

**PRE-BID MEETING AGENDA**  
**PROJECT NAME: 2024 CITYWIDE CONCRETE SPOT REPAIR**

MEETING DATE: February 8, 2024

CITY PROJECT NO.: 202472398

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 372 700 244# or join via [Microsoft Teams](#)

PROJECT LOCATION: Citywide

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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 – Michele Foust
- b. DOTI Project Manager – Finch Pluto
- c. DSBO Representative – Andrew Olthuis
- d. Auditor’s Office/Prevailing Wage – Lizeth Nunez
- e. Treasury – TBD
- f. Prequalification – Krystal Guerra

**II. DSBO (Andrew Olthuis)**

- a. Participation – 30% SBE
- b. Instructions to Bidders (Section IB-26): page BDP-10 – BDP-11
- c. **Required Forms** to be returned with bid:
  - **NO FORMS REQUIRED**

**III. [Auditor’s Office](#) (Lizeth Nunez)**

- a. Prevailing Wage Rates – HIGHWAY CONSTRUCTION PROJECTS
- b. Last Section of the Bid Documents Package

**IV. [Treasury](#) (TBD)**

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

**V. Risk Management**

- a. Insurance coverage requirements for this project (SC-17): page BDP-47 – BDP-48.
- b. Standard 3 coverages required (*Commercial General Liability, Business Automobile and Workers Compensation*).
- c. Insurance requirements are non-negotiable.

**VI. Prequalification (Krystal Guerra)**

- a. Each bidder must be prequalified in category **1F(3) Concrete Sidewalk, Curb, Gutter and ADA Ramps 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](http://www.denvergov.org/prequalification).



**VII. Contract Administration (Michele Foust)**

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8936772).
  - [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](mailto: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](http://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 21, 2024, no later than 2:00 p.m.** Must send to [DOTI.Procurement@denvergov.org](mailto:DOTI.Procurement@denvergov.org).
  - **Bids Due – March 7, 2024, by 11:00 a.m. The call-in number and conference ID will be posted to the project page on [www.work4denver.com](http://www.work4denver.com).**
- l. Bids for this project will ONLY be received and accepted via the online electronic bid service through [www.QuestCDN.com](http://www.QuestCDN.com).
- m. REMINDER: All communication must be sent to [DOTI.Procurement@denvergov.org](mailto:DOTI.Procurement@denvergov.org).

**VIII. Project Overview (Finch Pluto)**

The work will consist of spot repairs to concrete curbs, gutters, sidewalk, cross pans, street panels, and alley panels. The concrete will be replaced to match existing conditions and resolve damage and/or hazards. If asphalt pavement adjacent to concrete work will be disturbed or removed due to construction, it will be replaced with new asphalt. If landscaping and/or sprinklers are damaged during construction, they will be replaced. The work includes hauling and disposal of removed material.

- IX. Q & A** - Please send any additional questions or those needing a more thorough answer to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) so they may be answered in a subsequent addendum.