is unlikely to be \$900,000. The \$4,500,000 total category capacity will be apportioned among awarded firms, each of which will be obligated to their contract’s MWBE-commitment percent, taken as a percent of their contract’s award amount.**
- Q11. During a recent plan review there appears to be two DBE firms who performed most of the work over the past ten years in Category 4, 5, 6, and 7. Those firms have exclusive partnerships with large primes who also held on-calls in those categories for over a decade. To diversify your DBE contractors and provide a pathway for emerging firms, would you consider updating the scoring systems to award additional points to primes who add a new DBE they have not previously used? This is now common practice on CDOT design contracts in Region 1 and 4. If this is not possible, would you consider selecting a “DBE bench” for these categories? This would remove some of the barriers new DBEs are facing when trying to establish themselves with incumbent primes in these categories.
- A11. **Thank you for your thoughtful input and for taking the time to comment on the criteria. We are committed to improving access and equity for emerging firms. At this time, we are not in**

a position to modify the evaluation criteria for this solicitation. Additionally, DSBO has established MWBE goals, not DBE goals. We also recognize that prime firms and subs alike often cultivate teaming relationships over many years. Master contract holders can add new subconsultants at the Task Order level throughout the contract term. That said, your suggestions regarding incentives for new partnerships and potential use of a “bench” model have been noted.

Q12. For Package 2, the MWBE forms Question 1, the instructions state a 400-word limit per form, but the combined character limit is only 2,600 characters. Are we allowed to provide overflow responses on separate pages—one per form—if each response stays within the 400-word limit but exceeds the character space provided in the fillable forms?

A12. **Please submit your answers in the space provided in the MWBE Utilization Plan form.**

Q13. We are an MWBE-certified firm submitting as prime with no subs as we self-perform all scope. How shall we answer the required DSBO / MWBE forms in order to be deemed responsive, even though we will not need to utilize any other MWBE firms and our MWBE percentage of contract will be 100%?

A13. **Complete and submit all of the DSBO forms, regardless of certification status. When completing the MWBE Commitment Form, only commit to 100% MWBE participation if you are confident that you will not be subcontracting to non-certified firms, and all of your self-performance will be in a NAICS code in which you are MWBE certified; otherwise, reduce your MWBE commitment amount accordingly. Certified MWBE submitters can count themselves as self-performing toward meeting the MWBE participation goal, but only for the scope of work that they are certified in as an MWBE and at a percentage level they will be actually performing themselves with their own forces. Any work performed by a subcontractor/consultant that is not MWBE certified, or by an MWBE-certified firm outside of their NAICS codes, will preclude 100% MWBE-participation attainment.**

Answer each question on the MWBE Utilization Plan Form. Where applicable, a statement that you will meet your MWBE commitment exclusively through self-performance is an acceptable answer. Do not leave a section blank or enter “N/A.”

Q14. Under Section 4.3 (Commitment to MWBE Participation), does the participation percentage apply to the overall awarded contract or to each individual work order that may be issued under the contract?

A14. **The participation percentage applies to the overall awarded contract. Attainment of MWBE participation commitment is calculated using the aggregate of the participation amounts included in task orders/work orders that are issued under the contract.**

Q15. Will MWBE firms that are currently not certified with the City and County of Denver be considered to meet the DSBO submission requirements if they can be certified within a specific timeframe? If so, what would that timeframe be?

A15. **MWBE certification may be in-process at the time of submission. Firms that are MWBE certified with the City and County of Denver at the time their MWBE-Prime contract execution, or LOI and MWBE-subcontract execution, will count toward the attainment of the contract’s MWBE commitment.**

Q16. If a firm provides a good faith effort for the MWBE requirements, will that negatively impact the firm’s chances of being selected vs a firm that is able to meet the MWBE requirements?

A16. **No, providing a successful good faith effort will not negatively impact the firm’s chances of being selected verses a firm who commits to MWBE attainment. However, most good faith**

effort submissions are insufficient and so determined to be unsuccessful, rendering their submissions ineligible for further consideration with the City.

- Q17. If a subconsultant is currently only CDOT DBE certified, and will proceed with CCD MWBE certification process, can a prime still consider them as pending CCD MWBE in their proposal?
- A17. **Yes, MWBE certification may be in-process at the time of submission. Firms that are MWBE certified with the City and County of Denver at the time their LOI and subcontract are executed will count toward the attainment of the contract's MWBE commitment.**
- Q18. Do our DSBO MWBE Utilization Plan pages need to stay within the one page form as in the RFP? If not, can we add additional text and extend the forms to more than one page each?
- A18. **Please submit your answers in the space provided in the MWBE Utilization Plan form.**
- Q19. From an SBE subconsultant: Please clarify if there are a minimum number of subconsultant disciplines for category 7 traffic engineering required to be submitted for this RFQ and which types/disciplines that us smaller businesses will need as a minimum. We understand that large multidisciplinary firms will naturally seek large projects needing many of the services listed as secondary though many of us smaller primes may not have the capacity to manage as many subs. As we understand it, those smaller primes that were awarded in the past typically used a nominal amount of subs. We understand that the contract is flexible enough where any of us can partner up on the Task Order level once we have a master agreement. Therefore, if we understand this correctly we wouldn't necessarily need subs listed to cover secondary scope elements if we can cover primary scope elements with a few on our team, and especially when services listed under secondary for this category are a primary scope element under another category. If there is no minimum number in mind please offer any clarification needed to ensure we all have equal understanding of what might qualify or disqualify in this regard.
- A19. **If the Prime contractor is not MWBE Certified in a relevant NAICS code, they will be obligated to utilize however many MWBE-certified subcontractors are necessary to meet their MWBE commitment percent.**

There is no set minimum or maximum number of subconsultants a Prime may include on their team. The key requirement is that the Prime must ensure all scope elements are covered—whether directly through their own capabilities or by qualified subconsultants. Additionally, Primes should be mindful of the MWBE participation goals, ensuring meaningful inclusion of certified MWBE firms.

- Q20. In Category 1 – General Civil and Roadway Design, Construction Support and Materials Testing is a requested primary scope item. Can you further define what is expected for this item?
- A20. **Construction Support and Materials Testing is intended to include supplemental personnel to augment city staff to manage the construction of a project. This may include assistance with field observation and inspection, quantity calculations and other technical assistance. It also includes Quality Assurance materials sampling, testing and documentation consistent with CDOT's Field Material Manual.**
- Q21. In Category 2– Bridge Design, Nonredundant Steel Tension Member (NSTM) Bridge Inspection is noted as a primary scope item. Please clarify if this is accurate or should be included in Category 3 – Bridge Inspection.
- A21. **Bridge inspections are needed to support category 2 Bridge Design efforts, and may include Nonredundant Steel Tension Member (NSTM) Bridge Inspections; however, this is considered a secondary scope element. The bullet shall be moved from the primary scope elements and added to the secondary scope elements.**

- Q22. Category 10: Is it required to have an ENV SP certified personnel as part of our team? Or is utilizing the ENVISION rating system when applicable sufficient?
- A22. **Yes, this is sufficient.**
- Q23. Category 10: Can you elaborate more on ‘policy support services, including revisions to the standards and details, technical design standards, and rules and regulations?’
- A23. **Over the course of the next 3 to 5 years, there may be on-call support services to update frequently used documents such as the Green Infrastructure Implementation Strategy, Ultra-Urban Green Infrastructure Guidelines, or other design standards to reflect lessons learned and changes in best practices.**
- Q24. Category 10: Please elaborate on which type of permitting we should anticipate on including in our scope of services.
- A24. **Permitting would be any local or state permits that would be necessary to complete a typical water quality project.**
- Q25. I am writing in regard to Category 10 in the 2026 Category On-Call Professional Services RFP. Environmental Research and Testing is listed as part of the Secondary Scope Elements. Would you be able to provide more information about what that entails. It’s a broad scope and we just want to make sure we prepare everything for the submittal correctly.
- A25. **Environmental research typically includes identifying soil contamination, underground storage tanks, historic landfills, groundwater contamination and other potential environmental hazards in the project area. This involves working with DDPHE and other sources to do due diligence in identifying risks and mitigating those risks through soil and groundwater testing. Additional types of environmental research and testing is not currently expected to be performed and does not need to be a part of the proposal.**
- Q26. Under secondary scope elements some categories list “Real Estate”. Could you please provide clarification what this scope element entails?
- A26. **Consultants should be able to perform themselves or have someone on their team who can prepare legal descriptions and exhibits for real estate acquisition activities (temporary construction easements, partial or full property takes) as needed for projects.**
- Q27. Category 10: What would the ‘real estate’ scope include? Denver already has an established property acquisition team, what additional real estate services need to be provided?
- A27. **All property acquisition is run through the City's Real Estate division, however, DOTI project teams frequently supply deliverables to support this process on capital projects.**
- Q28. Our firm is preparing a submittal for Category 10 – Green Infrastructure and Landscape Architecture; To what extent will firms be responsible for leading public engagement versus coordinating with consultants selected under Category 11 (Strategic Communication & Public Engagement)?
- A28. **Public engagement will often be a scope item of task orders issued under Category 10 (Green Infrastructure and Landscape Architecture). Firms may propose to self-perform the public engagement or use subconsultants. Performing the public outreach under a separate Task Order is an unlikely scenario.**
- Q29. Our firm is preparing a submittal for Category 10 – Green Infrastructure and Landscape Architecture; How often does the City anticipate combining Category 10 scopes with adjacent disciplines like stormwater (Category 14) or multimodal planning (Category 5)?

- A29. **Typically, task orders issued under Category 10 will include all necessary scope items to achieve the project goals. Category 10 projects will often include stormwater scope and may occasionally include multimodal planning scope. However, the work for a given effort will rarely be split across task orders on different categories.**
- Q30. Our firm is preparing a submittal for Category 10 – Green Infrastructure and Landscape Architecture; Will task orders under Category 10 typically be standalone projects, or will they more often support a larger multidisciplinary team?
- A30. **Task Orders under Category 10 will primarily be standalone projects. These projects will often require a larger, multidisciplinary team.**
- Q31. Our firm is preparing a submittal for Category 10 – Green Infrastructure and Landscape Architecture; Will awarded firms be expected to subcontract or team with other discipline categories outside of DOTI's on-call list?
- A31. **Firm under Category 10 can choose to self-perform all of the scope items for a given task order if they have the capability, however it is far more common for firms to engage subcontractors and build diverse teams to meet all of the specific needs of the task order. Firms are encouraged to be mindful of the M/WBE goals of the on-call contract and category.**
- Q32. For category 10 on page 17, does measurement of project outcomes (including co-benefits) after construction include monitoring flow and water quality? What other project outcomes is DOTI envisioning?
- A32. **The secondary scope element “measurement of project outcomes (including co-benefits)” under Category 10 may include stormwater quality and hydraulic monitoring around green infrastructure facilities or at the watershed scale. It may also include monitoring, modeling, or quantifying other project goals such as: tree canopy coverage, urban heat island impacts, vegetative health/success, air quality improvements, public perceptions of green infrastructure, and traffic or safety impacts.**
- Q33. Can DOTI elaborate on environmental research and testing under categories 10 and 14 on page 17 and 22? Does this include flow, soil, and water quality sampling, research into habitat study, and wetland delineation?
- A33. **Environmental research typically includes identifying soil contamination, underground storage tanks, historic landfills, groundwater contamination and other potential environmental hazards in the project area. This involves working with DDPHE and other sources to do due diligence in identifying risks and mitigating those risks through soil and groundwater testing. Additional types of environmental research and testing is not currently expected to be performed and does not need to be a part of the proposal.**
- Q34. Can DOTI elaborate on groundwater treatment design projects under category 14 on page 22? Does this include above grade treatment systems or in situ remediation?
- A34. **Typically, groundwater treatment design involves identifying groundwater contaminants via groundwater sampling and testing. It also includes the design of a treatment system, including flow rate, that is intended to be included as a bid item for a construction bid package. In-situ treatment is not currently expected to be performed and does not need to be a part of the proposal.**
- Q35. What is the scope of "Construction Support" services in Category 14?
- A35. **Construction support services encompass a range of activities to ensure compliance to construction specification throughout the project lifecycle. These include developing and implementing plans, ensuring regulatory compliance with permits, regular site inspections,**

and adherence to standards. Construction support and oversight may also be testing, training, and documentation.

Q36. Traffic engineering lists before/after studies, can you provide examples of projects that this would include?

A36. Before and after studies are typical with signal retiming projects where the corridor progression is studied before and after the retiming. This is not usually a project in itself but part of a larger project scope.

Q37. How does CCD plan to move forward given that most of its consultants serve as federal contractors in addition to their work for CCD. Some projects could include Federal funding. Will CCD provide relief to consultants who also serve as both federal and City contractors and are required to comply with both federal and City statutes where conflicts in contracting arise?

A37. The resulting contracts from this procurement will not include projects utilizing Federal funds.

Q38. Does the font requirement apply to tables?

A38. Yes.

Q39. The first bullet in Section 6 - Submittal Requirements is "Pages are to be numbered in sequence and font size will be at least 11-pt." For clarification, is it acceptable to use sequential numbering within each package rather than across the entire submittal? For example, pages in Package 1 (Tabs 1 and 2) would be labeled 1-1 through 1-x, and pages in Package 2 would be labeled 2-1 through 2-x.

A39. Yes.

Q40. Regarding page numbering, if CCD prefers that the entire submittal be numbered sequentially from 1 to x across all packages, rather than restarting numbering within each package, would it be acceptable to include a Table of Contents at the beginning of Package 1? Additionally, can that Table of Contents be excluded from the page limit for Package 1?

A40. Table of Contents is not required. If it is included it will not be counted towards the page limit.

Q41. It's stated in the RFQ that the use of 11x17s counts as 1 page – confirming that 11x17s only count as 1 page versus 2 pages? “Graphics or charts that would not present well on 8½” x 11” size paper may be presented on 11” x 17” size paper and will count as one page each.”

A41. Share graphics as you see fit and do not exceed the page limit.

Q42. How many 11x17 graphic pages (that count as one page), are we allowed to include in our submission?

A42. Refer to A41.

Q43. Does DOTI want staff names listed in the Org Chart or only “firm roles”?

A43. Share staff information as necessary to inform the selection committee on the team structure that will be used to deliver future projects. Please see evaluation criteria #4 and #7 on RFQ pages 27-28.

Q44. If we include a vendor on our team, do we need to include their rate sheets?

A44. Yes. Rate sheets will need to be submitted for the prime consultant and all anticipated subconsultants.