Firms are hereby instructed that the RFQ documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described:

**ATTACHMENTS**

- Exhibit E Task Order Example

**QUESTIONS/ANSWERS**

Q1. Are you anticipating that consultant staff may need to be physically located within the City offices to provide support?

A1. Depending on the scope of the task order, that is a possibility.

Q2. Could you provide some examples of the types of projects you'd anticipate support through this on-call?

A2. DOTI delivers a variety of projects, ranging from multimodal bike and transit enhancements, to full corridor reconstruction, to bridge replacements and vertical construction. This on-call could be used to support project and program management across the project delivery administration, as needed.

Q3. You suggested there may be a need for Construction Engineering support. Is that correct?

A3. While not the primary intended use of this on-call, we welcome teams highlighting that skillset as an additional capability if selected.

Q4. Will the city accept responses for a single work category or is a consultant required to propose on the entire scope of services?

A4. Proposers are not required to provide responses for all work categories to be accepted. The City is seeking teams that can support the broad scope of services required to deliver successful project and program outcomes. Submittals will be evaluated based on the criteria described in the RFQ.

Q5. Our company is partnering with another SBE and a non-SBE firm for this opportunity. Does the SBE self-performance requirement of 30% need to be met by one SBE, or can it be split between the two SBE firms?

A5. The SBE self-performance requirement of 30% does not need to be met by one SBE. It may be split between the two SBE firms, both of whom must perform a commercially useful function as part of the Joint Venture. Please refer to the RFQ on page 9 for instructions on submitting a Joint Venture to DSBO, which instructions include treatment of the non-SBE partner’s activity as well. Further, review Chapter 28 Article VII, Section 28-214 for SBE Joint Venture requirements.
Q6. Will DOTI be issuing a separate RFP for non-SBE organizations (large firms) to provide similar on-call Project Management services?

A6. The only non-SBE project management services-related RFQ that the City will issue this year is On-Call Program and Project Controls Professional Services (Solicitation # 202367623 on BidNet).

Q7. How many awards are anticipated?

A7. The City may award up to six contracts. The total number of contracts awarded will depend up on the quantity and quality of the submittals.

Q8. Can you clarify what percentage of work is anticipated to be IT SDLC service related? Is this all construction related?

A8. This is an on-call contract for professional services related to the delivery of capital projects. The SBE On-Call Project Management Services Contracts are not intended to be used for IT related services.

Q9. Will you be asking for estimating or public engagement?

A9. Estimating and public engagement scope could be authorized within a Task Order under this on-call.

Q10. Attachment 3 to the RFQ (Sample Agreement) states that it includes 5 exhibits itemized as Exhibits A-E. Exhibits A-D are included in the PDF file, however Exhibit E - Task Order is not included in the PDF file. Will you please provide Exhibit E?

A10. Please see attached Exhibit E Task Order example.

Q11. Will the City allow a yearly escalation rate for cost of living?

A11. Consultants rates will not be increased during the initial term of this agreement. Refer to Attachment 3 – Sample Agreement (3.04)

Q12. We currently have a DOTI On-Call Design Services contract with the City of Denver. Would having this On-Call Project Management contract be a conflict of interest?

A12. Holding two On-Call contracts with DOTI would not pose a conflict. A scenario where a potential conflict of interest could come into play would be if the consultant held a Task Order for staff augmentation, they would not be allowed to work on the design of the same project.

Q13. Procurement Management - Would this management focus on the opportunities we would be managing, or would this extend to other opportunities that DOTI procured? Does DOTI foresee any potential conflict of interest?

A13. Procurement management scope could include, but would not be limited to, activities such as project delivery method evaluation and procurement planning. If a procurement management scope was authorized for a prime, that prime would not be allowed to propose on the subject procurement.
Q14. Is the 30% SBE goal based on an estimated annual amount, or does the SBE need to self-perform 30% of each Task Order? - i.e., average percentage self-performed over multiple task orders?

A14. The entire on-call is evaluated to confirm whether the 30% self-performed was achieved (across all task orders as a whole).

Q15. If we’re proposing additional staff like graphic design, do you consider that key personnel and want to see resumes/biographies?

A15. You may select to highlight whatever you think uniquely qualifies your team.

Q16. During the pre-con, it was mentioned that up to six firms would be selected – are you looking for firms/teams that can offer all services mentioned in the RFQ, or could awards be made to firms providing only one of the services, i.e., Risk Management?

A16. The City may award up to six contracts. The total number of contracts awarded will depend up on the quantity and quality of the submittals. Proposers are not required to provide responses for all work categories to be accepted. The City is seeking teams that can support the broad scope of services required to deliver successful project and program outcomes. Submittals will be evaluated based on the criteria described in the RFQ.

Q17. Are certifications from the prime firm and/or subconsultants required to be included with the proposal?

A17. Submittal requirements are described in Section 6 of the RFQ; required forms and certificates are listed in this section.

Q18. Can DOTI clarify the client references requirement from the RFP page 8, Tab 2 – Team Qualifications - Firms: Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client reference for each listed scope requirement. Are these client references separate from those requested in tab 4: Project Experience?

A18. You may use the same references in both sections.

Q19. Questions/ clarification needed for Tab 2: Team Qualifications – Firms
   a. Describe the qualifications and experience of the firm as indicated by prior successful completion of similar projects along with client reference for each listed scope requirement
      • If a team is being formed, is this question just related to the prime SBE firm or the entire team?
      • Do projects need to be completed or can they be ongoing?
      • If we did scope, schedule, cost, etc. for one project – should we provide individual reference for each work item (Project X; scope – Jim, Project X; schedule - John, Project X; cost – Martha, etc.) or just one reference for the overall project (Project X - Steve)?
      • Finally, information would you like to see with each “client reference”?

A19. You may provide qualification for prime and sub firms, please clarify which team members work on which qualifying projects/programs. Reference projects should be far enough along that a reference can provide affirmation of your work delivery. Full project completion is not required for a reference. Please provide references that can confirm your work outcomes, if multiple references are required for that, you may submit them.

Q20. If a prime is MBE/WBE, do we still need to subcontract or can we self-meet the goal?
A20. Award will be strictly limited to certified City and County of Denver Small Business Enterprise (SBE) firms. The City and County of Denver SBE certification is a condition of responsiveness. Refer to Section 4.G of the RFQ for additional information.

Q21. Does scope include “IT project or construction project, etc.”? Can you explain different types of projects?

A21. This is an on-call contract for professional services related to the delivery of capital projects. The SBE On-Call Project Management Services Contracts are not intended to be used for IT related services.

Q22. Is it a federally funded project and does it require federal costing system?

A22. Federal funding is currently not an anticipated funding source for work authorized under this on-call; however, refer to Attachment 3 – Sample Agreement 2.07(h).
Upon this task order being signed by the approving parties, the following described task order shall be executed by the Consultant/Vendor without changing the terms of the Master On-Call Contract. The Consultant/Vendor agrees to furnish all materials and labor and perform all work required to complete the task order, as described below and within the attached signed proposal, in accordance with the requirements for similar work covered by the Contract:

Add Scope Here

### TASK ORDER 0 SUMMARY

This Task Order (Do Not Exceed):

- **Task Order Duration:** Calendar Days from NTP
- **Scope Includes M/W/S/D/EBE Participation:** No

### MASTER ON-CALL CATEGORY SUMMARY

**Task Order Type:** Type One

**Task Order Category (if applicable):**

On-Call Contract Expiration Date:
M/W/S/D/EBE On-Call Participation Commitment:

| Total of All Task Orders Issued: | $0.00 |
| Total Task Additions/Deductions (all changes): | $0.00 |
| This Task Order: | 0 |
| **Total of All Task Orders & Changes Issued:** | **$ 0.00** |

**Maximum On-Call Category Capacity:**
**Remaining On-Call Category Capacity:** $0.00

(for category-based contracts)

| Maximum On-Call Contract Capacity: | $ |
| Remaining On-Call Contract Capacity: | $ |

NOTE: No person shall authorize or perform any of the above work until the task order has all signatures and an NTP has been issued.

Distribution: dsbo@denvergov.org, PROJECT MGR EMAIL, ON-CALL CONTRACT MGR EMAIL ADDL DISTRIBUTION EMAIL