PRE-BID MEETING AGENDA

PROJECT NAME: 2021 BOND PAVING #6

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

MEETING DATE: February 18, 2021
CITY PROJECT NO.: 202157706
MEETING TIME: 2:00 p.m.
MEETING LOCATION: Teleconference – Phone: (720) 388-6219 / Conference ID: 483 985 014
PROJECT LOCATION: Citywide

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 – Norman Shaw
   c. DSBO Representative – Adrianne Roman
   d. Auditor’s Office/Prevailing Wage – Arielle Denis
   e. Treasury – Yekaterina Shimkina

II. **DSBO (Adrianne Roman)**
   a. Participation – 17% MWBE
   b. 1A – List of Proposed Subcontractors, Subconsultants, and/or Suppliers – page BF-9
   c. Commitment to MWBE Participation – page BF-13
   d. Letter(s) of Intent due on the day of bid opening – page BF-14
   e. Instructions to Bidders (Section IB-26) – page BDP-11 through BDP-13

III. **Auditor’s Office (Arielle Denis)**
    a. Prevailing Wage Rates – Highway
    b. Last Section of the Bid Documents Package
    c. [https://denverauditor.org/denverlabor/prevailingwage/](https://denverauditor.org/denverlabor/prevailingwage/)

IV. **Treasury (Yekaterina Shimkina)**
    a. Instructions to Bidders (Section IB-24) – page BDP-10

V. **Risk Management (April Hansen)**
   a. Insurance coverage requirements for this project (SC-17) – page BDP-47 through BDP-49.
   b. Standard 3 coverages required (Commercial General Liability, Business Automobile and Workers Compensation)
   c. Insurance requirements are non-negotiable.

VI. **Prequalification (Jennifer Clark)**
   a. Each bidder must be prequalified in category 1F(1) Asphalt at or above the $5,000,000.00 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.

VII. Contract Administration (Regina Diaz)

a. Bid Package is available on QuestCDN for $15.00 (eBid #7546704). 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.
g. When completing the Bid Worksheet in QuestCDN, do not round prices.
h. Bid Form Submittal Package (202157706 BF.pdf) should be in order when submitted via Quest.
   Please make sure you include the entire package with forms completed.
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-16.
k. Important Dates:
   1. Question Deadline – February 26, 2021 no later than 10:00 a.m. Must send to doti.procurement@denvergov.org. Bids Due – March 11, 2021 by 11:30 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.

VIII. Project Overview (Norman Shaw)

Overlay of Arterial Streets

IX. 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.