



Pre-Submittal Meeting Agenda

Professional Engineering Design Services for West Colfax Pedestrian and Transit Improvements Project - RFQ

MEETING DATE: Tuesday, September 15, 2020

MEETING TIME: 10:00 a.m.

MEETING LOCATION: Telephone Conference: 720-388-6219 Conference ID: 516 093 636#

I. Introductions

- Contract Administrator: Regina Diaz
- DSBO Representative: David Hosanna
- DOTI Project Manager: Lisa Hilt

II. Remarks from Division of Small Business Opportunity (DSBO) – David Hosanna

- The goal for this project is 24% MWBE

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.
- <https://www.denvergov.org/content/dam/denvergov/Portals/571/documents/TaxGuide/GeneralTaxInformationBooklet.pdf>

IV. RFQ Administration – Regina Diaz

- Regina Diaz is the administrator of the RFQ process for this solicitation and can be reached at: pw.procurement@denvergov.org.
- All inquiries and questions regarding this RFQ shall be directed to Regina Diaz 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 the administrator in writing by **September 22, 2020 at 10:00 a.m.**
- Answers to questions not covered by the RFQ will be addressed via subsequent addenda.
- The electronic responses to the RFQ are due to Regina Diaz **no later than 10:00 a.m. on Friday, October 9, 2020** via the online electronic bid service through www.QuestCDN.com.
- Confirm registration with the [System for Award Management](#) (SAM). Registration is free.
- Insurance and Indemnity requirements are listed in the Sample Agreement (Attachment 5). These requirements are non-negotiable.
- 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 outline in Section 7 on page 14.

City and County of Denver Department of Transportation & Infrastructure

201 West Colfax Avenue, Dept 608 | Denver, CO 80202

www.denvergov.org/doti

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- 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. *

- Attendance sheet from this meeting will be distributed to everyone on the notification list and posted to www.work4denver.com.

V. Project Manager – Lisa Hilt

- The City and County of Denver is seeking professional Consultant services to assist in the completion of the following tasks to prepare the design of West Colfax Ave. Tasks include, but are not limited to, evaluating recommendations of previous work, prioritizing improvements along West Colfax Ave., completion of CDOT required environmental process and any related environmental permitting, design engineering available project funding [Preliminary Engineering (30%), Interim Engineering (60%), Pre-Final Engineering (95%), Final Engineering (100%)], and additional requirements as further described in the full scope of work.
- The goal of the project is to increase pedestrian safety of the corridor while also increasing transit efficiency. Constructing pedestrian safety improvements on West Colfax is in alignment with Denver’s Vision Zero goal of eliminating traffic deaths by 2030. West Colfax was identified by the Vision Zero Action Plan as a part of the Denver’s High-Injury Network—corridors that have the highest percentage of fatal and injury crashes. West Colfax is also identified as a priority corridor in the Denver Moves Transit plan. Improving the street for pedestrians and transit users also supports the Mayor’s Mobility Action Plan and Comprehensive Plan 2040, which aims to provide convenient and accessible mobility options that reduce the need for single occupancy driving.
- Pedestrian improvements that will be designed and eventually constructed include medians, bulb-outs, signals, and marked crosswalks. Transit enhancements will include bulb-outs, bus by-pass lanes or queue jumps, and transit signal priority.

VI. Q&A – All