PRE-BID MEETING AGENDA

PROJECT NAME: BLAIR-CALDWELL BRANCH LIBRARY RENOVATION

MEETING DATE: November 18, 2021
CITY PROJECT NO.: 202160985
MEETING TIME: 9:00 a.m.
MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 483 985 014#
PROJECT LOCATION: District 9

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 – Gabrielle Schuller
   c. DSBO Representative – Erin Croke
   d. Auditor’s Office/Prevailing Wage – TBD
   e. Treasury – TBD

II. DSBO (Erin Croke)
   a. Participation – 21% MWBE
   b. Required forms due with bids: 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers; Commitment to MWBE Participation; Letter(s) of Intent
   c. Instructions to Bidders (Section IB-26)

III. Auditor’s Office (TBD)
   a. Prevailing Wage Rates – BUILDING CONSTRUCTION PROJECTS (November 8, 2021)
   b. Last Section of the Bid Documents Package

IV. Treasury (TBD)
   a. Instructions to Bidders (Section IB-24) – page BDP-9

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, plus additional (Workers’ Compensation, Commercial General Liability, Business Auto, Builder’s Risk or Installation Floater, Contractor’s Pollution)
   c. Insurance requirements are non-negotiable and Contractor shall keep the required insurance coverage in force at all times during the agreement, and for eight (8) years after termination of agreement.

VI. Prequalification (Jennifer Clark)
   a. Each bidder must be prequalified in category 2B General Building (Occupied Buildings) at or above the $3,000,000.00 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 electronically via B2Gnow.
   c. To view the Rules and instructions on how to apply, please visit www.denvergov.org/prequalification.
VII. Contract Administration (Jennifer Clark)
a. Bid Package is available on QuestCDN for $15.00 (eBid #8062462). Click here to view QuestCDN VBid Bidder Instructions  
b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders”. 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 by the end of the day and I will put an attendance sheet together to be posted on 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 due date. 
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-17. 
k. Important Dates: 
   1. Question Deadline – December 1, 2021 no later than 10:00 a.m. Must send to doti.procurement@denvergov.org. 
   2. Bids Due – December 16, 2021 by 11:30 a.m. The call-in number and conference ID will be posted to the project page on www.work4denver.com. 
l. Bids for this project will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com. 
m. REMINDER: All communication must be sent to doti.procurement@denvergov.org.

VIII. Project Overview (Gabrielle Schuller)
The renovation will include interior updates to staff and public spaces on the first and second floors. The scope includes improving HVAC and temperature controls; replacing rooftop HVAC units; redesigning book return to alternate interior space; updating and refreshing restrooms; improving surveillance and access control; updating lighting; updating the conference and community rooms; refreshing the children’s area; updating staff workroom, breakroom and office for better efficiency and better lighting; new arrangements for public access computers and access for mobile device use; providing new interior furniture and fixtures; complying with current ADA requirements; providing new wayfinding, digital signage and code required signage.

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