

Virtual Information Session and Written Questions and Responses

COMMERCE CITY INFRASTRUCTURE PRIORITIZATION STUDY

August 05, 2026

Virtual Information Session	July 28, 2026
RFQ Issued	July 15, 2026
Written Questions Due	July 31, 2026
Responses Posted	August 5, 2026
SOQs Due	Friday, August 21, 2026, at 5:00 p.m. MDT

1. Purpose of the Information Session

MHFD and Commerce City held a virtual information session to provide additional context regarding the Commerce City Infrastructure Prioritization Study RFQ. The session emphasized that this effort is intended to move beyond a traditional stormwater project list or rank-and-score prioritization exercise.

The goal is to identify a consultant team that can help MHFD and Commerce City develop an implementation-focused framework for evaluating stormwater and drainageway investments in the context of flood-risk reduction, community benefit, adopted plans, funding and partnership readiness, lifecycle considerations, project sequencing, and coordination with other public and private investments.

2. Project Intent Clarification

MHFD and Commerce City are seeking a practical decision-making framework that helps identify which drainageway investments should advance, why they matter, what other City priorities they support, what timing or partnership opportunities exist, and what next steps are needed to move priority projects toward delivery.

The final work product should emphasize implementation pathways, decision points, and coordinated delivery opportunities rather than simply assigning priority scores to standalone drainage projects.

3. Consultant Question: Selection Criteria

Question:

Has MHFD identified specific selection criteria or scoring criteria that will be used to evaluate responses to the RFQ?

Response:

MHFD and Commerce City will evaluate SOQs based on the criteria described in the RFQ, including:

Team composition and integration: The proposed team's mix of disciplines, experience, clearly defined roles, availability, and direct involvement of key personnel.

Relevant experience and demonstrated outcomes: Experience completing comparable prioritization, implementation-planning, and multidisciplinary public-sector efforts.

Use of technology and data: The team's ability to effectively use available data, GIS, visualization, and decision-support tools to support transparent and repeatable decision-making.

Strategic and technical capabilities: The team's ability to connect drainage and infrastructure needs with funding, development, partnerships, capital investments, and other implementation opportunities.

Communication, facilitation, and collaboration: The team's ability to work effectively across departments, agencies, leadership groups, elected officials, and other stakeholders.

Understanding and capacity: The team's understanding of the opportunity and its capacity to successfully complete the assignment.

Particular emphasis will be placed on the strength and integration of the proposed team and the practical use of technology to organize information, document decisions, communicate priorities, and create a framework that can be maintained over time despite changes in staff, consultants, or leadership.

No specific software platform is required. The evaluation will focus on usability, adaptability, transparency, maintainability, and long-term value—not technology for its own sake.

Relevant experience helping public agencies move beyond traditional project ranking into implementation planning, project bundling, funding strategy, sequencing, governance, and clear next steps will also be important.

MHFD is seeking the most qualified team and the best overall fit for the assignment, not the lowest cost. Rate information is requested only to support subsequent contract negotiations and will not be evaluated or considered in the qualifications-based ranking of firms.

4. Consultant Question: Expected Deliverable

Question:

Does MHFD or Commerce City have a specific deliverable in mind, or should the proposed deliverable come from each team's approach?

Response:

MHFD and Commerce City do not have a fixed, predetermined final deliverable. The final scope, process, and work products will be developed collaboratively with the selected consultant.

The RFQ identifies anticipated outcomes, including:

- A transparent and repeatable decision-making framework.
- An implementation roadmap.
- Identification of project bundles and one-build opportunities.
- Mapping, visualization, or other decision-support tools.
- A process for maintaining and updating the framework over time.
- Identification of catalytic projects or project bundles that could be advanced following completion of the study.

Consultants are encouraged to describe how their team would help MHFD and Commerce City determine the most useful and implementable work products. MHFD and Commerce City are interested in approaches that are practical, durable, visual, adaptable, and usable by staff as priorities, development activity, funding opportunities, and capital projects change over time.

5. Additional Clarifications from the Information Session

Implementation Focus

This study should be understood as an implementation strategy, not simply a ranking and scoring exercise. MHFD and Commerce City are looking for a framework that helps move from drainageway needs and prior planning recommendations toward capital-program decisions, project-delivery pathways, funding readiness, and coordinated implementation.

Multidisciplinary Approach and Team Composition

The desired consultant team may include expertise in stormwater and drainageway planning, municipal capital planning, transportation, parks and open space, utilities, development and redevelopment, facilitation, GIS, data visualization, funding strategy, and implementation planning.

MHFD and Commerce City recognize that individual firms may organize their teams differently. The evaluation will focus on whether the proposed team includes the appropriate mix of expertise for the assignment, clearly defines the roles and responsibilities of key personnel, demonstrates

meaningful involvement by those personnel, and presents an integrated approach rather than a collection of disconnected disciplines.

Technology and Data

MHFD and Commerce City have substantial existing data and background information. The selected consultant will be expected to help organize and use that information effectively to support transparent, repeatable, and understandable decisions.

Consultants may propose the use of GIS, data visualization, dashboards, prioritization models, interactive tools, or other decision-support technologies. No specific platform or product is required. The focus should be on practical tools that improve analysis, communication, documentation, and long-term maintenance of the framework.

Existing Information

MHFD and Commerce City anticipate providing the selected consultant access to available adopted plans, capital-program information, drainage studies, GIS resources, development and redevelopment information, and other relevant background materials.

The specific data inventory, format, completeness, and any access limitations will be confirmed during scoping and project initiation.

Budget

MHFD and Commerce City have established an anticipated professional-services budget of approximately \$300,000 for this effort, subject to negotiation of the final scope of work and fee with the selected consultant.

Interview Process

Following review of SOQs, MHFD anticipates shortlisting a limited number of firms for interviews and roundtable discussions. Shortlisted firms will not be expected to prepare a detailed scope of work, technical solution, or other substantial unpaid work product.

Discussions will focus on:

- The proposed team's composition and working relationships.

- The direct involvement and availability of key personnel.

- Relevant experience and demonstrated outcomes.

- Judgment, communication, and facilitation skills.

- Strategic perspective and collaborative approach.

- Practical ideas for using technology and available data to support the study.

- The team's ability to work with MHFD and Commerce City to refine the appropriate scope and direction for the effort.

The interview process will help MHFD and Commerce City assess how effectively the proposed team can work together and whether the team's proposed use of technology and data will result in practical, maintainable, and useful outcomes.

Study Timeframe

MHFD anticipates initiating the work promptly following consultant selection. The final schedule will be established collaboratively with the selected consultant based on the agreed-upon scope, availability of key personnel, and the level of coordination needed with Commerce City departments and MHFD.

We appreciate your interest in this opportunity and look forward to receiving interested firm's SOQs by the specified deadline.

Point of Contact

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WRITTEN QUESTIONS RECEIVED BY SELECTION COMMITTEE			
Firm	Representative	Question	Answer
Kimley Horn	Kalley Velarde	Can MHFD share who will be on the selection committee?	The evaluation committee will include representatives from MHFD and Commerce City who participated in the information.
		Would MHFD consider providing a sample agreement for firm's to review internally? Are we permitted to provide exceptions within our SOQ or would contract negotiations happen upon selection?	MHFD's standard professional services agreement will be used for this effort. A draft agreement will be provided to the selected consultant, with ample time to review and identify any material exceptions before the scope and agreement are negotiated and executed.
		Can we include a graphical front cover without it counting towards the page limit?	Yes. One graphical front cover may be excluded from the recommended 15-page limit, provided it contains only introductory information and no substantive SOQ content.
		Are we permitted to use 11x17s?	Yes. 11 x 17-inch pages are permitted. Each 11 x 17-inch page will count as two pages toward the recommended 15-page limit.
Jacobs Engineering	Jen Decker	Can you please confirm if 11x17 pages are permitted and if so, do they count as 1 or 2 pages towards the 15 pages allowed?	Yes. 11 x 17-inch pages are permitted. Each 11 x 17-inch page will count as two pages toward the recommended 15-page limit.
RESPEC	Brooke Hull	Is the 15-page recommendation exclusive of cover letter, resumes, and rate sheets only, or are tabs/dividers also excluded?	The cover letter, one graphical front cover, resumes, and rate sheets are excluded from the recommended 15-page limit. All other pages, including tabs and divider pages, count toward the limit.
		Are specific forms required for the rate sheet?	No specific form is required. Provide a clear rate sheet or summary of standard billing rates for the proposed key team members and all proposed subconsultants, consistent with Item 10 under Statement of Qualifications Content.
		Should SOQs include assumptions about schedule or only describe capacity and availability?	SOQs should identify the availability and anticipated involvement of the proposed project manager and other key personnel, along with the team's overall capacity. Teams may include high-level schedule assumptions, but a detailed schedule or work plan is not requested. The final schedule will be developed with the selected consultant based on the negotiated scope.
Matrix Design Group	Jamilex Ruiz	Does Commerce City currently utilize an existing project prioritization framework, scoring methodology, or capital investment decision process that this effort is expected to build upon or replace?	Commerce City uses existing capital-planning and investment processes, and prior drainageway plans and project lists are available. However, there is no single integrated citywide framework for evaluating stormwater and drainageway investments alongside broader implementation opportunities. This effort is expected to build upon existing information and processes rather than replace them with a new rank-and-score methodology.
		What existing planning documents, drainage studies, GIS datasets, capital improvement plans, and asset management information will be made available to the selected consultant?	The selected consultant will receive access to available adopted plans, capital-program information, drainage studies, GIS resources, development and redevelopment information, and other relevant materials held by MHFD and Commerce City. The specific inventory, formats, completeness, and access limitations will be confirmed during scoping and project initiation.
		Which City departments and external partners are anticipated to actively participate throughout the study, and will a core project management team be established?	MHFD and Commerce City anticipate establishing a core project management team. Participation may include relevant technical, planning, capital-programming, transportation, development, parks and open space, utilities, finance, and leadership staff. Elected officials and external partners may also be engaged based on the final scope and identified implementation opportunities.

Firm	Representative	Question	Answer
Matrix Design Group	Jamilex Ruiz	Is the study intended to evaluate stormwater and drainageway infrastructure citywide, or are there priority watersheds, redevelopment areas, or growth corridors that should receive particular emphasis?	The study is intended to establish a citywide framework; no single watershed, redevelopment area, or growth corridor has been designated as the exclusive focus. The framework should recognize areas where flood risk, adopted plans, development activity, capital projects, funding, or partnership timing create stronger implementation opportunities.
		Has Commerce City or MHFD identified an existing inventory of stormwater and drainageway projects that will serve as the starting point for this effort, or is development of that inventory anticipated as part of the study?	MHFD and Commerce City have existing drainageway studies, project recommendations, cost information, and prior priority lists that will provide a starting point. The study will consolidate, validate, supplement, and organize this information into an integrated, maintainable framework. Consultants should not assume that a complete and current project inventory already exists.
		Is there a preferred planning horizon for the implementation roadmap (e.g., near-term capital improvements, 10-year planning horizon, or longer-term strategy), or should the consultant recommend an appropriate approach?	MHFD and Commerce City have not prescribed a single planning horizon. The roadmap should distinguish among funded, near-term, development-triggered, partnership-dependent, and long-range opportunities. The final approach will be established collaboratively during scoping.
		Beyond the implementation framework described in the SOQ, are there any anticipated final deliverables (e.g., GIS tools, interactive dashboards, prioritization models, or decision-support applications) that MHFD would like consultant teams to consider?	MHFD and Commerce City have not prescribed a specific final deliverable. Anticipated outcomes may include a transparent and repeatable framework, an implementation roadmap, mapping or visualization tools, a process for maintaining and updating the framework, and identification of catalytic projects or project bundles. Interactive GIS, dashboards, prioritization models, or other decision-support tools may be appropriate, but no specific platform is required. Proposed technology should improve decision-making, communication, and long-term usability. Final work products will be developed collaboratively with the selected consultant.