

**REQUEST FOR QUALIFICATIONS**

**FOR**

**CONSTRUCTION MANAGEMENT /  
GENERAL CONTRACTING  
SERVICES**

**FOR**

**THE DENVER JUSTICE CENTER  
DETENTION FACILITY BUILDING**

**Project Number: PF50005\_400  
Contract Control Number: CE\_65009**

**Date of Issuance: March 13, 2006**

# CITY AND COUNTY OF DENVER

Request for Qualifications for  
Construction Management/General Contracting Services for  
The Denver Justice Center Detention Facility Building  
Project Identification Number: PF50005\_400  
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# CITY AND COUNTY OF DENVER

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***NOTICE OF INVITATION***

**A Request for Qualifications (“RFQ”) for construction management and general contracting services for the Denver Justice Center Detention Center Building will be available on March 13, 2006. Responses and submittals are due and will be received no later than 1:00 P.M. MST on April 10, 2006.**

Late submittals or submittals delivered to the incorrect location will not be accepted.

The RFQ will be available at; and all responses and submittals must be delivered to:

**Mayor’s Office  
1437 Bannock St., Room 350  
Denver, Colorado 80202  
Attn: James Mejía, Office of the Mayor**

The RFQ and all related material will be available online at [www.denvergov.org/justice\\_center](http://www.denvergov.org/justice_center) Prospective Proposers who wish to have an RFQ emailed to them, may contact Nick Koncilja at [nick.koncilja@ci.denver.co.us](mailto:nick.koncilja@ci.denver.co.us)

All questions will be submitted in writing to [james.mejia@ci.denver.co.us](mailto:james.mejia@ci.denver.co.us) in accordance with the requirements set forth in the RFQ.

**General Description of Services and Project:**

The City and County of Denver seeks to retain the services of a highly qualified Construction Manager / General Contractor experienced in successfully completing projects at or above \$100,000,000.00 to provide pre-construction services and to act as the Construction Manager / General Contractor for the Denver Justice Center Detention Facility Building. The preliminary construction cost estimate for the project is **\$114,000,000.00**. Construction is planned to start in early 2007.

**Pre-Qualification Requirements:**

Contractors must obtain special permission from the Department of Public Works Contractor Prequalification Board at the \$100,000,000.00 level or above. Contractors must seek such permission on or before April 3, 2006.

**Small Business Enterprise Participation:**

The City recognizes the benefits of engaging small businesses in such projects and has put a process in place by City Ordinance to mandate their involvement. Small Business Enterprise goals, program requirements, and instructions for compliance shall be provided as the process progresses.

**General Information:**

This solicitation is issued by James Mejía, Director of Policy - Denver Justice Center, as the designee of the Manager of Public Works, pursuant to the authority vested in the Manager of Public Works by the Charter of the City and County of Denver. As the City’s best interests may appear, the Director of Policy reserves the right to: 1) terminate, suspend or modify this solicitation process or any contract negotiations entered into pursuant to the process at any time; 2) reject any or all submittals at any time; and or 3) waive any informalities, irregularities, or omissions in submittals at any time.

Publication Dates: March 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>, 2006  
Published In: The Daily Journal

# CITY AND COUNTY OF DENVER

## REQUEST FOR QUALIFICATIONS

### Construction Management / General Contracting Services for The Denver Justice Center Detention Facility Building

#### Section 1 – Introduction

##### **A. Intent:**

The City and County of Denver Department of Public Works seeks to retain the services of a highly qualified Construction Manager/General Contractor (“CM/GC”) experienced in successfully completing projects at or over \$100,000,000.00 to provide construction management and general contracting services for the Denver Justice Center Detention Facility Project (the “Project”). It is the City’s intent that in addition to the performance of all CM/GC construction services for the Project that the selected contractor will perform pre-construction services prior to construction with an emphasis on cost estimating, constructability and scheduling. The City’s objective is to complete the Project on time and under budget, while maintaining the City’s longstanding commitment to quality, efficiency, value, innovation, partnering, diversity, responsiveness to agency and community needs and compliance with all applicable regulatory requirements.

##### **B. The Denver Justice Center Project:**

The Denver Justice Center Project is the first significant capital investment in Denver’s criminal justice system since the completion of the City and County Building in 1931. On May 3<sup>rd</sup>, 2005, Denver voters authorized \$378 million for design and construction of a Courthouse, Detention Facility, Post Office Building and renovations at the County Jail.

The Project nominally consists of a 320,150 gross square foot (“gsf”) Courthouse with 35 courtrooms, a 430,864 gsf Detention Facility with 1,500 beds and a 256,000 gsf Post Office Building with approximately 630 parking spaces above ground floor retail which will include a United States Postal Service retail and sorting operation and a Court Child Care facility. All of the downtown components of the Justice Center Project are scheduled to be completed by the last quarter of 2009. After the completion of the downtown campus, renovations will begin at the County Jail at Smith Road.

The downtown components of the Justice Center Project are in the heart of Denver’s historic Civic Center District. The Site is generally bounded by West Colfax Avenue and West 14<sup>th</sup> Avenue and Fox Street and Delaware Street; along with the north portion of the block bound by West 14<sup>th</sup> Avenue and West 13<sup>th</sup> Avenue and Elati Street and Delaware Street.

##### **C. The Detention Facility Building Project:**

The Denver Justice Center Detention Facility Building (the “Project”) is a high priority for the City and County of Denver. The Project will provide a fully functional, multi-custody jail facility, for Pre-Sentenced individuals. The Project will also provide administrative areas for the Denver Sheriff’s Department, medical staff and two County Arraignment Courts with associated support facilities for all departments. The Project shall include a secured underground tunnel connecting the Detention Facility to the new Courthouse Building.

The housing units are intended to be divided into general population, special management and medical areas with food service, laundry and support functions. The Intake/Booking/Release area

shall have adequate law enforcement vehicular access and shall be capable of processing male and female individuals, with temporary holding cells and medical evaluation areas. The Project will be constructed on the East block of the campus between West 14th Avenue and West Colfax Avenue and between Delaware and Elati streets. This site currently houses the Rocky Mountain News building.

The design concept for the Project utilizes lower levels for vehicular sally port, intake, booking, release, food service, laundry, arraignment courts and public visitation. The upper floors shall accommodate the housing units, Sheriff's Department administration and medical administration.

Construction of the Detention Facility is constrained by the relocation/evacuation of the Rocky Mountain News building tenants to the new Denver News Agency building, scheduled for no later than January 1, 2007. The hazardous material removal and demolition are scheduled to begin upon relocation/evacuation of the building. The Project is scheduled for occupancy by the end of 2009.

**D. Sustainable Design:**

The City and County of Denver is committed to pursuing environmentally sustainable, energy efficient, high performance building design in all new construction projects. Achieving certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design ("LEED") program will allow the City to track, measure and publicly demonstrate the value of green building design. Planning for the life-cycle cost of our facilities, projected utility costs, long-term operational costs, maintenance requirements and worker productivity are critical to the City's financial health. Green building is both financially sound and helps support Denver's quality of life for future generations.

**E. Project Delivery and Construction Methodology:**

Because of the City's commitment to providing a landmark Project in keeping with the standard of urban design excellence embodied by the historic Civic Center and given the unique challenges associated with each of the Denver Justice Center Project components, the City intends to separate the Denver Justice Center Project into four (4) discrete components, the Detention Facility, the Courthouse, the Post Office Building and the renovations at the County Jail, for purposes of the Denver Justice Center Project delivery.

The City intends to employ a CM/GC project delivery methodology for each of the Denver Justice Center Project components. The City has engaged the services of separate experienced and highly qualified design teams for each of the three (3) buildings located on the downtown campus. The City anticipates engaging experienced and highly qualified CM/GC contractors through individual solicitations to provide preconstruction and construction services for each component. The City anticipates entering into a guaranteed maximum price (GMP) construction contract with each selected CM/GC contractor. The design team and the CM/GC contractor for each component, along with the Master Urban Design Architect, the Project Manager and the City, will constitute the project team responsible for delivering each component in a timely, cost effective and high quality manner.

The Project Manager will oversee, coordinate and manage the delivery of the downtown components of the Justice Center Project, comprised of the Courthouse, Detention Facility and Post Office Building, on behalf of the City. The Project Manager will provide leadership to and manage the project team formed to complete each project

**F. Resource Materials:**

Materials with information pertinent to this Project are posted on the Denver Justice Center website at [www.denvergov.org/justice\\_center](http://www.denvergov.org/justice_center) ("Website"). These materials include:

1. Denver Justice Center Final Report – Preliminary Program and Site Description

2. Justice Center Design and Development Standards and Guidelines
3. Justice Center Task Force Report – Report from community advisory task force
4. Civic Center District Master Plan
5. Urban Land Institute Report

## **Section 2 – Construction Management / General Contractor**

### **A. Phased Performance:**

The City anticipates contracting for, funding and authorizing performance of the CM/GC services in discrete phases. These phases may include, but will not necessarily be limited to a pre-construction services phase, a demolition phase, an earthwork and foundations phase, a detention equipment phase and the balance of construction phase. Initially, the selected CM/GC will perform pre-construction services and upon approval of a final scope of work, services and funding, the City will contract with a CM/GC to complete Project construction for a GMP that will be based upon preliminary design documents.

### **B. Pre-Construction Services:**

#### **1. Scheduling:**

The Design Consultant's scope of work includes preparation of a preliminary design and construction CPM schedule. This schedule will show each of the programming and design phases, identify critical milestone dates, selection period for the construction contractor, and note what decisions are needed to be made by the City. In particular, the schedule will show how design and construction documents can be phased to create multiple bid packages to allow construction to proceed in a phased manner. Interface requirements with utilities and any other third party organizations will be noted and the phasing of bid packages will be shown. Upon execution of a construction contract and issuance of a Notice to Proceed to the CM/GC, the CM/GC will work closely with the Design Consultant to finalize the schedule. This schedule shall show all activities necessary to complete all aspects of the design requirements and indicate how bid packages can be developed in a phased manner and shall show all construction activities through the issuance of a final certificate of occupancy.

The CM/GC will provide scheduling services for the construction process. Working with subcontractors, the CM/GC will determine long lead items and critical path tasks for completion of the Project in the allotted time frame. The CM/GC will evaluate site constraints, regulatory requirements, material and equipment deliveries, and workforce availability in establishing this schedule.

#### **2. Cost Estimating:**

The CM/GC will provide cost estimating services during the pre-construction design and construction. The CM/GC will competitively bid to subcontractors any portion of the project for which the design is complete and issued as a distinct bid package. The CM/GC will establish budget line items for portions of work that are incomplete. The CM/GC will participate in reconciliation of the Design Consultant's construction costs estimate and his own estimate to ensure that all building systems are included and qualified. The CM/GC, in cooperation with the City and the Design Consultant, will establish a Guaranteed Maximum Price (GMP) that will become the basis for the construction contract. It is important to note that this price may be derived from incomplete design documents and that proper contingencies must be maintained until all work is contracted.

#### **3. Constructability Review:**

The CM/GC will review the design and construction documents for constructability and prepare a formal list of comments to be reviewed and coordinated with the City, Project Manager and Design Consultant. The sequence of construction, efficient use of construction materials and

labor, and construction sequencing of building systems are all considered in this review. The CM/GC will enlist subcontractor's participation to determine material lead times and material tolerances. The CM/GC may also make recommendations to the Design Consultant regarding design documentation and detailing.

**C. Construction Services:**

The General Contractor will construct the work according to the construction documents. Additionally, they will maintain all relevant project archive records on behalf of the City such as built drawings, specifications, submittals, inspection reports, and shall prepare input to the City's Computer Aided Facilities Maintenance System.

**D. LEED Construction Management:**

The LEED process requires a comprehensive and coordinated approach to documentation throughout all phases of the project. The CM/GC may be required to document and track construction waste management, recycled content and reuse of materials, origin of materials, and types and cost of materials. The CM/GC may also be asked to monitor construction indoor air quality and limit site disturbance. The CM/GC will be responsible for ensuring that subcontractors document and track the required information for related LEED credits. The participation by the CM/GC is critical to the success of a LEED project and will be necessary to meet the requirements of all LEED credits attempted by the project team.

**Section 3 – Selection Process**

**A. Phase I – Request for Qualifications:**

The first phase of the CM/GC selection process is solely qualifications based. The City will determine, based upon each firm's submittal, whether or not that proposer possesses the qualifications to perform the Project. Only the most qualified proposers will be asked to participate in the next phase of this selection process. Selection criteria are listed in Section 4 and submittal requirements are listed in Section 5. It will be important for firms submitting qualifications to demonstrate their ability to complete similar projects on time and on budget.

The responses will be reviewed by a selection committee which will include representatives from the Mayor's Office, User Agency, Architect, Project Manager and the Department of Public Works. The selection committee may also consult additional sources for subject matter expertise. Those proposers that the committee determines are most qualified to perform the work will be short-listed and will be issued a Request for Proposal ("RFP") and asked to participate in an interview process.

**B. Phase II – Request for Proposal:**

Firms that are short-listed from the RFQ will be asked to respond to an RFP, participate in a pre-proposal meeting and to prepare for an interview with the selection committee. At this stage a detailed project completion approach and fee proposal will be required.

**C. Phase III – Interviews:**

Each firm that receives an RFP will be asked to interview. The interviews are an opportunity to communicate to the selection committee your understanding of the Project, offer your methodology for meeting the stated criteria, and state how you will interface with the Design Consultant and the City's internal project management team. Firms should be prepared to address their approach to construction coordination issues in the context of working within Denver's historic Civic Center District and the Downtown Business District. The result of the interviews will be a formal ranking.

**D. Phase IV - Contract Negotiations, Bidding and Establishment of GMP:**

Upon the selection of a CM/GC, the City will enter into a preliminary preconstruction services agreement. During this phase, the CM/GC shall perform constructability analyses, design reviews, scheduling and estimating work and assist in identifying individual bid packages so that the design schedule can be implemented to allow construction bid packages to be issued in a phased manner. Subsequently the City will enter into a construction contract based upon the final GMP, the established scope of work and schedule.

**E. Selection Schedule:**

RFQ Available.....	March 13, 2006
Deadline for Submitting Questions .....	1:00 pm MST, March 24, 2006
Response to Questions.....	5:00 pm MST, March 31, 2006
Responses to RFQ due .....	1:00 pm MST, April 10, 2006
Issue RFP and Invite to Interview .....	April 17, 2006
Response to RFP due.....	1:00 pm MST, May 16, 2006
Interviews .....	May 25, 2006
Notify Selected Firm .....	June 2, 2006
Contract Negotiations (Pre-Construction).....	TBD, 2006
Notice to Proceed .....	TBD, 2006

**Section 4 Selection Criteria**

**A. Selection Criteria:**

CM/GC firms or teams seeking consideration for the Project will be evaluated on the following criteria:

1. Demonstrated construction excellence
2. Demonstrated experience and expertise in jail and detention construction projects
3. Demonstrated experience and expertise in large civic construction projects in an urban area
4. Demonstrated construction manager/general contractor (CM/GC) experience
5. Demonstrated experience constructing LEED certified projects
6. Project organization structure
7. Key personnel experience
8. Demonstrated compliance with pre-qualification requirements listed in Section 7 - A

**Section 5 – Submittal Requirements**

Each respondent firm must comply with the submission requirements as outlined below. Please refer to Section 4 “Selection Criteria” when responding to the submittal requirements. Listed are the submittal requirements for the RFQ Phase.

**Immediately upon receipt of the RFQ all Proposers must register with Nick Koncilja via email at [nick.koncilja@ci.denver.co.us](mailto:nick.koncilja@ci.denver.co.us) for the receipt of addenda. It shall be conclusively presumed that each Proposer submitting a response has affirmatively registered with the City for this Project and has received all subsequent communications relating to the Project. Proposers will be responsible for all such information issued by this method.**

Proposers shall submit twelve (12) copies of their completed statement of qualifications in hard copy and a CD containing an electronic copy.

All Proposals must be limited to the following prescribed information and be submitted in an 8 ½” x 11” format and no smaller than 12 point font. It is the discretion of each firm as to which submittal requirements are addressed. The following is a suggested list of items:

**Part 1 Letter of Transmittal:**

Clearly indicate the single contact (principal-in-charge), mailing address, telephone and facsimile numbers. Indicate the specific nature and relationship of any formal association or joint venture of the Proposer / Respondent.

**Part 2 Team Organization:**

Identify key staff of the firm or team and the role that the key staff will provide for the various phases and scope elements of the Project. Provide an Organizational Chart illustrating the proposer's structure for this project and show the construction management staff, the construction on-site staff and any home office staff.

**Part 3 Biographical Data:**

Provide brief biographical data of the primary participant(s), including the lead manager(s) and the principal-in-charge, if different. List the names and titles of other key staff members that are expected to work on the Project.

**Part 4 Experience and Expertise:**

Provide a narrative of relevant Proposer experience and expertise in projects of a similar nature or scope.

**Part 5 Project List and Examples of Work:**

The Proposer may illustrate relevant projects that best demonstrate project management ability and/or experience with similar facilities. Information for each project may include reproductions of drawings or photographs (single fold-outs are permitted; slides are not acceptable).

**Part 6 Awards:**

List awards, recognition received or any other achievements that demonstrate your commitment to construction excellence. Any unsolicited letters of appreciation from owners, professional organizations, or regulatory agencies for any outstanding action performed by the contractor over and above the contract requirements may be submitted.

**Part 7 References:**

Provide a list of individuals who have served (A) in a client capacity and (B) as the architect for those projects listed in Part 5 of this Section. Include current name, title, address, and telephone number.

**Part 8 Construction Management:**

Outline your approach to pre-construction and construction management services. Indicate how project schedules are prepared (including the integration of design schedules), cost control procedures, maintaining design excellence, and quality control.

**Part 9 LEED Experience:**

Outline your LEED (Leadership in Energy & Environmental Design) Green Building Rating System project experience on similar or more complex projects. Provide documentation outlining the degree of green building training and credentials within your team.

**Part 10 Submission of Prequalification:**

Pursuant to Section 7 – A of this RFQ attach proof of compliance with the City's Prequalification Rules and Regulations.

**Section 6 – Authority and Administration**

**A. RFQ Authority:**

In accordance with the City Charter, the City's Manager of Public Works is charged with the management and control of public improvement projects. By approval of the 2005 Justice Center Bond Issue, the Manager is authorized to select and engage such design consultants as may be required to complete the Project. It is the City's expectation that this RFQ and selection process will result in the selection of a firm or team to be retained in a professional capacity for the development and execution of the anticipated professional services described above.

This RFQ solicitation is issued by the Manager of Public Works or his designee pursuant to the authority vested in the Manager by the Charter of the City and County of Denver. As its best interests may appear, the Manager of Public Works reserves the right to terminate, modify or suspend the process or any contract negotiations entered into pursuant hereto, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission.

**B. RFQ Administration:**

The Manager hereby designates the City Engineer as the Manager's designated representative for the purposes of administering all aspects of this selection process. The City Engineer will be responsible for coordination of the procedures and rules specified in this RFQ, managing this process and all other matters related to this process. In conducting the process in a fair and equitable manner, the City Engineer will serve as the primary intermediary between the project management professionals, the City, and the members of the Selection Committee. All inquiries and questions regarding this RFQ shall be directed to James Mejia of the Mayor's Office in writing via email at james.mejia@ci.denver.co.us on behalf of the City Engineer. Mr. Mejia has been designated by the Mayor to act as the Mayor's representative for this Project. Any Proposer that contacts any member of the Selection Committee other than the designated contact from the date of issuance of the RFQ and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the Manager's sole discretion.

**Section 7 – General Information**

**A. Pre-Qualification Requirements:**

Pursuant to Prequalification Rules and Regulations promulgated by the Manager of Public Works and available for review at the office of the Manager of Public Works, 201 W. Colfax Ave. Dept. 608, Denver, Colorado 80202, each proposer must be pre-qualified by the City's Prequalification Board as a CE-5 Structural Contractor at the \$25,000,000.00 prequalification level. In addition, each proposer must seek and obtain special permission of the Board to propose on this Project at the \$100,000,000.00 level and comply with all special requirements established by the Board to obtain such special permission. The City's Prequalification Board will independently review the financial capabilities, bonding capacity and legal issues and advise the selection committee of their findings. The selection committee shall undertake a review of all other issues relevant to each proposer's capacity and ability to undertake this Project.

Proposers not already pre-qualified must submit a complete prequalification application on or before April 3, 2006 for Board review. Proposers that are already pre-qualified must submit a copy of their letter of notification from the Manager of Public Works indicating their prequalification classification category and their dollar level. Such prequalification status must be valid for this current time period. All proposers must include a copy of their application with their response to this RFQ as a separate attachment. In addition, proposers must submit their request for special permission on or before April 3, 2006 for Board review and provide the selection committee with a special permission letter from the Manager of Public Works if one is issued as a result of the request. It is the contractors' responsibility to verify their current prequalification status. Information on prequalification can be

found on the [www.denvergov.org](http://www.denvergov.org) web site. Failure to comply with these prequalification requirements may result in rejection of the proposer's RFQ submission.

**B. Verification of Information:**

Proposers are hereby notified that the City will rely on the accuracy and completeness of all information provided in making its selection. As such, Proposers are urged to carefully review all information provided to ensure the clarity, accuracy and completeness of such information. As the City deems necessary and appropriate in its sole discretion, the City reserves the right to make any inquiries or other follow up required to verify the information provided.

**C. Disclosure of Information:**

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, C.R.S. 24-72-201, ET. seq. As such, Proposers are urged to review these disclosure requirements and any exceptions to disclosure of information furnished by another party and, prior to submission to the City, appropriately identify materials which are not subject to disclosure. In the event of a request to the City for disclosure of such information, the City shall advise the Proposer of such request to give the Proposer an opportunity to object to the disclosure of designated confidential materials furnished to the City.

**D. Discrimination in Employment:**

In connection with the performance of work on this project, the selected architect agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, gender variance, age, military status, sexual orientation, marital status, or physical or mental disability; and the contractor further agrees to insert the foregoing provision in all subcontracts hereunder.

**E. Applicable Laws:**

This selection process and the performance of any selected Proposer shall be subject to, governed by and construed in accordance with the laws of the State of Colorado and the Charter, Revised Municipal Code, Rules, Regulations, written policies and Executive Orders of the City and County of Denver, as the same may be amended from time to time.

**F. Addenda:**

As the City may require, addenda may be issued to supplement this RFQ. All Proposers in receipt of the RFQ must register with Nick Koncilja at [nick.koncilja@ci.denver.co.us](mailto:nick.koncilja@ci.denver.co.us) for receipt of such addenda. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Proposer submitting a response has affirmatively registered with the City for this Project and has received all subsequent communications relating to the Project. Proposers will be responsible for all such information issued by this method.

**G. Questions and Communication:**

All questions must be submitted in writing to James Mejía at [james.mejia@ci.denver.co.us](mailto:james.mejia@ci.denver.co.us). The deadline for submitting questions is 1:00 pm MST March 24, 2006. A response to the questions will be provided to all registered RFQ holders no later than 5:00 pm MST March 31, 2006.

### **Section 8 – SBE Goal and Program Requirements**

Construction services contracts made and entered into by the City and County of Denver are subject to Article VII, Division I of Chapter 28 of the Denver Revised Municipal Code, (D.R.M.C.) (the “Ordinance”) and the Small Business Enterprise Program’s Rules and Regulations adopted by the Director of the Small Business Opportunity Division (DSBO). Article VII, Division 1 of Chapter 28 D.R.M.C. provides for the adoption of a Small Business Enterprise Goals Program to be administered by DSBO. Proposers will not be required to comply with the requirements of the Ordinance as part of this RFQ process or the RFQ response and submittal. Reference to the SBE requirements is provided solely to assist and inform proposers in preparing for subsequent submittals involving the Ordinance, if your firm is selected to move on in the process. Proposers will be notified in subsequent solicitations of the goal or goals set for the Project and of SBE program details, requirements and the processes for meeting these requirements. The SBE program is mandated by City Ordinance and short listed proposers must meet the requirements of the Ordinance. It is strongly encouraged that proposers begin to familiarize themselves with this program as soon as possible.

### **Section 9 – Contribution Disclosure Requirement**

Section 20-69, The Denver Revised Municipal Code (D.R.M.C.) requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, AND either (1) disclosure of the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or (2) a statement in lieu of the disclosure of the names of the spouses and children as set forth below in the “*Certified Statement in Lieu of Disclosure*”. Refer to Attachment #1. The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event. Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/Proposer has a collective bargaining agreement.

**Attachment #1  
DENVER PUBLIC WORKS  
CONSULTANT DISCLOSURE**

\_\_\_\_\_  
Entity's Name

\_\_\_\_\_  
Date form completed

\_\_\_\_\_  
Street Address

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of Officer/Owner

Section 20-69, D.R.M.C. requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, AND either (1) disclosure of the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or (2) a statement in lieu of the disclosure of the names of such spouses and children as set forth below in the "Certified Statement in Lieu of Disclosure". The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event. Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/Proposer has a collective bargaining agreement. This page may be photocopied if additional space is required.

The individuals listed below are disclosed as having the noted relationship with the business entity / Proposer listed above. Show appropriate letter in the box to the left. Use center box for relationship to another line number:

A = Officer,      B = Director,      C = Principal,      D = Owner,      E = Controller of 5% or more of the stock  
F = Spouse,      G = Child under age 18,      H = Subcontractor,      I = Supplier,      J = Union.

Identify with an asterisk (\*) all listed persons who have made a contribution or contribution in-kind, as defined by Section 15-32 D.R.M.C., within the last five years.

- |            |             |
|------------|-------------|
| 1. [ ] [ ] | 6. [ ] [ ]  |
| 2. [ ] [ ] | 7. [ ] [ ]  |
| 3. [ ] [ ] | 8. [ ] [ ]  |
| 4. [ ] [ ] | 9. [ ] [ ]  |
| 5. [ ] [ ] | 10. [ ] [ ] |

**BIDDER/CONTRACTOR/VENDOR/PROPOSER CERTIFIED STATEMENT  
IN LIEU OF NAMES OF SPOUSES AND CHILDREN**

I hereby certify that, except as identified by an asterisk above, no officer, director, shareholder who owns or controls 5% or more of the business entity, principal, or owner or his or her spouse or child under eighteen years of age has made a contribution, as defined at Section 15-32 D.R.M.C., or a contribution in kind, as defined at Section 15-32 D.R.M.C., to a candidate, as defined at Section 15-32 D.R.M.C., during the last five years.

\_\_\_\_\_  
Signature of Officer/Owner of Bidding/Proposing Entity

\_\_\_\_\_  
Date

Revised: 05/31/95

**End of Attachments**