

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME:
**ON-CALL CONSTRUCTION SERVICES - BRIDGE AND STRUCTURAL PROJECT
DELIVERY (SMALL)**
SOLICITATION NO. 202368281

MEETING DATE: September 20, 2023

MEETING TIME: 1:00 p.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 410 666 571#

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 – Cheryl Booker
- b. DOTI Project Manager – Lisa M. Hilt
- c. DSBO Representative – Natalie Stefka
- d. Auditor’s Office/Prevailing Wage – Lizeth Nunez

II. **DSBO (Natalie Stefka)**

- a. Participation – 12% MWBE
- b. Section 3.G (p. 6) and Section 6 (p. 11) of the RFQ
- c. To be returned with the submittal in Tab 7:
 - a. MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan) and/or documentation of a good faith effort (GFE) – *Failure to submit an EDI plan will deem the contractor non-responsive.*
 - b. Commitment to MWBE participation (**Attachment #1**)

III. **Auditor’s Office (Lizeth Nunez)**

- a. Prevailing Wage Rates – **Highway Construction Projects (February 24, 2023)**
- b. Exhibit E of the Sample Agreement (**Attachment 3**) – page 68 of the RFQ
- c. Section 3.L of the RFQ

IV. **Treasury**

- a. [General Tax Information Booklet](#)

V. **Risk Management**

- a. Insurance coverage requirements – **Section #SC-28 of the Sample Agreement**
- b. Standard 3 coverages required plus additional (Commercial General Liability, Workers Compensation, Business Auto, Pollution Liability, Builders’ Risk)
- c. Insurance and indemnity requirements are non-negotiable.



VI. Prequalification (Krystal Guerra)

- a. Each bidder must be prequalified in category **1G(1) Major Bridge Work at or above 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.

VII. RFQ Administration (Cheryl Booker)

- a. RFQ is available on BidNet (**Solicitation No. 202368281**)
- 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 sent by email notification via BidNet at least 5 business days prior to submittal due date.
- f. **Important Dates:**
 1. **Question Deadline – September 27, 2023, no later than 3:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due – October 18, 2023, by 2:00 p.m.**
- g. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through BidNet.
- h. **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.

VIII. Project Overview (Lisa M. Hilt)

The City and County of Denver Department of Transportation and Infrastructure is seeking general contractors to provide On-Call construction services as needed for construction work on bridges, culverts, and/or miscellaneous structures that facilitate vehicular and pedestrian traffic as well as electrical elements that facilitate lighting in these areas. The City anticipates awarding multiple contracts to multiple general contractors. The Agreement for On-Call Construction Services (Agreement) will have a three-year term and will have a contract capacity of \$15,000,000.00. Projects will be initiated by issuing Work Orders under the Agreement.

- IX. 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.