

PRE-SUBMITTAL MEETING AGENDA

CIVIC CENTER NEXT 100, PHASE 1 DESIGN SERVICES SOLICITATION NO. 202264675

MEETING DATE: September 27, 2022

MEETING TIME: 11:00 A.M.

TELECONFERENCE: [Click here to join the meeting](#) or by Phone at (720) 388-6219/Conference ID: 851 010 231#

PROJECT LOCATION: Civic Center

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. Please note a copy of the **Agenda** is located under the Communication no: 1 in [BidNet](#) for your reference.

I. Introductions

- a. Contract Administrator – Regina Diaz
- b. DOTI Project Manager – Ethan Frey
- c. DSBO Representative – Sam Meza

II. DSBO (Sam Meza)

- a. Participation – 19% MWBE
- b. **Required Forms:** DSBO Commitment to MWBE Participation (Attachment 3) and DSBO Form 1B List of Proposed Subcontractors, Subconsultants or Suppliers (Attachment 4)

III. [Treasury](#)

- a. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. Risk Management

- a. Insurance coverage requirements – Section 5.07 of the Sample Agreement (page 52 of the RFQ)
- b. Standard 3 coverages plus one additional requirement (Commercial General Liability, Business Automobile, Workers Compensation and Professional Liability).
- c. **Insurance and indemnity requirements are non-negotiable.**

V. RFQ Administration (Regina Diaz)

- a. RFQ is available on [BidNet](#) (Solicitation No. 202263703).
- 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. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date.



- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed, and a copy is to be returned with the RFQ response. (Tab 1 (d.) as a condition of responsiveness. [Click Here for Form](#)
- Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness Form.
 - Ensure the email address input for the City contact is doti.procurement@denvergov.org.
- g. **Important Dates:**
1. **Optional Site Visit – October 6, 2022, between 11:30 a.m. and 1:00 p.m.**
Location is at Civic Center Park; attendees will meet on the south plaza, just south of the Greek Theater and north of 14th Ave. Any questions the Consultant has during the walk-through will need to be submitted in writing by the question deadline date and will not be answered on site. All questions must be submitted to doti.procurement@denvergov.org.
 2. **Question Deadline – October 13, 2022, no later than 10:00 a.m. All questions must be sent to doti.procurement@denvergov.org.**
 3. **Submittals Due –November 4, 2022, by 1:00 p.m.**
- h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- i. **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 (Ethan Frey)

The City and County of Denver (“City”) is soliciting Requests for Qualifications from design teams to provide architectural, landscape architecture, and engineering professional services for Phase 1 of the Civic Center Next 100 Project at the Greek Theater and Central Promenade at Civic Center located between Colfax Avenue and 14th Avenue and between Broadway and Bannock Street, Denver, CO.

The City and the Civic Center Conservancy are excited to announce this RFQ for design and construction administration services for the first phase of implementation of the Civic Center Next 100 Project. This project will realize the first major improvements to Denver’s Civic Center in over 100 years. Phase 1 will include improvements at the Greek Theater and Central Promenade as outlined in the Civic Center Next 100 Concept Plan. Join us to reinvigorate Denver’s First National Historic Landmark with new life and activity to realize this significant public space as the place in Denver for public assembly, performances, events, and daily activities. This project offers a once-in a lifetime opportunity for a design team to rehabilitate a nationally significant historic place, public park, and cultural landscape with new contemporary elements that bring Civic Center Park into the 21st Century.

- 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.