PRE-SUBMITTAL MEETING AGENDA
PROJECT NAME: RFQ NORTH CENTRAL COMMUNITY TRANSPORT NETWORK

MEETING DATE: August 8, 2023
MEETING TIME: 2:00 p.m.
MEETING TELECONFERENCE: Join via Microsoft Teams or by Phone at (720) 388-6219 / Conference ID: 971 974 380#
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 – Bryan Meyer
   c. DSBO Representative – Sara Yacovetta
   d. Treasury – Cheryl Barnard

II. DSBO (Sara Yacovetta)
   a. Participation – 15% MWBE
   b. Section 6 on page 21 of the RFQ
   c. Submittal Requirements: Form - Commitment to MWBE Participation (Attachment 3). MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan) and/or documentation of a good faith effort (GFE)

III. Treasury (Cheryl Barnard)
   a. Taxes section will be covered in the sample agreement and provided in the addendum

IV. Risk Management (April Hansen/Danielle Deeke)
   a. Insurance coverage requirements – Section # of the Sample Agreement (will be provided in addendum)
   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 (Micaela Martinez)
   a. RFQ is available on BidNet (Solicitation No. 202369035).
   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.

Important Dates:
1. Question Deadline – August 23, 2023 no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.
2. Submittals Due – September 19, 2023 by 11:00 a.m.

Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through BidNet.

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 (Bryan Meyer)

PM Presentation
- Project Introduction
- What’s New for the North Central CTN
- Critical Success Factors
- Project Goals and Scope of Work

General Statement of Work: North Central Community Transportation Network (NC CTN) is the fourth Community Transportation Network, and it represents a revised approach that aims to gain efficiencies in the planning and design phases, while also delivering a more multimodal vision, as articulated in Denver Moves Everyone. NC CTN will improve multimodal connectivity, increase transportation equity, improve safety, and prioritize top projects for design and construction within the Globeville, Elyria-Swansea, and Downtown Denver neighborhoods.

To accomplish project goals, DOTI is seeking consultant services related to planning, design, communication, and construction support tasks for the following asset classes:
- **Bicycle and Micromobility Improvements** – including new and upgraded bikeways and crossing improvements. These new and improved facilities will include both paint & post projects and permanent/concrete projects; the Consultant shall determine which materials should be used for each corridor given project budget constraints, stormwater/drainage needs, and other considerations unique to each corridor.
- **Pedestrian Improvements** – including sidewalks and intersection improvements.
- **Transit Improvements** – including bus stop improvements and bus priority treatments. Improvements to the Brighton/47th/48th Ave bus corridor, a future Local BRT route, shall include determination of preferred local preferences for route alignment through the NC CTN study area, as well bus priority treatments and bus stop enhancements for both interim and long-term development. In addition, enhancements should also be planned and designed for other bus stops throughout the study area that have been previously identified by DOTI. Public outreach, analysis, and coordination with RTD shall be required for future BRT, bus priority treatments, and bus stop enhancements.
- **Green Infrastructure (GI) Improvements** – Integration of green infrastructure into multimodal transportation improvements to create safer, healthier, more climate resilient streets.
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.