PRE-BID MEETING AGENDA

PROJECT NAME: 2021 SIGN REPLACEMENT ON-CALL

*As of January 1st, 2020, the Department of Public Works is now the Department of Transportation and Infrastructure.

MEETING DATE: December 29, 2020
CITY PROJECT NO.: 2020XXXXX
MEETING TIME: 9:00 a.m.
MEETING: Join via Microsoft Teams (Link) or by phone at (720) 388-6219, Conference ID: 604 038 932#
PROJECT LOCATION: Citywide

General information about teleconference: *6 will mute/unmute your phone, if you are using the call-in number. If you are using the Teams Link, please click the icon that looks like a microphone to mute/unmute. Anyone that is not speaking is asked to mute their microphone during the meeting to prevent background noise.

I. Introductions
   a. Contract Administrator – Isabelle Oldani
   b. DOTI Project Manager – David Hermosillo & Victor Barela
   c. DSBO Representative – Alexis Nightengale
   d. Auditor’s Office/Prevailing Wage – Daniel Foster
   e. Treasury – Daniel Cooper
   f. Risk – April Hansen

II. DSBO (Alexis Nightengale)
   a. Participation – 0% MWBE
      Required Forms: 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers; Commitment to MWBE Participation; and Letter of Intent. (To be submitted if you intend to use MWBE firms, end up using, or are a MWBE prime)
      Instructions to Bidders (Section IB-26)

III. Auditor’s Office (Daniel Foster)
   a. Prevailing Wage Rates – Office of Human Resources Prevailing Wage Schedules
   b. Last Section of the Bid Documents Package
   c. https://denverauditor.org/denverlabor/prevailingwage/

IV. Treasury (Daniel Cooper)
   a. Instructions to Bidders (Section IB-24) – page BDP-11

V. Risk Management (April Hansen)
   a. Insurance coverage requirements for this project (SC-17) – page BDP-51 through BDP-53.
   b. Standard 3 coverages required (Commercial General Liability, Business Automobile and Workers Compensation).
   c. Insurance requirements are non-negotiable.
VI. Contract Administration (Isabelle Oldani)
   a. Bid Package is available on QuestCDN for $15.00 (eBid #7434193)
   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 pw.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. Addenda will be published 5 business days prior to bid opening.
   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 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-16.
   k. Important Dates:
      1. Question Deadline – January 13, 2021 no later than 10:00 a.m.. Must send to pw.procurement@denvergov.org.
      2. Bids Due – January 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. Bid for this project will ONLY be received and accepted via the online electronic bid service through www.QuestCDN.com. Please, familiarize yourself with the QUESTvBID site and allow plenty of time to submit all proper paperwork. We cannot accept late submissions.
   m. REMINDER: All communication must be sent to pw.procurement@denvergov.org.

VII. Project Overview (David Hermosillo & Victor Barela)
   a. To install new and/or maintain signs within the City and County of Denver. Types of sign work will include post mounted, utility and signal pole mounted, posts both in hardscape and softscape, meter posts, plastic bollards, and signs attached to permanent structures. Contract will involve everything from materials to labor to traffic control according to the bid items and specifications. All work will be in accordance with the MUTCD. Multiple contracts may be awarded pending the needs of the City.

VIII. Q & A - please send any additional questions or those needing a more thorough answer to pw.procurement@denvergov.org so they may be answered in a subsequent addendum.