



## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) SERVICES WELLINGTON WEBB BUILDING CONSOLIDATION RENOVATION

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MEETING DATE: November 17, 2022

MEETING TIME: 2:00 p.m.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 424 572 732#

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General information about teleconference: \*6 will mute/unmute phone if using the call-in number.

#### I. Introductions

- a. Contract Administrator – Jennifer Clark
- b. DOTI Project Manager – Gabrielle Schuller
- c. DSBO Representative – Sam Meza
- d. Workforce – Derrick Watson
- e. Auditor's Office/Prevailing Wage – TBD
- f. Treasury – Not in attendance
- g. Prequalification – Krystal Guerra

#### II. DSBO (Sam Meza)

- a. Participation – 21% MWBE
- b. Section 5, Item M on page 16 of the RFP
- c. Form Required for Phase 1: Commitment to MWBE Participation (Attachment 2)
- d. Required for Phase 2: Draft Utilization Plan

#### III. Workforce (Derrick Watson)

- a. Section 5, Item N on page 16 of the RFP
- b. Required for Phase 1: Workforce Development Approach – General Overview
- c. Required for Phase 2: Workforce Plan

#### IV. [Auditor's Office](#) (TBD)

- a. Prevailing Wage Rates – BUILDING CONSTRUCTION PROJECTS (Dated 8/29/22, Mod 8)
- b. Found within the Sample Agreement (Attachment 1) of the RFP

#### V. [Treasury](#) (Not in Attendance)

- a. Section 16.0 of the Sample Agreement
- 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)

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

- a. Insurance coverage requirements – Section 8.0 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile (with hazardous materials), Workers Compensation, Professional Liability (Errors & Omissions), Builder's Risk or Installation Floater)
- c. Insurance and indemnity requirements are non-negotiable.

City and County of Denver Department of Transportation & Infrastructure  
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Phone: 720-865-8630



**VII. Prequalification (Krystal Guerra)**

- a. Each contractor must be prequalified in category **2B General Building – Occupied Building at the \$50,000,000.00 monetary level. Due to the specialized nature of this project, interested firms must also request and receive Project Specific Permission.**
- b. Each contractor must have submitted their prequalification application(s) a minimum of ten (10) calendar days prior to the submittal due date.
- c. Applications must be submitted electronically via [B2Gnow](#).
- d. To view the Rules and instructions on how to apply, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).
- e. Questions? Email [doti.prequal@denvergov.org](mailto:doti.prequal@denvergov.org).

**VIII. RFP Administration (Jennifer Clark)**

- a. RFP is available on [BidNet](#).
- b. After this meeting, I will post a list of all document holders on BidNet. 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](mailto:doti.procurement@denvergov.org) by the end of the day and I will put an attendance sheet together to post on [www.work4denver.com](http://www.work4denver.com) and Bidnet.
- c. When preparing RFP, 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 posted on BidNet at least 5 business days prior to submittal due date.
- f. The **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFP response in Tab 1.
  - 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](mailto:doti.procurement@denvergov.org).
- g. **Important Dates:**
  1. **Question Deadline – December 1, 2022, no later than 10:00 a.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  2. **Submittals Due – December 20, 2022, by 2:00 p.m.**
- h. Submittals for this RFP will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- i. **REMINDER:** All communication must be sent to [doti.procurement@denvergov.org](mailto: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 at the City’s sole discretion.

**IX. Project Overview (Gabrielle Schuller)**

Renovation of the interior of the existing 12-story Wellington E. Webb Municipal Office Building at 201 W. Colfax Ave. to consolidate staff utilization efficiencies, upgrade dated and worn-out finishes, meet current building codes, and meet necessary ADA requirements.

- X. 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.