

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

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

**ADDENDUM NO. #1  
May 29, 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Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described: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. In package 1, are the letter of transmittal and cover letter two separate items?  
A1. **No, they are not separate items. The cover letter is part of the transmittal package.**
- Q2. For prime and subs, are you looking for full resumes in addition to bios?  
A2. **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.**
- Q3. Is there an area where we can research the type of capabilities we offer (signage) and those DOTI categories where we may find a fit within?  
A3. **Please see the RFQ for a scope description of each category.**
- Q4. Can we get a full list of attendees for this pre-bid meeting?  
A4. **A list of interested firms' contact information has been posted in BidNet under the communications tab named as the "Solicitation Document Report."**
- Q5. This appears to be primarily horizontal projects. Will there be a separate on call for vertical architectural/engineering projects?  
A5. **Refer to the [www.denvergov.org/DoBusinesswithDOTI](http://www.denvergov.org/DoBusinesswithDOTI) for upcoming projects.**
- Q6. The "Responsibilities" column in the "Attachment 3 - Consultant and Subconsultant Team Members Rate Sheets" takes a lot of time/effort to complete for mid-sized to larger firms with, in some cases, dozens of labor categories. Would the City consider deleting that column from both rate sheet templates?  
A6. **Please fill out the rate sheet templates to the best of your ability. No revisions will be made to the current rate sheet template.**
- Q7. The DOTI prequalification rules says that "Prequalification is not required for subcontractors unless stated otherwise in the procurement documents." Nothing else is stipulated in the procurement documents for this opportunity. Can you confirm that subs don't have to prequalify with DOTI to be included on a prime consultants bid?  
A7. **By City Charter, Prequalification is only required for construction projects, so it's not required on this procurement.**
- Q8. Would you please post the 2 slide presentations to BidNet sooner than the question response deadline?  
A8. **The presentation is posted in BidNet under the communications tab and on the website at [www.denvergov.org/DoBusinesswithDOTI](http://www.denvergov.org/DoBusinesswithDOTI).**

- Q9. You mentioned the standard contract must be accepted in full with no modifications. Our institute at Colorado State University is officially a state organization and thus cannot indemnify our clients. Can there be any flexibility granted for organizations in this case?
- A9. **Please see RFQ page 24, Section G. Consultants are encouraged to review the sample agreement and provide comments with your proposal. However, insurance and indemnification language are typically non-negotiable.**
- Q10. Could you please confirm the names of the individuals serving on the selection committee(s) for this solicitation? We want to ensure full compliance with the RFQ guidelines and avoid any inadvertent communication with committee members during the procurement process.
- A10. **DOTI will not be releasing the names of selection panel committee members. Please direct all questions regarding this procurement to: [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
- Q11. In Package 4, is the biographical data for both key personnel and additional team members excluded from the page count, or does the page count exemption apply only to additional team member bios? Additionally, is there a preferred length or format for the bios to ensure consistency across submissions?
- A11. **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. There is no preferred length or format.**
- Q12. Is a “Envelope 2 – Pricing” document required for each category submitted on?
- A12. **It is required to upload 1 PDF file with the rate sheets. Do not submit rate sheets for each category.**
- Q13. For the last cycle there was a Capacity Building section in Attachment 2, which reduced point scoring based on the amount of work the company had with DOTI. Will this form and scoring be used on this cycle of on-call?
- A13. **No.**
- Q14. Can we add photos/graphics to the tabs, or are they limited to text only?
- A14. **Photos/graphics can be added at your discretion.**
- Q15. Do you have a number of firms you anticipate to select for each category?
- A15. **DOTI does not have a set number of firms we anticipate selecting. Please see the current On-Call consultant list here: <https://www.denvergov.org/Business/Contract-Administration/On-Call-List>. We anticipate the number of contracts being awarded to be similar to the 2020 procurement.**
- Q16. Under Package 4, is there a requirement to show the availability of selected team members to service this on-call?
- A16. **We recognize that the on-calls are for several years 2026+ so we do not expect a detailed staff availability forecast.**
- Q17. Section 6 – Submittal Requirements p.28 – Clarification rate sheet submittal requirements: Envelope 1 RFQ Submittal Documents – please confirm you would like Package 1 and Package 3 submitted together as One PDF file, and Package 2 with Package 4 also submitted as One combined PDF file. Therefore, there will be 2 total PDF files submitted for Envelope 1 containing Package 1 and 3 = File 1 and Package 2 and 4 = File 2.
- A17. **The Envelopes 1 & 2 in BidNet will not have an upload for files. Within in the envelopes, there are packages that will have the upload to attach files into. Package 1 & 3 upload is limited to 1 PDF file. Package 1 will require 1 PDF file and Package 3 will require 1 PDF file. BidNet will require you to submit a file for each package. Do not combine more than one package in a file. Packages 2**

**& 4, 1 PDF file will be submitted for each applied category. If you are applying for more than one category, packages 2 & 4 will need to have separate PDF files for each category.**

**For Example,**

**Package 1: General Submittal Requirements**

- **Upload 1 PDF file. Limited to 1 file**

**Package 2: DSBO Requirements**

- **Upload 1 PDF file for each category in which you are choosing to propose. Submit more than 1 PDF file if you are applying for multiple categories**
  - **Category 1 (1 PDF file includes Tab 1: MWBE Required Forms)**
  - **Category 6 (1 PDF file includes Tab 1: MWBE Required Forms)**
  - **Category 14 (1 PDF file includes Tab 1: MWBE Required Forms)**

**Package 3: Prime Firm Information**

- **Upload 1 PDF file. Limited to 1 file**

**Package 4 Category Specific Information (comprised of unique category sections)**

- **Upload 1 PDF file for each category in which you are choosing to propose. Submit more than 1 PDF file if you are applying for multiple categories**
  - **Category 1 (1 PDF file includes Tab 1: Category Specific Information)**
  - **Category 6 (1 PDF file includes Tab 1: Category Specific Information)**
  - **Category 14 (1 PDF file includes Tab 1: Category Specific Information)**

Q18. Envelope 2 - Pricing: Do you prefer that only the provided Rate Sheet forms for both Prime Team Members and Sub Team Members be used, or would it be acceptable to provide each firm's standard in-house hourly rate sheet?

A18. **Please only submit the provided rate sheets.**