

PRE-PROPOSAL MEETING AGENDA
PROJECT NAME: 2026 FIT FACILITY CONDITION ASSESSMENT PROGRAM
ARCHITECTURAL AND ENGINEERING SERVICES
SOLICITATION NO. 202580764

MEETING DATE: September 23, 2025

MEETING TIME: 1:00 p.m.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 528 632 040#

PROJECT LOCATION: 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 – Tricia Ortega
- b. DOTI Project Manager – Paul Sobiech
- c. DSBO Representative – Aki Choudry for Megan Kelly
- d. Treasury – Yanina Zhovmiruk
- e. Risk Management

II. DSBO (Aki Choudry)

- a. Participation – 11% MWBE
- b. Section 4 on page 18 - 20 of the RFP
- c. **Required Forms** to be returned with proposal:
 - d. Commitment to MWBE Participation Form (Attachment 2)
 - e. DSBO Program Requirements Handbook – Signature Statement (Attachment 3)
 - f. MWBE Utilization Plan Form (Attachment 4)

III. [Treasury \(Yanina Zhovmiruk\)](#)

- a. Section 5.02 of the Sample Agreement
- b. [General Tax Information Booklet](#)

IV. Risk Management

- a. Insurance coverage requirements – Section 5.06 of the Sample Agreement
- b. Standard 3 coverages required (Commercial General Liability, Business Automobile, Workers Compensation), plus additional Professional Liability (Errors & Omissions).
- c. Insurance and indemnity requirements are non-negotiable.

V. RFP Administration (Tricia Ortega)

- a. RFP is available on [BidNet](#), reference **Solicitation No. 202580764**.
- b. After today's meeting, a list of firms that have downloaded the solicitation documents will be posted in [BidNet](#) under the Communication tab and titled *Solicitation Document Report*. This same report will also be posted on [Do Business with DOTI](#). Please make sure your firms have the correct contact information.
- 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. Important Dates:

1. **Question Deadline – October 21, 2025, no later than 1:00 p.m. All questions must be sent to DOTI.Procurement@denvergov.org.**
 2. **Proposals Due – November 4, 2025, by 1:00 p.m.**
- g. Proposals for this RFP will ONLY be received and accepted via the online electronic bid service through BidNet: <https://www.bidnetdirect.com/colorado/cityandcountyofdenverdoti>. For assistance, please contact BidNet at 800-835-4603, select option 2.
- h. **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.

VI. Project Overview (Paul Sobiech)

The City and County of Denver’s (“City”) Facility Condition Assessment Program (“FCAP”) is a standardized approach for assessing the physical state of City-owned buildings and/or facilities, including their infrastructure, utilities, building systems, and equipment.

Under this Project, a Consultant Team (“Team”) of architects, engineers, cost estimators, and other system specialists will be selected to perform observational field assessments of targeted buildings/facilities and their respective building assets (i.e., building systems, components, and/or equipment). The collected information will be used to answer the following questions:

- What is the condition of each asset?
- What are the values and liabilities of each asset?
- What is the lifecycle for assessed assets?
- What will it cost to maintain each asset over its lifecycle?
- What should the annual budget be to achieve an appropriate level of improvement?
- How should the capital improvement plan be prioritized, based on available funding?
- How can operation costs be prioritized, stabilized and/or reduced?

The goal of the FCAP is to identify existing and potential issues, assess the remaining useful life of assets, and prioritize maintenance and repair needs. This information is then used to inform capital planning, optimize maintenance strategies, and ensure safety and compliance. The City does not anticipate that this work would preclude the Contractor from proposing on future work.

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.

