

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](https://www.denvergov.org/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.
- 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-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.