

**PRE-BID MEETING AGENDA**  
**PROJECT NAME: 2024 HOT-IN-PLACE RECYCLING AND REPAVING**

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MEETING DATE: February 13, 2024

CITY PROJECT NO.: 202472434

MEETING TIME: 3:00 p.m

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 190-730-384# 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 – Tricia Ortega on behalf of Cheryl Booker
- b. DOTI Project Manager – Derek Miles
- c. DSBO Representative – Alisha Elliott
- d. Auditor’s Office/Prevailing Wage – Lizeth Nunez
- e. Treasury – TBD

**II. DSBO (Alisha Elliott)**

- a. Participation – 21% MWBE
- b. Instructions to Bidders (Section IB-26): page BDP-10 – BDP-13
- 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 (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 – BDP-10
- 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)**

- a. Each bidder must be prequalified in category **1F(4) Asphalt Pavement Rehabilitation at or above the \$6,000,000.00 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).

City and County of Denver Department of Transportation & Infrastructure  
Office of the Executive Director  
201 W. Colfax Avenue, Dept. 608 | Denver, CO 80202  
[www.denvergov.org/doti](http://www.denvergov.org/doti)  
Phone: 720-865-8630



**VII. Contract Administration (Cheryl Booker)**

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8942472).
  - [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 11:30 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)**

Treat approximately 72 lane miles of local, collector and arterial streets with hot-in-place-recycling surface treatment. The process will occur at selected locations throughout the City.

**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.