PRE-PROPOSAL MEETING AGENDA

PROJECT NAME: ON-CALL GREEN INFRASTRUCTURE MAINTENANCE SERVICES
(SOLICITATION NO. 202367673)

MEETING DATE: June 6, 2023
MEETING TIME: 11:00 a.m.
TELECONFERENCE: Join via Microsoft Teams or by Phone at (720) 388-6219 / Conference ID: 134 758 321#

General information about teleconference: *6 will mute/unmute phone if using the call-in number.

I.  Introductions
    a.  Contract Administrator – Michele Foust
    b.  DOTI Project Managers – Austin Little
    c.  DSBO Representative – Sara Yacovetta
    d.  Auditor’s Office/Prevailing Wage – TBD
    e.  Treasury – William Hafner

II. DSBO (Sara Yacovetta)
    a.  Participation – 9% MWBE
    b.  Section C on pages 14-19 of the RFP
    c.  DSBO Submittal Requirements:
        • DSBO Commitment to MWBE Participation form (Attachment 2)
        • Equity, Diversity and Inclusion (EDI) Plan – outlined in Section C.5 (pages 17-18 of the RFP)

III. Auditor’s Office (TBD)
    a.  Prevailing Wage Rates – HEAVY CONSTRUCTION PROJECTS.
    b.  Exhibit D of Sample Agreement (Attachment 4)

IV.  Treasury (William Hafner)

V.  Risk Management
    a.  Insurance coverage requirements – Section 8 of the Sample Agreement (Attachment 4)
    b.  Standard 3 coverages required (Commercial General Liability, Business Automobile, Workers Compensation)
    c.  Insurance and indemnity requirements are non-negotiable

VI.  RFP Administration (Michele Foust)
    a.  RFP is available on BidNet. (Solicitation No. 202367673)
    b.  After today’s meeting, a list of firms that have downloaded the RFP document will be posted in BidNet
       under the Communication tab titled Solicitation Document Report. Make sure you have the correct
       contacts listed for you firm. To be on this list, you must download the RFP 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 posted on 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 RFP response in Tab 1.
   - 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** – June 16, 2023, no later than 12:00 p.m. All questions must be sent to doti.procurement@denvergov.org.
   2. **Submittals Due** – June 29, 2023, by 2:00 p.m.
h. Submittals for this RFP will ONLY be received and accepted via the online electronic bid service through BidNet.
i. **REMEMBER:** 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 RFP and prior to the completion of the selection process may be disqualified from further participation at the City’s sole discretion.

VII. **Project Overview (Austin Little)**
The City and County of Denver has made significant investments in both site-scale and large-scale green infrastructure to manage stormwater, cool city streets, and create more climate resilient communities. The Department of Green Infrastructure (DGI) is requesting proposals from qualified contractors for Green Infrastructure maintenance. Since 2018, DOTI has installed 300 Streetside Stormwater Planters and other Green Infrastructure features such as Stormwater Rain Gardens and Regional Detention Facilities. In support of the program’s goals, DGI is seeking a consultant to conduct routine and as-needed maintenance activities. These services may include, but are not limited to, vegetation maintenance, manual weed control, herbicide applications, trash and sediment removal, irrigation maintenance, and vegetation replanting and reseeding. The City anticipates awarding one on-call contract with a maximum contract amount of $450,000.00 with a term of two years.

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.