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

PRE-BID MEETING AGENDA
PROJECT NAME: BOND PAVING #7

MEETING DATE: December 16, 2021
CITY PROJECT NO.: 202161305
MEETING TIME: 10:00 a.m.
TELECONFERENCE: Microsoft Teams or by 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 – Jennifer Clark
   b. DOTI Project Manager – Norm Shaw
   c. DSBO Representative – Erin Croke
   d. Auditor’s Office/Prevailing Wage – Kandice McKeon
   e. Treasury – Unable to Attend

II. DSBO (Erin Croke)
   a. Participation – 19% MWBE
   b. Required forms (due with bid): 1A List of Proposed Subcontractors, Subconsultants and/or Suppliers; Commitment to MWBE Participation; Letter(s) of Intent
   c. Instructions to Bidders (Section IB-26)

III. Auditor’s Office (Kandice McKeon)
   a. Prevailing Wage Rates – HIGHWAY CONSTRUCTION PROJECTS (Dated: November 5, 2021)
   b. Last Section of the Bid Documents Package

IV. Treasury (Unable to Attend)
   a. Instructions to Bidders (Section IB-24) – page BDP-9

V. Risk Management (April Hansen/Danielle Deeke)
   a. Insurance coverage requirements for this project (SC-17) – page BDP-47 through BDP-48
   b. Standard 3 coverages required (Commercial General Liability, Business Automobile and Workers Compensation)
   c. Insurance requirements are non-negotiable.

VI. Prequalification (Krystal Guerra)
   a. Each bidder must be prequalified in category 1F(1) Asphalt at or above the $6,000,000.00 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 electronically via B2Gnow.
   c. To view the Rules and instructions on how to apply, please visit www.denvergov.org/prequalification.
VII. **Contract Administration (Jennifer Clark)**
a. Bid Package is available on QuestCDN for $15.00 (eBid #8076889). Click here to view QuestCDN BVid Bidder Instructions
b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders”.
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 should be in order when submitted via Quest.
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** – December 29, 2021 no later than 10:00 a.m. Must send to doti.procurement@denvergov.org.
   2. **Bids Due** – January 20, 2022 by 10:00 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.

VIII. **Project Overview (Norm Shaw)**
Mill and Overlay Elevate Denver Bond 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.