PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: RFP – PARKING MANAGEMENT FOR CITY LOTS AND GARAGES

*As of January 1st, 2020, the Department of Public Works is now the Department of Transportation and Infrastructure.

MEETING DATE: June 3, 2021
MEETING TIME: 11:00
MEETING TELECONFERENCE: Via Microsoft Teams Link or by Phone at (720) 388-6219, ID: 483-985-014#

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 – Jennifer Clark
   b. DOTI Project Manager – Juan Alvarez
   c. DSBO Representative – Alexis Nightengale
   d. Auditor’s Office/Prevailing Wage – Daniel Foster
   e. Treasury – Not in Attendance

II. DSBO (Alexis Nightengale)
   a. Participation – 5% MWBE
   b. Section 6 of the RFP
   c. Forms: Commitment to MWBE Participation (Attachment 9) and 1B List of Proposed Subcontractors, Subconsultants or Suppliers (Attachment 10)

III. Auditor’s Office (Daniel Foster)
   a. Prevailing Wage Rates – Heavy Construction Projects, Highway Construction Projects, OHR Modification No. 157
   b. Last Section of the RFP
   c. https://denverauditor.org/denverlabor/prevailingwage/

IV. Treasury (*)
   a. Tax requirements included in the Sample Agreement

V. Risk Management (April Hansen/Danielle Deeke)
   a. Insurance coverage requirements – Section 9 of the Sample Agreement
   b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Garagekeeper’s Liability, Commercial Crime)
   c. Insurance and indemnity requirements are non-negotiable.

VI. RFP Administration (Jennifer Clark)
   a. RFP is available on QuestCDN for $15.00 (eBid 7668341). Click here to view 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” in the upper left-hand corner. For those interested in being listed on a pre-submittal 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 post 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); registration is free.

e. Addenda and/or notices will be sent by email notification via QuestCDN 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.
   - 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 10, 2021 no later than 10:00 a.m. All questions must be sent to doti.procurement@denvergov.org.
   2. Submittals Due – June 25, 2021 by 10:00 a.m.

h. Submittals for this RFP will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com. Consultants must be on the plan holders list through QuestCDN for proposals to be accepted. Please reach out to Quest if there are questions.

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 RFP 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.

VII. Project Overview (Juan Alvarez)
The Department of Transportation and Infrastructure controls and operates certain public parking facilities for the City and County of Denver. The purpose of this request is to secure a qualified and responsive facility contractor to provide professional management services for the operation and maintenance of the three (3) City parking garages and seven (7) City surface parking lots.

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.