

PRE-BID MEETING AGENDA

PROJECT NAME: COLE ARTS AND SCIENCE ACADEMY SAFE ROUTES TO SCHOOL

MEETING DATE: March 24, 2022

CITY PROJECT NO.: 202262275

MEETING TIME: 11:00 a.m.

MEETING: Call in to 720-388-6219 / Conference ID: 483 985 014# or join via [Microsoft Teams](#)

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 – Brenden Paradies
- c. CDOT Representative – Andrea Hubbard
- d. Auditor’s Office/Prevailing Wage – Matthew Borquez
- e. Treasury – Not in Attendance

II. CDOT (Andrea Hubbard)

- a. Participation – 15% DBE
- b. Defined Pool DBE Requirements (IB-26), page BDP-10

CDOT Forms Due with Bid Submittal (non-inclusion will result in bid rejection)

- Bidder's List (CDOT Form 1413)
- Anticipated DBE Participation Plan (CDOT Form 1414)
- Anti-Collusion Affidavit (CDOT Form 606)

CDOT Forms Due within 5 Days of Bid Opening (email to doti.procurement@denvergov.org)

- Commitment Confirmation (CDOT Form 1415)
- Good Faith Effort Report (if commitments do not meet goal) (CDOT Form 1416)
- Contractors Performance Capability Statement (CDOT Form 605)
- Assignment of Anti-Trust Claims (CDOT Form 621)

III. [Auditor’s Office](#) (Matthew Borquez)

- a. Prevailing Wage Rates – Davis-Bacon Highway Construction (dated February 25, 2022)
- 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/Danielle Deeke)

- a. Insurance coverage requirements for this project (SC-21) – page BDP-43
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*)
- c. Insurance requirements are non-negotiable.

VI. Contract Administration (Jennifer Clark)

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8144597). [User Resources for QuestCDN](#) are available online.
- 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 QuestCDN.
- i. Textura required; Contract Administration will complete the initial set-up in Textura.
- j. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed online and a copy is to be returned with bid – BF-10.
- k. **Important Dates:**
 1. **Question Deadline – April 5, 2022 no later than 10:00 a.m.** Must send questions to doti.procurement@denvergov.org.
 2. **Bids Due – April 28, 2022 by 11:00 a.m.** The call-in number and conference ID is posted to the project page on www.work4denver.com.
- l. Bid 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.

VII. Project Overview (Brenden Paradies)

This is a Safe Routes to School (SRTS) grant funded project with the goal of providing safer pedestrian crossings for children at the Cole Arts and Science Academy School. The project includes improvements at two intersections: Bruce Randolph Ave/Humboldt St and Bruce Randolph Ave/Franklin St. Improvements include providing bulbouts and reconstructing pedestrian ramps for all four corners of both intersections.

- VIII. 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.