

## PRE-BID MEETING AGENDA

### PROJECT NAME: 2021 STREET MAINTENANCE CONTRACT MILL & OVERLAY

\*As of January 1<sup>st</sup>, 2020, the Department of Public Works is now the Department of Transportation and Infrastructure.

---

MEETING DATE: February 25, 2021

CITY PROJECT NO.: 202157824

MEETING TIME: 9:00 a.m.

MEETING: Teleconference – Phone: (720) 388-6219 / Conference ID: 483 985 014# or via Teams ([Link](#))

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 – Isabelle Oldani
- b. DOTI Project Manager – Norman Shaw
- c. DSBO Representative – Alexis Nightengale
- d. Auditor’s Office/Prevailing Wage – Michael Brannen
- e. Treasury – Sheila Swan

#### II. DSBO (Alexis Nightengale)

- a. Participation – 15% MWBE
- b. Required Forms: 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers; Commitment to MWBE Participation; and Letter of Intent.
- c. Instructions to Bidders (Section IB-26)

#### III. Auditor’s Office (Michael Brannen)

- a. Prevailing Wage Rates – Highway Construction Rates.
- b. Last Section of the Bid Documents Package
- c. <https://denverauditor.org/denverlabor/prevailingwage/>

#### IV. Treasury (Sheila Swan)

- a. Instructions to Bidders (Section IB-24)
- b. [www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html](http://www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html)

#### V. Risk Management (April Hansen/Danielle Deeke)

- a. Insurance coverage requirements for this project (SC-17)
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*).
- c. Insurance requirements are non-negotiable.

#### VI. Prequalification (Jennifer Clark)

- a. Each bidder must be prequalified in category **1F(1) Asphalt at or above the \$6,000,000.00 monetary level.**

City and County of Denver Department of Transportation & Infrastructure  
Office of the Executive Director  
201 W. Colfax Avenue, Dept. 608 | Denver, CO 80202  
[www.denvergov.org/doti](http://www.denvergov.org/doti)  
Phone: 720-865-8630

- b. Each bidder must have submitted a prequalification application a minimum of ten (10) calendar days prior to the bid opening date. Applications must be submitted by email to [doti.prequal@denvergov.org](mailto:doti.prequal@denvergov.org).
- c. To view the Rules and Regulations and to obtain a prequalification application, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).

**VII. Contract Administration (Isabelle Oldani)**

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #7575392). [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-bid 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](mailto:doti.procurement@denvergov.org) by the end of the day and I will put an attendance sheet together to be posted on [www.work4denver.com](http://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 \(SAM\)](#).
- e. Addenda and/or notices will be sent by email notification via QuestCDN at least 5 business days prior to bid due date.
- f. Recommend use of Bid Form Checklist – page BF-2.
- g. When completing the Bid Worksheet in QuestCDN, do not round prices.
- h. Bid Form Submittal Package (202157824 – BF.pdf) must include BF-1 through BF-19 and should be in order when submitted via QuestCDN.
- i. Textura is required; Contract Administration will complete the initial set-up in Textura.
- j. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed, signed and returned with bid – BF-16.
- k. **Important Dates:**
  - 1. **Question Deadline – March 10, 2021 no later than 10:00 a.m..** Must send to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).
  - 2. **Bids Due – March 25, 2021 by 11:00 a.m.. The call-in number and conference ID will be posted to the project page on [www.work4denver.com](http://www.work4denver.com).**
- l. Bids for this project will ONLY be received and accepted via the online electronic bid service through [www.QuestCDN.com](http://www.QuestCDN.com).
- m. REMINDER: All communication must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).

**VIII. Project Overview (Norman Shaw)**

Mill & overlay of arterial and collector streets within the City and County of Denver. Work will include traffic control, signing and striping and possible bike lane installation.

- IX. Q & A** - please send any additional questions or those needing a more thorough answer to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) so they may be answered in a subsequent addendum.