

PRE-BID MEETING AGENDA

PROJECT NAME: POLICE DISTRICT 5 REPLACEMENT

MEETING DATE: September 23, 2021

CITY PROJECT NO.: 202160233

MEETING TIME: 10:00 a.m.

MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 483-985-014# or [Click here to join the meeting](#)

PROJECT LOCATION: District 8

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 – Regina Diaz
- b. DOTI Project Manager – Matt Young
- c. DSBO Representative – Celina Martinez
- d. Workforce Services – Derrick Watson
- e. Auditor’s Office/Prevailing Wage – Matthew Borquez

II. DSBO (Celina Martinez)

- a. Participation – **19% MWBE**
- b. Instructions to Bidders (Section IB-26) – page BDP-10 through BDP-12
- c. **Required Forms** to be returned with bid:
 - **1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers** – page BF-10
 - **Commitment to MWBE Participation** – page BF-14
 - **Letter(s) of Intent** – page BF-15

III. WORKFORCE SERVICES (Derrick Watson)

- a. Form required: Workforce Development Certification page BF-17
- b. Slide presentation (also included as PDF after agenda)
- c. Instructions to Bidders (Section IB-28) page BDP-12
- d. Section 16 of the Sample Contract on page BDP-33

IV. Auditor’s Office (Matthew Borquez)

- a. Prevailing Wage Rates – **HIGHWAY CONSTRUCTION PROJECTS** (Date: January 4, 2021), **HEAVY CONSTRUCTION PROJECTS** (Date: July 26, 2021), **BUILDING CONSTRUCTION PROJECTS** (Date: July 26, 2021) and **OHR** (Date: August 19, 2021).
- b. Last Section of the Bid Documents Package
- c. <https://denverauditor.org/denverlabor/prevailingwage/>

V. Treasury (not in attendance)

- a. Instructions to Bidders (Section IB-24) – page BDP-9
- b. https://www.denvergov.org/files/assets/public/finance/documents/treasury/tax-guides/gnl_tax_info_booklet.pdf



VI. Risk Management (April Hansen)

- a. Insurance coverage requirements for this project (SC-17) – page BDP-49 through BDP-51.
- b. Insurance that is required (*Commercial General Liability, Business Automobile and Workers' Compensation, Builder's Risk or Installation Floater and Contractor's Pollution Liability*)
- c. Insurance requirements are non-negotiable.

VII. Prequalification (not in attendance)

- a. Each bidder must be prequalified in category **2B General Building - Occupied Buildings** at or **above the \$12,000,000.00 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 by email to doti.prequal@denvergov.org.
- c. To view the Rules and Regulations and to obtain a prequalification application, please visit www.denvergov.org/prequalification.

VIII. Contract Administration (Regina Diaz)

- a. Bid Package is available on QuestCDN for \$15.00 (eBid #8022842). [Click here to view 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" in the upper left-hand corner. 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 by the end of the day and I will put an attendance sheet together to be posted on 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. There will **not** be a Bid Worksheet for this project. Please refer to BF-7 and complete the lump sum amounts for each section.
- h. Bid Form Submittal Package should be in order when submitted via QuestCDN. Please make sure the required forms are completed accurately before you submit in QuestCDN.
- i. Textura is required; Contract Administration will complete the initial set-up in Textura.
- j. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed, signed and returned with bid – BF-18. **(Required Form)**
- k. **Important Dates:**
 1. **OPTIONAL SITE VISIT:** An optional site visit will be held for this Project between **7:00 a.m. and 9:00 a.m.**, on **September 27, 2021**. Any questions asked during the site visit will not be answered and will need to be submitted in writing by the question deadline to doti.procurement@denvergov.org. The location address is: 12025 E. 45th Ave., Denver, CO 80239.
 2. **Question Deadline – October 5, 2021 no later than 10:00 a.m.** Must send to doti.procurement@denvergov.org.
 3. **Bids Due – October 28, 2021 by 11:00 a.m. The call-in number and conference ID will be posted to the project page on www.work4denver.com.**
- l. Bids for this project will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com.
- m. REMINDER: All communication must be sent to doti.procurement@denvergov.org.

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IX. Public Health Orders

a. Frequently Asked Questions

X. Project Overview (Matt Young)

Scope of work includes construction activities on two distinct sites. The primary site includes build out of an existing core and shell space to house Denver Police Department District 5; an addition for sallyport, holding cells, and storage; new entry and plaza; and related site work and security fencing. The secondary site (west lot) includes construction of a stand alone vehicle processing facility, and related site work including mill and overlay of asphalt and security fencing. The existing core and shell space is shared with City and County of Denver 911 operations center, which is a critical operation running 24 hours a day, 7 days a week. Careful planning of construction sequencing is required to ensure that 911 operations are not be disrupted for the duration of construction.

XI. 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.