

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: RUBY HILL – PHASE 3 DESIGN

*\*As of January 1<sup>st</sup>, 2020, the Denver Department of Public Works is now the Denver Department of Transportation and Infrastructure.*

---

MEETING DATE: September 15, 2020

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Teleconference – Phone: (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

- a. Contract Administrator – Jennifer Clark
- b. DOTI Project Manager – Kelly Turner
- c. DPR Project Manager – Jennifer Olson
- d. DSBO Representative – Alexis Nightengale
- e. Risk – Details Provided Below

#### II. DSBO (Alexis Nightengale)

- a. Participation – 25% MWBE
- b. Section 6 on page 14 of the RFQ
- c. Forms: Commitment to MWBE Participation (Attachment 3) and 1B List of Proposed Subcontractors, Subconsultants or Suppliers (Attachment 4)

#### III. Risk Management

- a. Insurance coverage requirements – Section 5.07 of the Sample Agreement
- b. Standard 3 coverages required plus additional (*Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions)*)
- c. Insurance requirements are non-negotiable.

#### IV. RFQ Administration (Jennifer Clark)

- a. RFQ is available on QuestCDN for \$15.00 (**eBid #7273443**)
- b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders” in the upper left-hand corner. For those interested in receiving or being listed on a traditional pre-bid meeting attendance sheet, please email me your name, number, email address and whether you are a prime or sub for this project at [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org) by the end of the day and I will put an attendance sheet together to post on [www.work4denver.com](http://www.work4denver.com) and sent out via Quest.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be sent by email notification via QuestCDN and will be posted to [www.work4denver.com](http://www.work4denver.com). Addenda will be published 5 business days prior to bid opening.
- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ response.
  - Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness survey.

City and County of Denver Department of Transportation & Infrastructure

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

[www.denvergov.org/doti](http://www.denvergov.org/doti)

p. 720.865.8630 | f. 720.865.8795

- Ensure the email address input for the City contact is [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org).
- g. Important Dates:
  1. **Question Deadline – September 24, 2020 no later than 10:00 a.m.** Must be sent to [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org).
  2. **Submittals Due – October 13, 2020 by 10:00 a.m.**
- h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [www.QuestCDN.com](http://www.QuestCDN.com). Please reach out to Quest if there are questions.
- i. **REMINDER:** All communication must be sent to [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org).

#### V. RFQ Overview (Kelly Turner)

The primary goal for this project is to locate an adventure bicycle and snow sports facility building on the hill overlooking the rail yard bowl with proximity to existing pedestrian and vehicular access points. The concept plan develops relationships between the building and the surrounding site and includes a bike skills courses (both beginner and intermediate), picnicking opportunities, public art, and a splash pad. The concept also includes a new facility for bike rentals, storage, public bathrooms, and offices for DPR staff.

#### VI. Q & A

Please send any additional questions or those needing a more thorough answer to [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org) so they may be answered in a subsequent addendum.