PRE-SUBMITTAL MEETING AGENDA
ON-CALL OWNER’S REPRESENTATIVE/STAFF AUGMENTATION SERVICES
COLFAX TRANSIT IMPLEMENTATION – BUS RAPID TRANSIT (BRT) RFQ

MEETING DATE: October 4, 2022
MEETING TIME: 1:00 p.m.
MEETING TELECONFERENCE: Teleconference – Phone: (720) 388-6219, Conference ID: 310-094-840# or
Join via Microsoft Teams

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 – Brian McLaren
   c. RTD Representative – Alexis Serrano-Castro

II. RTD (Alexis Serrano-Castro)
   a. Participation – 18% DBE
   b. Attachment 3 – RTD DBE Contract Requirements on page 19 of the RFQ
   c. The following Enclosures (Enclosure 1A through Enclosure 7) must be submitted with your RFQ
      response in Tab 5 as a matter of responsiveness.
         • Enclosure 1A: DBE Affidavit
         • Enclosure 1B: DBE Prime Affidavit
         • Enclosure 2: Schedule of DBE Participation
         • Enclosure 3: Letter of Intent to Perform as a DBE Subcontractor
         • Enclosure 4: Solicitation Statistics
         • Enclosure 5: Employer Certification of Workforce
         • Enclosure 6: Disadvantaged Business Outreach
         • Enclosure 7: Unavailability Certification
   d. Enclosure 8 through Enclosure 11 must be submitted to the RTD SBO compliance Officer assigned
to this project on a monthly basis after the award of the contract. These forms will not be required to
be submitted with the RFQ response.

III. Treasury
    a. Section 7.03 of the Sample Agreement
    b. General Tax Information Booklet

IV. Risk Management (April Hansen)
   a. Insurance required, as outlined in Section 5 on page 6. An affirmative statement indicating
      willingness to strictly comply with the Insurance and Indemnification requirements set forth in the
      Sample Agreement must be included in Tab 1 – Letter of Transmittal, which is outlined in Section 7,
      page 10.
   b. Insurance coverage requirements – Section 7.07 of the Sample Agreement
   c. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile,
      Workers Compensation, Professional Liability (Errors & Omissions))
   d. Insurance and indemnity requirements are non-negotiable.
V. RFQ Administration (Katie Ragland)
   a. RFQ is available on BidNet (Solicitation No. 202264348).
   b. After today’s meeting a list of firms that have downloaded the RFQ document will be posted in BidNet under the Communication tab titled Solicitation Document Report. Make sure you have the correct contacts listed for your firm. To be on this list you must download the RFQ to be considered a document holder.
   c. Confirm registration with the System for Award Management (SAM); registration is free.
   d. Required documents to be returned in Tab 1 – Letter of Transmittal:
      • Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date. Consultants should acknowledge all addenda in Tab 1 – Letter of Transmittal, which is outlined in Section 7, page 10. Acknowledge receipt and compliance with any addenda issued during the procurement.
      • Include an affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements and the FTA Required Provisions, included as Exhibit E, set forth in the Sample Agreement (Attachment 4).
      • Verify and use legal name, per Colorado Secretary of State, and include Certificate of Good Standing.
   e. Important Dates:
      • Question Deadline – October 12, 2022 no later than 3:00 p.m. All questions must be sent to doti.procurement@denvergov.org.
      • Submittals Due – October 27, 2022 by 10:00 a.m.
   f. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through BidNet.
   g. REMINDER: All communication must be sent to doti.procurement@denvergov.org. Any Consultant that contacts any member of the Selection Committee, other than the designated contact, from the date of issuance of the RFQ and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the City’s sole discretion.

VI. Project Overview (Brian McLaren)
The Colfax BRT Project will provide significantly faster, safer, more attractive, and more reliable transit service in the highest ridership bus corridor in the Denver Metropolitan Area. The anticipated capital investment in improved stations, dedicated BRT lanes, and better pedestrian access will specifically address the growing travel demand in the corridor and mitigate the increased congestion and transit travel time delays resulting from that growth. The project will improve transit operations and travel time in the corridor, which will in turn attract new transit riders, reduce traffic congestion, improve air quality, increase multi-modal connectivity, improve safety, and encourage transit-oriented development near stations.
The Project is intended to be a corridor-based bus rapid transit system that includes features emulating the service provided by rail fixed guideway. The 9.9-route mile corridor includes 32 improved stations with an average spacing of 0.31-mile and will operate 24 hours a day, 7 days a week. Traffic signals will be upgraded to provide transit signal priority where needed through the Denver segment to reduce transit travel time. The BRT service will replace and consolidate the existing bus Route 15 and bus Route 15L services.

The outcome of the project will be an attractive transit service that is competitive with the automobile, will improve access and mobility, and will produce significantly higher transit ridership and total person-trip throughput in the corridor. The CM/GC project delivery method will provide efficient and timely completion of the project in line with community interests. DOTI intends to procure the most qualified team to provide Owner’s Representative and Staff Augmentation services to support pre-construction and construction phase work under a CM/GC delivery method.

VII. 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.