

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: LAND SURVEY PROFESSIONAL SERVICES ON-CALL

MEETING DATE: May 11, 2023

MEETING TIME: 11:30 a.m.

MEETING TELECONFERENCE: [Join Meeting via MS Teams](#) or by Phone at (720) 388-6219 / 590 640 383#

PROJECT LOCATION:

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 – Chris Raml
- c. DSBO Representative – Sara Yacovetta
- d. Treasury

II. DSBO (Sara Yacovetta)

- a. Participation – 20% MWBE
- b. Section 7 on page 8 of the RFQ
- c. DSBO Submittal Requirements:
 - d. DSBO Commitment to MWBE Participation form (Attachment 2)
 - e. Equity, Diversity, and Inclusion (EDI) Plan – outlined in Section 7 (pages 8-11)

III. [Treasury](#)

- a. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. Risk Management

- a. Insurance coverage requirements – Section #5.08 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions))
- c. Insurance and indemnity requirements are non-negotiable.

V. RFQ Administration (Tricia Ortega)

- a. RFQ is available on [BidNet](#). (Solicitation No. 202367200)
- b. After today's meeting, a list of firms that have downloaded the RFQ document will be posted in [BidNet](#) under the Communication tab entitled Solicitation Document Report. Make sure you have the correct contacts listed for your firm. To be on this list, you must download the RFQ to be considered a document holder.
- 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 posted on 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 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.
- g. **Important Dates:**
1. **Question Deadline – May 25, 2023, no later than 11:00 a.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due – June 15, 2023, by 11:00 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. 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.

VI. Project Overview (Chris Raml)

The Consultant's services for each project to which it is assigned may consist of any one or combination of the following scope of work items: boundary surveys (including monumented land survey plats and ALTA/NSPS land title surveys), right-of-way surveys, ownership maps, monumentation diagrams, aerial surveys, topographic surveys, construction layout, as-built surveys, subsurface utility engineering surveys, updating existing surveys, preparing legal descriptions and exhibits, preparing Subdivision Plats, locating improvements, determining property lines, providing survey related GIS services, range point restoration (full dig and/or paved-overs), document scanning and indexing, and various other additional survey related tasks.

The successful Professional Land Surveying Services firms shall possess the requisite expertise to successfully complete all the various scope of work items outlined within this request for qualifications, whether provided directly by the Prime Consulting firm or one of their Sub-consultant team members working with them to support any facet of the various task order work scopes.

- 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.