

PRE-BID MEETING AGENDA

PROJECT NAME: 2024 STREET MAINTENANCE CONTRACT MILL AND OVERLAY

MEETING DATE: February 1, 2024

CITY PROJECT NO.: 202472279

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 221 241 810# or join via [Click here to join the meeting](#)

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 – Amy Strouthopoulos
- c. DSBO Representative – Tonne Elliott
- d. Auditor’s Office/Prevailing Wage – Jasmine Madlock
- e. Treasury – Diana Bustamante

II. DSBO (Tonne Elliott)

- a. Participation – 21% MWBE
- b. Instructions to Bidders (Section IB-26): page BDP-10 – BDP-11
- c. **Required Forms** to be returned with bid:
 - **1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers** – page BF-9
 - **Commitment to MWBE Participation** – page BF-13
 - **Letter(s) of Intent** – page BF-14

III. [Auditor’s Office](#) (Jasmine Madlock)

- a. Prevailing Wage Rates – Highway Wage
- b. Last Section of the Bid Documents Package

IV. [Treasury](#) (Diana Bustamante)

- a. Instructions to Bidders (Section IB-24) – page BDP-9 – BDP-10
- b. [General Tax Information Booklet](#)

V. Risk Management (April Hansen)

- a. Insurance coverage requirements for this project (SC-17): page BDP-46 – BDP-47.
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*).
- c. Insurance requirements are non-negotiable.

VI. Prequalification (Krystal Guerra)

- Each bidder must be prequalified in category **1F(1) Asphalt at or above the \$3,000,000.00 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. Contract Administration (Cheryl Booker)

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8926147).
 - [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.
- f. Recommend use of Bid Form Checklist – page BF-2.
- 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. Textura is required; Contract Administration will complete the initial set-up in Textura once NTP has been issued.
- j. **Important Dates:**
 - **Question Deadline – February 13, 2024 no later than 10:00 a.m..** Must send to DOTI.Procurement@denvergov.org.
 - **Bids Due – February 29, 2024 by 11:00 a.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.

VIII. Project Overview (Amy Strouthopoulos)

Roto-mill and asphalt overlay in various locations throughout the City and County of Denver. Approximately 30 lane miles of local, collector and arterial streets.

- 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.