PRE-SUBMITTAL MEETING AGENDA
PROJECT NAME: SWANSEA RECREATION CENTER INDOOR POOL
CONSTRUCTION MANAGER GENERAL CONTRACTOR (CM/GC) SERVICES RFQ

MEETING DATE: January 11, 2022
MEETING TIME: 10:00 a.m.
MEETING TELECONFERENCE: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or Join Microsoft Teams Meeting
PROJECT LOCATION: 2650 E 49th Ave, Denver, CO 80216

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 – Katie Ragland
   b. DOTI Project Manager – Matt Young
   c. DSBO Representative – Erin Croke
   d. Workforce – Derrick Watson
   e. Risk Management – April Hansen
   f. Auditor’s Office/Prevailing Wage – Matthew Borquez

II. DSBO (Erin Croke)
   a. Participation – 21% MWBE
   b. Section 3.G on page 9 and Section 6 on page 16 of the RFQ
   c. Required Forms to be returned with RFQ submittal:
      • Commitment to MWBE Participation (Attachment 2)
   d. Shortlisted firms will submit the following with the RFP submittal:
      • 1B – List of Proposed Subcontractors, Subconsultants, and/or Suppliers (to be provided with issuance of RFP)
      • Draft Utilization Plan

III. Workforce (Derrick Watson)
   a. Workforce Development Approach – outlined in Section 5, Tab 7 on page 15 of the RFQ
   b. Workforce Coordination: Establish Point of Contact
   c. Outreach & Community Engage
   d. Training: 15% Apprenticeship Utilization (Total Construction Hours)
   e. Monitoring & Reporting

IV. Risk Management (April Hansen)
   a. Insurance required, as outlined in Section 3.J on page 9. An affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements set forth in the Sample Agreement must be included in Tab 1 – Letter of Transmittal, which is outlined in Section 5, page 14.
   b. Insurance coverage requirements including participation in the CCD ROCIP (page 119)
      • Construction agreement: SC-28 on page 64 of the Sample Agreement
      • Preconstruction agreement: Section 8.0 on page 73 of the Sample Agreement
   c. ROCIP Insurance Manual – begins on page 131
   d. ROCIP Safety Manual – begins on page 177
   e. Insurance and indemnity requirements are non-negotiable.
V. Auditor’s Office (Matthew Borquez)
   a. Prevailing Wage Requirements: Section 3.P on page 10
      and Heavy Construction Projects (November 5, 2021) Modification No. 4
   c. Listed as an Exhibit in the Sample Agreement beginning on page 91

VI. Treasury
   a. The Treasury Division collects, records, and deposits all City and County of Denver taxes and other
      City revenues, and ensures compliance with all applicable tax law.
   b. General Tax Information Booklet

VII. Prequalification (Jennifer Clark)
   a. Each proposer must be prequalified in category 2B General Building - Occupied Buildings at or
      above the $15,000,000.00 monetary level.
   b. Each proposer 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 Regulations and to obtain a prequalification application, please visit
      www.denvergov.org/prequalification.

VIII. RFQ Administration (Katie Ragland)
   a. RFQ is available on QuestCDN (eBid #8076871).
      • 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-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. Certificate of Good Standing to be
      provided in Tab 1 – Letter of Transmittal of the RFQ proposal.
   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. Proposers should acknowledge all addenda in Tab 1 – Letter of Transmittal,
      which is outlined in Section 5, page 14.
   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 in Tab 1 – Letter of Transmittal.
      • 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:
      • Question Deadline – January 20, 2022 no later than 3:00 p.m. All questions must be sent
        to doti.procurement@denvergov.org.
      • Submittals Due – February 9, 2022 by 11:00 a.m.
   h. Submittals for this RFQ 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 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 (Matt Young)
Construction Management/General Contractor (CM/GC) services for the natatorium addition and remodel of the Swansea Recreation Center located at 2650 E 49th Ave, Denver, CO 80216. The project includes a building expansion to include an indoor pool and other auxiliary and support services associated with the expanded programming such as offices, dressing rooms, storage, and chemical rooms. A total project budget for the design, construction, and all soft costs of the facility has been established at approximately $15,000,000.00 and construction cost is anticipated at $12,000,000.00.

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.
DSBO MISSION

Be the bridge that promotes and improves the participation and engagement of small businesses through the creation and implementation of programs, thereby achieving an equitable Denver economy.
DIVISION OF SMALL BUSINESS OPPORTUNITY

✔ Creates and expands contract opportunities for small, minority, and women-owned businesses

Certifies socially and/or economically disadvantaged eligible businesses.

Tracks, monitors and reports small business utilization to ensure accordance with ordinances.

Conducting outreach to certified firms, providing technical assistance, capacity building services (i.e. mentor protégé program)

Establishes project specific goals for certified firms to participate as primes or subs. on city projects

Establishes opportunities for small businesses to perform as prime contractors directly with the City
COMMITMENT TO MWBE UTILIZATION

• DSBO has established an MWBE participation goal of **21%**.

• Participation goals must be met with MWBE firms certified with the City and County of Denver in the scopes of work you intend for them to perform as set forth in Section 28-59, DRMC or through the demonstration of a good faith effort under Section 28-60, DRMC.

• You can find a directory of MWBE certified firms at denvergov.org/dsbo. That website is also listed within the RFQ.
MWBE REQUIREMENTS

MWBE PARTICIPATION GOAL
21%

Submit at RFQ due date:
✓ Commitment to MWBE Participation Form; identifying the percentage of MWBE utilization to which the Submitter is committed.

Submit at RFP due date:
✓ Form 1B – List of Proposed Subcontractors, Subconsultants, and/or Suppliers;
✓ MWBE Utilization Plan

*FAILURE TO SUBMIT A REQUIRED DOCUMENT MAY DEEM YOU NONRESPONSIVE*
MWBE UTILIZATION PLAN

The draft MWBE Utilization Plan is a **required submittal** as part of the response to the RFP and it will be **scored**. DSBO’s approval of the Utilization Plan will be required prior to receiving an executed contract.

**Elements of MWBE Utilization Plan**

- **INNOVATIVE**
  Describes involvement with small business initiatives, support services, bonding assistance, mentoring programs, joint ventures, etc. that may be utilized on the project.

- **COMPREHENSIVE & TRANSPARENT**
  Define how MWBE opportunities will be solicited, and incorporated into the overall procurement process. Documentation must reflect the retention of such solicitation efforts.

- **EQUITABLE**
  Provide creative strategies to incorporate new MWBE partners inclusive of but not limited to provide an ongoing list of certified firms that provide capability statements and which of those certified firms were contacted regarding solicitations related to this project.

- **RESPONSIVE**
  Describe continuous communication, debriefing process, coordination and involvement efforts of the MWBE subcontractors to ensure alignment of scheduling, safety requirements, owner direction, and performance expectations.
NEW DSBO ORDINANCE REAUTHORIZATION

- **Contractor Prompt Pay (Section 28-72, DRMC):**
  - For contracts $1M+,
  - MWBE subcontractors shall be paid within 35
  - Not paid when paid

- **Termination, Substitution, and Reduction in Scope (Section 28-73, DRMC):**
  - A contractor/consultant must have good cause to terminate, substitute or reduce scope of an MWBE.
NETWORKING/ENGAGEMENT

Contractors/Consultants and certified firms are strongly encouraged to begin networking/engaging now to identify partnerships for the duration of the project.

- **Tips for Contractors/Consultants**

- **Tips for Certified Firms**
  - Utilize the plan holders list and registration list to identify what Contractors/Consultants to develop potential partnership.
  - Begin making introductions and sending capability statement.
  - Make sure certifications are **current** and **NAICS Codes are applicable** to the work you perform.
DSBO CONTACT INFORMATION

Erin Croke, Compliance Officer
Division of Small Business Opportunity
Erin.Croke@denvergov.org

For more information about DSBO and to find certified firms, please visit: