

PRE-SUBMITTAL MEETING AGENDA
PROJECT NAME: MARTINEZ PARK PHASE 1
LANDSCAPE ARCHITECTURAL DESIGN SERVICES RFQ

MEETING DATE: January 25, 2022

MEETING TIME: 11:00 a.m.

MEETING TELECONFERENCE: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or [Join Microsoft Teams Meeting](#)

PROJECT LOCATION: 900 Raleigh St, Denver, CO 80204

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 – Katie Ragland
- b. DOTI Project Manager – John Joyce
- c. DPR Project Manager – Kristen Beard
- d. DSBO Representative – Erin Croke

II. DSBO (Erin Croke)

- a. Participation – **25% MWBE**
- b. Section 3.G on page 13 and Section 6 on page 18 of the RFQ
- c. **Required Forms** to be returned with RFQ submittal:
 - **Commitment to MWBE Participation** (Attachment 3)
 - **1B – List of Proposed Subcontractors, Subconsultants, and/or Suppliers** (Attachment 4)
 - Draft Utilization Plan

III. Treasury

- a. The [Treasury Division](#) collects, records, and deposits all City and County of Denver taxes and other City revenues, and ensures compliance with all applicable tax law.
- b. [General Tax Information Booklet](#)

IV. Risk Management (April Hansen)

- a. Insurance required, as outlined in Section 3.J on page 14. An affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements set forth in the Sample Agreement must be included in Tab 1 – Letter of Transmittal, which is outlined in Section 5, page 17.
- b. Insurance coverage requirements – Section 5.07 of the Sample Agreement
- c. Standard 3 coverages required plus additional (*Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions)*)
- d. Insurance and indemnity requirements are non-negotiable.

V. RFQ Administration (Katie Ragland)

- a. RFQ is available on QuestCDN (**eBid #8091188**).
 - [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-submittal meeting

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
Phone: 720-865-8630



- 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 by the end of the day and I will put an attendance sheet together to post on www.work4denver.com and sent out via QuestCDN.
- c. Verify and use legal name, per [Colorado Secretary of State](#). Certificate of Good Standing to be provided in Tab 1 – Letter of Transmittal of the RFQ proposal.
 - 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. Proposers should acknowledge all addenda in Tab 1 – Letter of Transmittal, which is outlined in Section 5, page 17.
 - 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 in Tab 1 – Letter of Transmittal.
 - 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:**
 - **Question Deadline – February 2, 2022 no later than 2:00 p.m. All questions must be sent to DOTI.Procurement@denvergov.org.**
 - **Submittals Due – February 16, 2022 by 11:00 a.m.**
 - h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com. Consultants must be on the plan holders list through QuestCDN for proposals to be accepted. Please reach out to Quest if there are questions.
 - 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 (John Joyce & Kristen Beard)

Joseph P. Martinez Park is an existing 12.16-acre neighborhood park located in Denver’s Villa Park neighborhood. The park is currently surrounded by single family houses and is divided by Lakewood Gulch, which flows through the middle of the park. The park currently features a memorial to Joseph P. Martinez, a softball/baseball field, a half basketball court, an open lawn, and a playground. The new project is divided into four phases to improve the park with the first phase to be in the northwest corner. This project is for the first phase that will include a Joseph P. Martinez Memorial Plaza, cultural playground, restroom, parking lot, pollinator garden, multi-sports court, fitness station, multi-use lawn area. The first phase will also include new irrigation system and landscape improvements.

- 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.