

## PRE-SUBMITTAL MEETING AGENDA

**PROJECT NAME: ON-CALL CIVIL CONSTRUCTION (SBE)**  
**SOLICITATION NO.: 202366919**

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MEETING DATE: April 27, 2023

MEETING TIME: 10:00 a.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / 776 140 395#

PROJECT LOCATION: City-Wide

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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.

- **Introductions**
  - Contract Administrator – Tricia Ortega
  - DOTI Project Manager – Patrick Riley
  - DSBO Representative – Aki Chouhdry
  - Auditor’s Office/Prevailing Wage – Matt Borquez
  
- **DSBO (Aki Chouhdry)**
  - Participation – 30% SBE
  - Section 6 on page 14 of the RFQ
  - Proposers must be certified in the scope of work they will self-perform (Section 4.C)
  
- **[Auditor’s Office](#) (Matt Borquez)**
  - Prevailing Wage Rates – Heavy Construction and Highway Construction Rates (February 2023)
  - Prevailing Wage Requirements outlined in Section 3.N of the RFQ
  
- **[Treasury](#)**
  - [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)
  - [General Tax Information Booklet](#)
  
- **Risk Management**
  - Insurance coverage requirements outlined in Section 3.J and Tab 1 as part of the Letter of Transmittal Required Documents
  - Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile with Hazardous Materials Transport, Workers Compensation, Contractor’s Pollution Liability, Builder’s Risk or Installation Floater)
  - Insurance and indemnity requirements are non-negotiable.
  
- **RFQ Administration (Tricia Ortega)**
  - RFQ is available on BidNet. [Click here to view the RFQ on BidNet](#). (Solicitation No: 202366919)
  - After today’s meeting a list of firms that have downloaded the RFQ document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the

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



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- correct contacts listed for your firm. To be on this list you must download the RFP to be considered a document holder.
- Verify and use legal name, per [Colorado Secretary of State](#).
  - Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
  - Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date.
  - **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).
  - **Prequalification:** Contractors must summarize their prequalification status in their submittals and include the categories and associated limits. As outlined in Tab 2.
  - **Attachments:**
    - Pricing – Hourly Rate Sheet Form
    - Sample Agreement - by end of week
  - **Important Dates:**
    1. **Question Deadline – May 2, 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 – May 23, 2023, by 10:00 a.m.**
  - Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [www.BidNet.com](http://www.BidNet.com).
  - **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.
- **Project Overview (Patrick Riley)**

The Department of Transportation and Infrastructure intends to procure multiple On-Call civil construction services contracts to establish a new group of qualified On-Call SBE General Contractors available to respond to proposal bidding requests for the execution of construction work for the City’s infrastructure. The General Civil Construction On-Call contract will be utilized to construct a variety of improvements to the City and County of Denver’s infrastructure typically within City Right-of-Way On-Call SBE General Contractors will 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.
  - **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.