PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: ON-CALL CONSTRUCTION SERVICES - VERTICAL PROJECT DELIVERY (LARGE)

MEETING DATE: February 23, 2023
MEETING TIME: 12:00pm
MEETING TELECONFERENCE: Join via Microsoft Teams or by Phone at (720) 388-6219 / Conference ID: 941 795 046#
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 – Micaela Martinez
   b. DOTI Project Manager – Gabrielle Schuller
   c. DSBO Representative – Sara Yacovetta
   d. DEDO Workforce - Derrick Watson
   e. Auditor’s Office/Prevailing Wage – TBD
   f. Treasury – Marie Koza
   g. Prequalification – Krystal Guerra

II. **DSBO (Sara Yacovetta)**
   a. Participation – 21% MWBE
   b. Section 6 on page 15 of the RFQ

III. **DEDO Workforce (Derrick Watson)**
    a. Section 3, Item M on page 9 of the RFQ
    b. COMPLIANCE WITH WORKFORCE REQUIREMENTS in Section 17 of the Sample Agreement on page 60 of the RFQ
    c. Exhibit to the Sample Agreement - Workforce Requirements: last 2 pages of the RFQ

IV. **Auditor’s Office (TBD)**
    a. Prevailing Wage Rates – BUILDING CONSTRUCTION PROJECTS, HIGHWAY CONSTRUCTION PROJECTS, and HEAVY CONSTRUCTION PROJECTS.
    b. Attachment 3 of the RFQ on page 27

V. **Treasury (Marie Koza)**
VI. Risk Management
   a. Insurance coverage requirements – Section SC-23 of the Sample Agreement
   b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions), Builder’s Risk or Installation Floater, and Contractor’s Pollution Liability)
   c. Insurance and indemnity requirements are non-negotiable.

VII. Prequalification (Krystal Guerra)
   Each bidder must be prequalified in category 2A General Building (Unoccupied Building) OR 2B General
   a. Building (Occupied Building) at the $12,000,000.00 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.

VIII. RFQ Administration (Micaela Martinez)
   a. RFQ is available on BidNet (Solicitation No. 202265762).
   b. After today’s meeting I will download the list of RFQ document holders and post it in BidNet.
   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 online, and a copy is to be returned with the RFQ response.
      - Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness survey.
      - Ensure the email address input for the City contact is doti.procurement@denvergov.org.
   g. Important Dates:
      1. Question Deadline – March 3, 2023 no later than 12:00 p.m. All questions must be sent to doti.procurement@denvergov.org.
      2. Submittals Due – March 15, 2023 by 12:00 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 Proposer 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.

IX. Project Overview (Gabrielle Schuller)
   The Department of Transportation and Infrastructure intends to procure multiple On-Call construction services contracts to establish a new group of qualified On-Call general contractors to respond to proposal requests with bidding and execution of construction work on municipal building projects. Scopes may consist of a roof replacement, mechanical upgrades (HVAC controls), lighting retrofit, concrete/asphalt replacement, or other. On-Call general contractors will be requested to mini bid projects against other On-Call General Contractors to ensure the City is receiving the best value.

X. 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.