PRE-BID MEETING AGENDA
PROJECT NAME: SAFE ROUTES TO SCHOOL SMITH ELEMENTARY INTERSECTION IMPROVEMENTS

MEETING DATE: December 6, 2023
CITY PROJECT NO.: 202371211
MEETING TIME: 10:30 a.m.
MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 782 684 335# or join via Microsoft Teams
PROJECT LOCATION: District 8

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 – Dallas Howell
   c. Auditor’s Office/Prevailing Wage – Lizeth Nunez
   d. Treasury – Yanina Zhovmiruk

II. DSBO
   a. Participation – 15% DBE
   b. Instructions to Bidders (Section IB-25): page BDP-10

   CDOT Forms Due with Bid Submittal (non-inclusion will result in bid rejection)
   • Bidder’s List (CDOT Form 1413)
   • Anticipated DBE Participation Plan (CDOT Form 1414)
   • Anti-Collusion Affidavit (CDOT Form 606)

   CDOT Forms Due within 5 Days of Bid Opening (email to doti.procurement@denvergov.org)
   • Commitment Confirmation (CDOT Form 1415)
   • Good Faith Effort Report (if commitments do not meet goal) (CDOT Form 1416)
   • Contractors Performance Capability Statement (CDOT Form 605)
   • Assignment of Anti-Trust Claims (CDOT Form 621)

III. Auditor’s Office (Lizeth Nunez)
   a. Prevailing Wage Rates – Davis-Bacon Highway Construction (dated July 14, 2023)
   b. Page BDP-87

IV. Treasury (Yanina Zhovmiruk)
   a. Instructions to Bidders (Section IB-24) – page BDP-9
   b. General Tax Information Booklet

V. Risk Management (April Hansen)
   a. Insurance coverage requirements for this project (SC-21): page BDP-43 – BDP-44.
   b. Standard 3 coverages required (Commercial General Liability, Business Automobile and Workers Compensation) plus Professional Liability (Errors & Omissions)
   c. Insurance requirements are non-negotiable.
VI. Contract Administration (Micaela Martinez)
   a. Bid Package is available on QuestCDN for $15.00 (eBid #8829416).
      • QuestCDN Plan Download Instructions
      • QuestCDN VBid Bidder Instructions
   b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders”. For those interested in being listed on a pre-bid meeting attendance sheet, please email me your name, number, email address and whether you are a prime or sub for this project at DOTI.Procurement@denvergov.org by the end of the day and I will put an attendance sheet together to be posted on www.work4denver.com and sent out via QuestCDN.
   c. Verify and use legal name, per Colorado Secretary of State.
   d. Confirm registration with the System for Award Management (SAM).
   e. Addenda and/or notices will be sent by email notification via QuestCDN at least 5 business days prior to bid due date.
   g. When completing the Bid Worksheet in QuestCDN, do not round prices.
   h. Bid Form Submittal Package should be in order when submitted via Quest.
   i. Important Dates:
      • Question Deadline – January 4, 2024 no later than 2:00 p.m. Must send to DOTI.Procurement@denvergov.org.
      • Bids Due – January 25, 2023 by 2:00 p.m. The call-in number and conference ID will be posted to the project page on www.work4denver.com.
   l. Bids for this project will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com.
   m. REMINDER: All communication must be sent to DOTI.Procurement@denvergov.org.

VII. Project Overview (Dallas Howell)
The Smith Elementary Safe Routes to School Intersection Improvement Project is a federally funded grant project, with CDOT oversight, to construction ADA compliant curb ramps and intersection median islands at 35th and Holly, 35th and Kearney, 35th and Jasmine, and 36th and Jasmine.

VIII. 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.