

**PRE-BID MEETING AGENDA**  
**PROJECT NAME: 2021 CITYWIDE ADA RAMP AND CONCRETE REPAIR 3**

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MEETING DATE: June 15, 2021

CITY PROJECT NO.: 202158939

MEETING TIME: 1:00 p.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or [Join Microsoft Teams Meeting](#)

PROJECT LOCATION: Citywide

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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 – Katie Ragland
- b. DOTI Project Manager – Tyler Mead
- c. DSBO Representative – Alexis Nightengale
- d. Auditor’s Office/Prevailing Wage – Matthew Borquez
- e. Treasury – Bamlaku Feeda

**II. DSBO (Alexis Nightengale)**

- a. Participation – 22% MWBE
- b. Instructions to Bidders (Section IB-26) – page BDP-10 through BDP-12
- c. Forms to be returned with bid:
  - 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers – page BF-9
  - Commitment to MWBE Participation – page BF-13
  - Letter(s) of Intent – page BF-14

**III. Auditor’s Office (Matthew Borquez)**

- a. Prevailing Wage Rates – Highway Construction Projects
- b. Last Section of the Bid Documents Package

**IV. Treasury (Bamlaku Feeda)**

- a. Instructions to Bidders (Section IB-24) – page BDP-9 through BDP-10
- b. [General Tax Information Booklet](#)

**V. Risk Management (April Hansen)**

- a. Insurance coverage requirements for this project (SC-17) – page BDP-47 through BDP-48
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*).
- c. Insurance requirements are non-negotiable.

**VI. Prequalification (Jennifer Clark)**

- a. Each bidder must be prequalified in category **1F(3) Concrete Sidewalk, Curb, Gutter and ADA Ramps at or above the \$6,000,000.00 monetary level.**
- b. Each bidder must have submitted a prequalification application a minimum of ten (10) calendar days prior to the bid opening date. Applications must be submitted by email to [doti.prequal@denvergov.org](mailto:doti.prequal@denvergov.org).
- c. To view the Rules and Regulations and to obtain a prequalification application, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).

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



**VII. Contract Administration (Katie Ragland)**

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #7860440).
  - [QuestCDN VBid Bidder Instructions](#)
  - [QuestCDN Training Video](#)
- 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 [doti.procurement@denvergov.org](mailto:doti.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 at least 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 must include BF-1 through BF-19 and should be in order when submitted via QuestCDN.
- 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 through BF-19.
- k. **Important Dates:**
  - **Question Deadline – June 24, 2021 no later than 3:00 p.m.** Must send to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).
  - **Bids Due – July 15, 2021 by 11:00 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 [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).

**VIII. Project Overview (Tyler Mead)**

2021 Citywide ADA construction alongside repairs to the concrete curb, gutters, sidewalks, valley pans, concrete street panels and alley pavement.

- IX. Q & A** - please send any additional questions or those needing a more thorough answer to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) so they may be answered in a subsequent addendum.