PRE-BID MEETING AGENDA
PROJECT NAME: 2023 CITYWIDE CHIP SEAL AND CRACK SEAL

MEETING DATE: March 14, 2023  
CITY PROJECT NO.: 202366920  
MEETING TIME: 1:00 p.m.  
MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 902-816-191# or join via Microsoft Teams Link.  
PROJECT LOCATION: District 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 – Lindsey Chieduko  
   c. DSBO Representative – Celi Martinez  
   d. Auditor’s Office/Prevailing Wage – Jasmine Madlock  
   e. Treasury – Sheila Swan

II. DSBO (Celi Martinez)
   a. Participation – 10% MWBE  
   b. Instructions to Bidders (Section IB-26): page BDP-10 – 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 (Jasmine Madlock)
   a. Prevailing Wage Rates – HIGHWAY CONSTRUCTION PROJECTS.  
   b. Last Section of the Bid Documents Package

IV. Treasury (Sheila Swan)
   a. Instructions to Bidders (Section IB-24) – page BDP-9  
   b. General Tax Information Booklet

V. Risk Management (April Hansen)
   b. Standard 3 coverages required (Commercial General Liability, Business Automobile and Workers Compensation). In addition, coverages for Builders’ Risk/Installation Floater and Contractor’s Pollution Liability must also be provided.  
   c. Insurance requirements are non-negotiable.

VI. Prequalification (Krystal Guerra)
   • 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 (Micaela Martinez)
   a. Bid Package is available on QuestCDN for $15.00 (eBid #8406301).
      • QuestCDN Plan Download Instructions
      • 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 once NTP has been issued.
   j. Diversity and Inclusiveness in City Solicitations Information Request Form must be completed, signed and returned with bid: BF-16.
      • In the second field on the form, please be sure to enter DOTI.Procurement@denvergov.org to ensure we receive a copy of the completed form.
   k. Important Dates:
      • Question Deadline – March 22, 2023 no later than 2:00 p.m. Must send to DOTI.Procurement@denvergov.org.
      • Bids Due – April 13, 2023 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 (Lindsey Chieduko)
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.