

**PRE-BID MEETING AGENDA**  
**PROJECT NAME: 2024 CITYWIDE ADA RAMP AND CONCRETE REPAIR C**

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MEETING DATE: February 13, 2024

CITY PROJECT NO.: 202472432

MEETING TIME: 1:00 p.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 404 007 653# or join via [Microsoft Teams](#)

PROJECT LOCATION: District 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 – Micaela Martinez
- b. DOTI Project Manager – Derek Miles
- 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

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

- a. Prevailing Wage Rates – HIGHWAY CONSTRUCTION PROJECTS January 9, 2024
- b. Last Section of the Bid Documents Package

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

- 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-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)**

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



**VII. Contract Administration (Micaela Martinez)**

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8942475).
  - [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 3:00 p.m..** Must send to [DOTI.Procurement@denvergov.org](mailto:DOTI.Procurement@denvergov.org).
  - **Bids Due – March 12, 2024 by 10:30 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 (Derek Miles)**

Removal and replacement of deficient concrete curbs, gutters, sidewalk panels, valley gutters, concrete streets, and alley pavement. Also includes asphalt pavement and landscaping/irrigation restoration.

- 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.