



## SUBCONTRACTOR GUIDE – FREQUENTLY ASKED QUESTIONS

SEPTEMBER 2021

1. How does my company get badged to work at DEN?
  - a. Once a contract is awarded, Holder-FCI will work with your firm to complete the DEN Sponsorship form to establish your firm as a badged participant on the Holder-FCI Concourse Expansion project for DEN Airport Security Purposes. If you are a new company doing business at the Airport, a New Participant Meeting will be required. For additional information regarding the requirements, please visit [https://www.flydenver.com/about/badging/new\\_company](https://www.flydenver.com/about/badging/new_company)
2. Are there special/specific insurance requirements for driving on the Airside?
  - a. Yes. Unescorted airfield driving access will require a \$10,000,000 Auto Insurance Policy. Please see [https://www.flydenver.com/about/badging/new\\_company](https://www.flydenver.com/about/badging/new_company) for additional information regarding DEN Airport Security Insurance Requirements. If a company requires unescorted driving privileges in the Secured Area, the sponsoring company will need to initiate the approval process for secured gate access. As the jobsite access for parking will be restricted, Holder-FCI will be providing an employee shuttle service for personnel access to the jobsites.
3. Is there a cost associated with badging my employees?
  - a. Yes, there is a direct cost of \$50 per employee, \$40 for the Federal Background Check and a \$10 badge fee. Please note there are additional fees for lost and unreturned badges. In addition, each employee will be required to make two visits to DEN to complete the badging process. For more information on the badging process, visit <https://www.flydenver.com/badging>.
4. What is the ROCIP III Insurance Program?
  - a. The ROCIP III Insurance Program is an Owner Controlled Insurance Program for the City and County of Denver. All subcontractors and subtiers performing work on site are required to enroll in this insurance program. Additional information regarding this requirement can be found in the Holder-FCI RFP Documents under [Exhibit C](#)
5. How do I Enroll in ROCIP? Are there additional requirements?
  - a. Holder-FCI will begin the enrollment process with your firm once a subcontract agreement has been executed/signed. The enrollment is completed electronically through the Program Administrator's web portal and is also required of tiered subcontractors. Additional information regarding this requirement can be found in the Holder-FCI RFP Documents under [Exhibit C](#). Please contact Malecia Mayer, [mmayer@holder-fci.com](mailto:mmayer@holder-fci.com) should you have additional questions regarding enrollment.
  - b. Once your firm is enrolled in the ROCIP Program, all on-site employees must complete a pre-employment drug screen and attend the Holder-FCI Safety Orientation prior to beginning work on site.
  - c. Monthly reporting of Worker Compensation payroll hours and wages will also be required to be submitted through the Program Administrator's web portal.

6. What are the billing requirements for the DEN Concourse East Expansion Project?
  - a. Holder-FCI will be using Textura Payment Management System to process Subcontractor Applications for Payment on the Concourse Expansion Program. Please contact your TRE for additional information.
7. Are there Certified Payroll Requirements for the DEN Concourse East Expansion Program?
  - a. Yes. City of Denver prevailing wage rates and requirements will apply for all work performed on site. This includes weekly payroll reporting in the City of Denver's LCP Tracker system. Please visit <https://denvergov.org/Government/Agencies-Departments-Offices/Auditors-Office/Denver-Labor/Prevailing-Wage> on this requirement or contact Malecia Mayer, [mmayer@holder-fci.com](mailto:mmayer@holder-fci.com) with any additional questions.
8. Are there small business participation goals or requirements for this project?
  - a. Yes. The DEN Concourse East Expansion Program has a **goal of 24% M/WBE participation**. To achieve this goal, Holder-FCI is announcing and advertising participation opportunities within scope specific bid packages, as well as sending newsletters and hosting events to connect with the community. Our outreach team is dedicated to making sure M/WBE certified firms can connect with opportunities as they roll out, and we also strongly encourage any eligible firms to apply for certification with the City and County of Denver. Visit the Holder-FCI website to learn more about our outreach and to connect with resources on M/WBE training, certification, and Denver's M/WBE database. You can also join our mailing list to learn more about upcoming CEP opportunities!
9. My firm is not currently M/WBE certified, how do I learn more about becoming certified with the City of Denver's Office of Economic Development Program?
  - a. Please contact our project team members or Maxine Pryor, [mpryor@holder-fci.com](mailto:mpryor@holder-fci.com), you can also visit our website [www.Holder-FCI.com](http://www.Holder-FCI.com) or the City of Denver's website <https://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html> for more information on these Opportunities and how to become certified.
10. How do I find out more information about the DEN Concourse East Expansion Projects?
  - a. Please visit our website [www.Holder-FCI.com](http://www.Holder-FCI.com) for additional information and updates
11. How does my firm prequalify for the DEN Concourse East Expansion Projects?
  - a. Please visit our website [www.Holder-FCI.com](http://www.Holder-FCI.com) to complete our Prequalification form and to learn more about our upcoming opportunities!
12. What is a First-Tier Prime versus a Subprime bidder?
  - a. A First-Tier Prime bidder may bid directly to Holder-FCI. A Subprime bidder may bid directly to First-Tier Prime bidders. Once your firm's Prequalification has been received, a status letter will be sent by Holder-FCI indicating if your firm has been qualified as a Prime or Sub Prime Bidder.
13. How do I get on the Invitation to Bid List?
  - a. Only First-Tier Prime bidders are sent a formal Invitation to Bid. Invitations to Bid can be sent to Subprime bidders upon request. Email Joseph Cassidy [jcassidy@holder-fci.com](mailto:jcassidy@holder-fci.com) or Maxine Pryor [mpryor@holder-fci.com](mailto:mpryor@holder-fci.com) with any questions about upcoming bids. You can also visit the Opportunities page on our website for up to date information on bid packages.