

PRE-PROPOSAL MEETING AGENDA

RFP FOR (CM/GC) SERVICES FOR WESTWOOD RECREATION CENTER SOLICITATION NO. 202263524

MEETING DATE: September 6, 2022

MEETING TIME: 1:00 P.M.

TELECONFERENCE: [Join via Teams Meeting link](#) or

by Phone at (720) 388-6219 / Conference ID: 448 099 63#

PROJECT LOCATION: 4320 Morrison Road, and 753 South Raleigh Street in Denver, CO

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. Please note a copy of the **Agenda** is located under the Communication no: 1 in [BidNet](#) for your reference.

I. Introductions

- a. Contract Administrator – Regina Diaz
- b. DOTI Project Manager – Michael Young
- c. Division of Small Business Opportunity Representative – Erin Croke
- d. Denver Economic Development & Opportunity Representative – Dawanta Parks
- e. Auditor’s Office/Prevailing Wage – Arielle Denis
- f. Risk Management – April Hansen
- g. Prequalification – Krystal Guerra

II. DSBO – Division of Small Business Opportunity (Erin Croke)

- a. Participation – 21% MWBE
- b. **Required Form for Phase 1:** DSBO Commitment to MWBE Participation (Attachment 2) (page 309 of the RFP)
*****Phase 2*** (shortlisted firms only)**
- c. Required Form for Phase 2: DSBO 1B - List of Proposed Subcontracts, Subconsultants, and/or Suppliers (Attachment 3) (page 312 of RFP)
- d. MWBE Draft Utilization Plan – Phase 2

III. DEDO – Denver Economic Development & Opportunity (Dawanta Parks)

- a. Workforce Development Program (page 12 of the RFP)
- b. **Workforce Development Approach – Phase 1** (Tab 8 page 18 of RFP)
 - i. Required: General Overview (2-3 pages)*****Phase 2*** (shortlisted firms only)**
- c. Workforce Plan – Phase 2

IV. Auditor’s Office (Arielle Denis)

- a. Prevailing Wage Rates – 4 Prevailing Wage Rates (page 100 of the RFP)
 - i. BUILDING CONSTRUCTION PROJECTS
 - ii. HEAVY CONSTRUCTION PROJECTS
 - iii. HIGHWAY CONSTRUCTION PROJECTS
 - iv. OFFICE OF HUMAN RESOURCES PREVAILING WAGE



V. Treasury

- a. Section 16 of the Sample Agreement - Preconstruction Services Agreement (page 84 of the RFP)
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

VI. **Risk Management (April Hansen)**

- a. Insurance coverage requirements – Previously established CCD Rolling Owner Controlled Insurance Program (ROCIP) requirements. SC-28 Insurance (page 70 of RFP) and Section 8 of the Sample Agreement - Preconstruction Services Agreement (page 80 of the RFP)
- b. Insurance and indemnity requirements are non-negotiable.

VII. **Prequalification (Krystal Guerra)**

- a. Each bidder must be prequalified in category **2A General Building Unoccupied Building at the \$25,000,000.00 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

VIII. **RFP Administration (Regina Diaz)**

- a. RFP is available on [BidNet](#) (Solicitation No. 202263524).
- b. After today's meeting a list of firms that have downloaded the RFP document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the correct contacts listed for your firm. To be on this list you must download the RFP to be considered a document holder.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or communication will be posted via BidNet at least 5 business days prior to proposal due date. Please reference the Addendum Tab and the Communication Tab via BidNet for any updated information.
- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed and a copy is to be returned with the RFP Proposal. (Tab 1; #4) [Click Here for Form](#)
 - Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness survey.
 - Ensure the email address input for the City contact is doti.procurement@denvergov.org.
- g. Important Dates:
 1. **Question Deadline – September 16, 2022, no later than 10:00 a.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Proposals Due – October 6, 2022, by 1:00 p.m.**
- h. Proposals for this RFP will ONLY be received and accepted via the online electronic bid service through [BidNet](#). Please contact BidNet if you are having any technical issues uploading your proposal prior to deadline at 1-800-835-4603 or email them at support@bidnet.com.

REMINDER: All communication must be sent to doti.procurement@denvergov.org. Any Proposer that contacts any member of the Selection Committee, other than the designated contact, from the date of issuance of the RFP and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the City's sole discretion.



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IX. Project Overview (Michael Young)

The City and County of Denver is soliciting proposals from interested firms to provide Construction Management/General Contractor (CM/GC) services for the Westwood Recreation Center located on what are currently two parcels of land, 4320 Morrison Road, and 753 South Raleigh Street in Denver, CO. The goal of the project is to provide the Westwood community a neighborhood recreation center to shape healthy lifestyles.

- X. 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.