



**REQUEST FOR PROPOSALS (RFP) CONTRACT NO. 2043835
CENTRAL UTILITY PLANT MECHANICAL SERVICES**

ADDENDUM NUMBER ONE

This Addendum Number One (1) supersedes and/or supplements all portions of the RFP Documents with which it conflicts. Proposers must acknowledge receipt of this addendum in the Proposal Acknowledgement Letter, Attachment 2, Part 1.

A handwritten signature in blue ink that reads "Mike Reilly". The signature is written in a cursive style and is positioned above a horizontal line.

**Mike Reilly,
Project Manager
Airport Infrastructure Management (AIM)**



DENVER INTERNATIONAL AIRPORT

CENTRAL UTILITY PLANT MECHANICAL SERVICES

REQUEST FOR PROPOSAL (RFP) CONTRACT NO. 201843835

ADDENDUM NUMBER ONE

Scope of this Addendum

Addendum Number One (1) includes modifications to the following RFP Documents issued January 30, 2019. These modifications are deemed necessary by the City and County of Denver.

Replace: Section F. - Key Personnel with the following information:

F. Key Personnel

Prepare an organizational chart which identifies the Proposer's (and subcontractor's, if applicable), key personnel who would perform work under the Contract.

Describe the qualifications of each subcontractor which the Proposer plans to retain to perform work. Describe the type of work which will be assigned to each subcontractor.

Provide a resume for each of the following key personnel:

- A. Account manager
- B. Head Project Manager for each work category listed above
- C. Other key personnel who will provide service for the City (including any sub-consultants and subcontractors). In the event an additional company is sub-contracted, provide detailed information regarding the scope of work that company will perform, and general company information.

Submit complete resumes for the proposed project manager and key staff personnel including key personnel of subconsultants that are identified on the Exhibit E(s). Include a description of their qualifications and experience and a description of their position and length of employment with the Proposer or subconsultant. Key personnel identified in this proposal will be expected to remain assigned to this project for the term of the Agreement.

A Submittal 2 (*Overhead Multiplier Factor Calculation*) and an Exhibit E (*Core Staff Labor Rate Proposal*) must be prepared and submitted for each consultant and/or subconsultant utilizing core staff or hourly employees during the term of this Agreement. Subconsultants may not be identified yet for On Call Agreements.



Those Subconsultants selected subsequent to the execution of this Agreement, with core staff or hourly employees, must also prepare a Submittal 2 and Exhibit E and have both their Overhead Multiplier Factor and the hourly billing rates approved by the Project Manager prior to commencing work at DEN.

The Exhibit E *Core Staff Labor Rate* exhibit is specific to the individual employee assigned to the project, not the job title. **All salaried Core Staff personnel** or hourly employees not covered by Prevailing Wage **for both the Consultant and Subconsultants assigned to this contract must have their Overhead Multiplier Factor and individual hourly billing rates approved prior to commencing work at DEN. Any subsequent change(s) in personnel from those identified in the original Agreement must also have their hourly billing rate approved prior to commencing work at DEN.**

Submittal 2:

<http://business.flydenver.com/bizops/documents/sub2OverheadMultiplier-ProfSvcs.xlsx>

Exhibit E:

<http://business.flydenver.com/bizops/documents/exhibitE-CoreStaffLabor-ProfSvcs.xlsx>

The total number of pages (including cover sheet) contained in this Addendum Number One (1) is Three (3) pages.

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*End of Addendum Number **One (1)**.*