

PRE-SUBMITTAL MEETING AGENDA
LORETTO HEIGHTS THEATER CAMPUS
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
SOLICITATION NO. 202263338

MEETING DATE: July 14, 2022

MEETING TIME: 2:00 P.M.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 513 017 271#

PROJECT LOCATION: Loretto Heights Theater Campus (3001 S. Federal Blvd, Denver, CO 80236)

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 – Jennifer Clark
- b. DOTI Project Manager – Gabrielle Schuller
- c. DSBO Representative – Sam Meza
- d. Treasury – TBD
- e. Risk Management – TBD

II. DSBO (Sam Meza)

- a. Participation – 20% MWBE
- b. Section 3 on page 12 of the RFQ
- c. Forms: Commitment to MWBE Participation (Attachment 3) and 1B List of Proposed Subcontractors, Subconsultants or Suppliers (Attachment 4)

III. [Treasury](#) (TBD)

- a. Section 5.16 of the Sample Agreement
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. Risk Management (April Hansen/Danielle Deeke)

- a. Insurance coverage requirements – Section 5.07 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability)
- c. Insurance and indemnity requirements are non-negotiable.

V. RFQ Administration (Jennifer Clark)

- a. RFQ is available on BidNet (Solicitation No. 202263338).
- b. After today's meeting I will download the list of RFQ document holders and post it in BidNet.
- 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 notices will be sent by email notification via QuestCDN at least 5 business days prior to submittal due date.
- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ response.



- 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 – July 21 no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due –August 16 by 11:00 a.m.**
- h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- i. **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 RFQ 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.

VI. Project Overview (Gabrielle Schuller)

This project will provide architectural and engineering design services for the renovation and rehabilitation of the Loretto Heights Theater Campus at 3001 S Federal Blvd, Denver, CO 80236 to address major systems and finishes that are beyond their useful life. The project will include the Loretto Heights Theater and new parking structure to serve the Theater, with an option for additional design of the Library renovation as a potential additional service or phase as funding and property acquisition is finalized.

- VII. 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.