

Pre-Submittal Meeting Agenda

Transit Speed and Reliability Network Programming and Concept Design Professional Planning Services

**As of January 1st, 2020, the Denver Department of Public Works is now the Denver Department of Transportation and Infrastructure.*

MEETING DATE: Tuesday, August 11, 2020

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Telephone Conference: 720.388.6219 Conference ID: **516-093-636#**

General information about teleconference: *6 will mute/unmute phone if using the call-in number. Anyone that is not speaking is asked to mute their phone during the meeting to prevent background noise.

I. Introductions

- Contract Administrator: Cindy Ackerman
- DOTI Project Manager: Justin Begley
- DSBO Representative: Alexis Nightengale
- Treasury & Risk: Details provided below

II. Remarks from Division of Small Business Opportunity (DSBO) – Alexis Nightengale

- The goal for this project is 22% MWBE.
- Covered in Section 6, beginning on page 14 of the RFQ
- M/WBE Required Form and Draft Utilization Plan (Compliance Plan) to be submitted in Tab 5 as referenced on page 12 of the RFQ.
 - Complete and return Commitment to MWBE Participation form (Attachment 3)
 - Complete and return List of Proposed Subcontractors, Subconsultants or Suppliers form (attachment 4)
 - The MWBE Utilization Plan is the Proposer's written approach and strategy to the overall administration of their MWBE Program (including the expectations of the lower tier MWBE contractors/consultants).

III. Treasury Division – taxauditadmin@denvergov.org

- The [Treasury Division](#) collects, records, and deposits all City and County of Denver taxes and other City revenues, and ensures compliance with all applicable tax law.
- [General Tax Information Booklet](#)

IV. RFQ Administration – Cindy Ackerman

- Cindy Ackerman is the administrator of the RFQ process for this solicitation and can be reached at: pw.procurement@denvergov.org.
- Per Section 3.F., page 9 of the RFQ, all inquiries and questions regarding this RFQ shall be directed to Cindy Ackerman in the Department of Transportation and Infrastructure in writing via email at pw.procurement@denvergov.org. 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 City's sole discretion.



➤ All questions must be submitted to pw.procurement@denvergov.org by **August 18, 2020 at 10:00 a.m.**

- Answers to questions not covered by the RFQ will be addressed via subsequent addenda. Addenda and/or notices will be sent by email notification via QuestCDN and will be posted to www.work4denver.com. Addenda will be published 5 business days prior to RFQ responses deadline.
- Verify and use legal name, per [Colorado Secretary of State](#), and be sure to include your Certificate of Good Standing as referenced in Section 4. Tab 1 C.
- Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- Executive Order 101 - **As a condition of responsiveness to this solicitation**, the Diversity and Inclusiveness form must be completed [online](#) and returned in Tab 1 as outlined in Section 4, Tab 1.D on page 11.
 - Please provide this agenda to the administrative person who will be responsible for the completion of the Diversity and Inclusiveness survey.
 - Ensure the email address you input in the Diversity and Inclusiveness survey is the City Administrator at pw.procurement@denvergov.org (see below):

Enter Email Address of City and County of Denver contact person facilitating this solicitation. *

- The electronic responses to the RFQ are due to Cindy Ackerman **no later than 10:00 a.m. on Tuesday, September 1, 2020** via the online electronic bid service through www.QuestCDN.com. Attendance sheet from this meeting will be distributed to plan holders via QuestCDN and posted to www.work4denver.com.
- **REMINDER:** All communication must be sent to pw.procurement@denvergov.org.

V. Project Manager – Justin Begley

- Denver Moves Transit is the future vision for a fast, frequent transit network in the City. Capital Investment Corridors (CIC) are home to the transit lines targeted for improvements which shall be an important contributor to meeting the Mayor’s 15% transit mode share goal by 2030. These improvements range from Speed & Reliability treatments to move people more quickly and reliably through the City by reducing local bus service friction while in roadway operations, up to a network of new Bus Rapid Transit (BRT) lines.

VI. Q&A

- Please include all inquiries in today’s meeting in the email sent to confirm your attendance to pw.procurement@denvergov.org so they may be answered in a subsequent addendum.