

## PRE-BID MEETING AGENDA

### PROJECT NAME: 2021 CITYWIDE CONCRETE SPOT REPAIR

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

---

MEETING DATE: December 29, 2020

CITY PROJECT NO.: 202057112

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 604-038-932#

PROJECT LOCATION: Citywide

---

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 – Regina Diaz/Katie Ragland
- b. DOTI Project Manager – Amy Strouthopoulos
- c. DSBO Representative – Alexis Nightengale
- d. Auditor’s Office/Prevailing Wage – Michael Brannen
- e. Treasury – Yanina Zhovmiruk

#### II. DSBO (Alexis Nightengale)

- a. Participation – 30% SBE
- b. 1A - List of Proposed Subcontractors, Subconsultants, and/or Suppliers – page BF-9
- c. Commitment to SBE Participation – page BF-13
- d. Letter of Intent (LOI) due on the day of bid opening – page BF-14
- e. Instructions to Bidders (Section IB-28) – page BDP-11

#### III. Auditor’s Office (Michael Brannen)

- a. Prevailing Wage Rates – Highway Construction Projects
- b. Last Section of the Bid Documents Package
- c. <https://denverauditor.org/denverlabor/prevailingwage/>

#### IV. Treasury (Yanina Zhovmiruk)

- a. Instructions to Bidders (Section IB-24) – page BDP-10
- b. [www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html](http://www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html)

#### V. Risk Management (April Hansen/Danielle Deeke)

- a. Insurance coverage requirements for this project (SC-17) – page BDP-46 through BDP-48.
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*)
- c. Insurance requirements are non-negotiable.

#### VI. Contract Administration (Regina Diaz/Katie Ragland)

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #7444435). [Click here to view QuestCDN VBid Bidder Instructions](#)

City and County of Denver Department of Transportation & Infrastructure  
Office of the Executive Director  
201 W. Colfax Avenue, Dept. 608 | Denver, CO 80202  
[www.denvergov.org/doti](http://www.denvergov.org/doti)  
Phone: 720-865-8630



# DENVER

THE MILE HIGH CITY

- 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 being listed on a 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 be posted on [www.work4denver.com](http://www.work4denver.com) and sent out via QuestCDN.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#).
- 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. Recommend use of Bid Form Checklist – page BF-2.
- g. When completing the Bid Worksheet in QuestCDN, do not round prices.
- h. Bid Form Submittal Package should be in order when submitted via Quest.
- i. Textura is required; Contract Administration will complete the initial set-up in Textura.
- j. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed, signed and returned with bid – BF-16.
- k. **Important Dates:**
  - 1. **Question Deadline – January 7, 2021 no later than 10:00 a.m..** Must send to [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org).
  - 2. **Bids Due – January 21, 2021 by 11:30 a.m.. The call-in number and conference ID will be posted to the project page on [www.work4denver.com](http://www.work4denver.com).**
- l. Bids for this project will ONLY be received and accepted via the online electronic bid service through [www.QuestCDN.com](http://www.QuestCDN.com).
- m. REMINDER: All communication must be sent to [pw.procurement@denvergov.org](mailto:pw.procurement@denvergov.org).

## VII. Project Overview (Amy Strouthopoulos)

Citywide concrete repairs to curb, gutter, sidewalk, valley gutter, concrete street and alley. Potential work locations are generated from on-going citizen complaints and are not scoped at the time of bidding.

- VIII. 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.