

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: ON-CALL CONSTRUCTION SERVICES - VERTICAL PROJECT DELIVERY SMALL BUSINESS ENTERPRISE (SBE)

---

MEETING DATE: February 14, 2023

MEETING TIME: 10:00 a.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 767 066 344#

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 – Micaela Martinez
- b. DOTI Project Manager – Gabrielle Schuller
- c. DSBO Representative – Sara Yacovetta
- d. Auditor’s Office/Prevailing Wage – Jay Digiorgio
- e. Prequalification – Krystal Guerra

#### II. DSBO (Sara Yacovetta)

- a. Participation – 30% SBE
- b. Section 6 on page 12 of the RFQ

#### III. [Auditor’s Office](#) (Jay Digiorgio)

- a. Prevailing Wage Rates – BUILDING CONSTRUCTION PROJECTS.
- b. Attachment 2 of the RFQ on page 16

#### IV. [Treasury](#)

- a. [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

- a. Insurance coverage requirements – Section SC-23 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions), Builder’s Risk or Installation Floater, and Contractor’s Pollution Liability)
- c. Insurance and indemnity requirements are non-negotiable.

#### VI. Prequalification (Krystal Guerra)

- a. Each bidder must be prequalified in category 2A General Building (Unoccupied Building) OR 2B General Building (Occupied Building) at the \$1,500,000.00 monetary level



- 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 electronically via [B2Gnow](#).
- c. To view the Rules and instructions on how to apply, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).

**VII. RFQ Administration (Micaela Martinez)**

- a. RFQ is available on BidNet (**Solicitation No. 202265764**).
- b. After today's meeting I will download the list of RFQ document holders and post it in BidNet.
- 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 [online](#), and a copy is to be returned with the RFQ response.
  - 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 – February 21, 2023, 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 – March 6, 2023 by 10:00 a.m.**
- h. Submittals for this RFQ 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 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.

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

The goal of the On-Call master contract is to procure multiple Small Business Enterprise (SBE) On-Call construction services contracts to establish a new group of qualified SBE On-Call general contractors to respond to proposal requests with bidding and execution of construction work on municipal building projects. Scopes may consist of a roof replacement, mechanical upgrades (HVAC controls), lighting retrofit, concrete/asphalt replacement, or other. On- Call SBE general contractors will be requested to mini bid projects against other On- Call SBE General Contractors to ensure the City is receiving the best value. The City desires to award multiple On-Call SBE construction services contracts, each with a maximum contract limit of \$5,000,000.00 for the three-year duration.

- 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.