PRE-SUBMITTAL MEETING AGENDA

RICHARD T. CASTRO BUILDING REVITALIZATION
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
SOLICITATION NO. 202263703

MEETING DATE: July 28, 2022
MEETING TIME: 2:00 P.M.
TELECONFERENCE: Join via Microsoft Teams or by Phone at (720) 388-6219 / Conference ID: 435 717 312#
PROJECT LOCATION: Richard T. Castro Building (1200 Federal Boulevard, Denver, CO 80204)

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 – Gabrielle Schuller
   c. DSBO Representative – Erin Croke

II. DSBO (Erin Croke)
   a. Participation – 20% MWBE
   b. Section 3 on page 10 of the RFQ
   c. 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. Section 5.16 of the Sample Agreement

IV. Risk Management
   a. Insurance coverage requirements – Section 5.07 of the Sample Agreement.
   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 **Diversity and Exclusivity in City Solicitations Form**, and a copy is to be returned with the RFQ response. (Tab 1 (d.)
   - 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. **Optional Site Visit – August 3, 2022 at 2:00 p.m.** at 1200 Federal Boulevard, Denver, CO. Please only have 2 people from your firm attend. Please email doti.procurement@denvergov.org if you are planning on attending by July 29th.
   2. **Question Deadline – August 9, 2022 no later than 2:00 p.m.** All questions must be sent to doti.procurement@denvergov.org.
   3. **Submittals Due – August 30, 2022 by 11:00 a.m.**

h. Submittals for this RFQ 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 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 (Gabrielle Schuller)**
The City and County of Denver (City) is soliciting Requests for Qualifications from Design Teams to provide Architectural and Engineering Professional Services for the Richard T. Castro Building Revitalization Project at 1200 Federal Boulevard, Denver, CO 80204.

This project is for the Department of Human Services (DHS) at the Castro building located at 1200 Federal Boulevard. The facility is approx. 300,000SF throughout (4) floors plus a partial basement. It contains the main office for DHS which consists of public services and houses over 1,100 employee offices/cubicles.

Planned renovations include but are not limited to renovating the building and site to be ADA compliant, utilizing the first-floor entrance as the main entry for all client access with separate secure employee entrance, renovating the interior so that the client services are easily accessible from this main entry, additional interview rooms and trauma informed spaces, renovation of all employee workspace to utilize new City standards, restroom renovation, wayfinding, and FFE. Construction will likely be phased with construction delivery method to either be Hard Bid or CM/GC pending approvals.

The following documents were developed during previous master planning efforts and shall act as guiding documents for this project:
   - Castro Revitalization Master Planning Study, Gensler Inc. – May 2022 (Attachment 6)

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.