



PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: ON-CALL PROGRAM AND PROJECT CONTROLS PROFESSIONAL SERVICES

MEETING DATE: May 4, 2023

MEETING TIME: 11:00 a.m.

TELECONFERENCE: Join via [Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 199 134 110#

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

I. Introductions

- a. Contract Administrator – Michele Foust
- b. DOTI Project Managers – Stephanie Holden, Patience Reuter
- c. DSBO Representative – Sara Bertram

II. DSBO (Sara Bertram)

- a. Participation – 5% MWBE
- b. Section C on pages 12-17 of the RFQ
- c. DSBO Submittal Requirements:
 - DSBO Commitment to MWBE Participation form (Attachment 2)
 - Equity, Diversity and Inclusion (EDI) Plan – outlined in Section C.5 (pages 15-17 of the RFQ)

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 6.07 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 (Michele Foust)

- a. RFQ is available on [BidNet](#). (**Solicitation No. 202367623**)
- b. 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 correct contacts listed for you 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.

City and County of Denver Department of Transportation & Infrastructure
Office of the Executive Director
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www.denvergov.org/doti
Phone: 720-865-8630



g. **Important Dates:**

1. **Question Deadline – May 11, 2023, no later than 12:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due – May 25, 2023, by 2:00 p.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 at the City’s sole discretion.

VI. Project Overview (Stephanie Holden, Patience Reuter)

The City and County of Denver, Department of Transportation and Infrastructure (“DOTI”), desires to solicit submittals relating to staff augmentation to provide program and project controls services for the DOTI Capital Improvement Program under the guidance of the Program Management Division (“PMD”). Maximum on-call contract amount is \$5,000,000.00 with a term of three years.

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.