**PRE-BID MEETING AGENDA**

**PROJECT NAME: 2022 CITYWIDE CHIP SEAL AND CRACK SEAL**

MEETING DATE: December 14, 2021  
CITY PROJECT NO.: 202161294  
MEETING TIME: 11:00 a.m.  
MEETING LOCATION: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or Join Microsoft Teams Meeting  
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 – Michele Foust  
b. DOTI Project Manager – Amy Strouthopoulos  
c. DSBO Representative – Erin Croke  
d. Auditor’s Office/Prevailing Wage – Matthew Borquez

II. **DSBO (Erin Croke)**  
a. Participation – 9% MWBE  
b. Instructions to Bidders (Section IB-26) – page BDP-10 through BDP-12  
c. **Required 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 Rates  
b. Last Section of the Bid Documents Package

IV. **Treasury** (Not in Attendance)  
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 (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(4) ASPHALT PAVEMENT REHABILITATION 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 electronically via B2Gnow.
   c. To view the Rules and instructions on how to apply, please visit www.denvergov.org/prequalification.

VII. Contract Administration (Michele Foust)
   a. Bid Package is available on QuestCDN for $15.00 (eBid #8075821). 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-16 – BF-19.
   k. Important Dates:
      1. Question Deadline – December 28, 2021 no later than 10:00 a.m. Must send to doti.procurement@denvergov.org.
      2. Bids Due – January 20, 2022 by 11:00 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 (Amy Strouthopoulos)
Cape Seal and Crack Seal in various locations throughout the City and County of Denver. Approximately 95 lane miles of mostly local streets to be treated with chip/cape seal resurfacing. Crack Seal ahead of cape seal as well as other selected streets.

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.