

**PRE-SUBMITTAL MEETING AGENDA**  
**ON-CALL OWNER'S REPRESENTATIVE/STAFF AUGMENTATION SERVICES**  
**COLFAX TRANSIT IMPLEMENTATION – BUS RAPID TRANSIT (BRT) RFQ**

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MEETING DATE: October 4, 2022

MEETING TIME: 1:00 p.m.

MEETING TELECONFERENCE: Teleconference – Phone: (720) 388-6219, Conference ID: 310-094-840# or [Join via Microsoft Teams](#)

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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 – Brian McLaren
- c. RTD Representative – Alexis Serrano-Castro

**II. RTD (Alexis Serrano-Castro)**

- a. Participation – 18% DBE
- b. Attachment 3 – RTD DBE Contract Requirements on page 19 of the RFQ
- c. The following Enclosures (Enclosure 1A through Enclosure 7) must be submitted with your RFQ response in *Tab 5* as a matter of responsiveness.
  - Enclosure 1A: DBE Affidavit
  - Enclosure 1B: DBE Prime Affidavit
  - Enclosure 2: Schedule of DBE Participation
  - Enclosure 3: Letter of Intent to Perform as a DBE Subcontractor
  - Enclosure 4: Solicitation Statistics
  - Enclosure 5: Employer Certification of Workforce
  - Enclosure 6: Disadvantaged Business Outreach
  - Enclosure 7: Unavailability Certification
- d. Enclosure 8 through Enclosure 11 must be submitted to the RTD SBO compliance Officer assigned to this project on a monthly basis after the award of the contract. These forms will not be required to be submitted with the RFQ response.

**III. Treasury**

- a. Section 7.03 of the Sample Agreement
- b. [General Tax Information Booklet](#)

**IV. Risk Management (April Hansen)**

- a. Insurance required, as outlined in Section 5 on page 6. 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 7, page 10.
- b. Insurance coverage requirements – Section 7.07 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 [BidNet](#) (Solicitation No. 202264348).
- b. After today's meeting a list of firms that have downloaded the RFQ document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the correct contacts listed for your firm. To be on this list you must download the RFQ to be considered a document holder.
- c. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- d. Required documents to be returned in *Tab 1 – Letter of Transmittal*:
  - Addenda and/or notices will be sent by email notification via [BidNet](#) at least 5 business days prior to submittal due date. Consultants should acknowledge all addenda in *Tab 1 – Letter of Transmittal*, which is outlined in Section 7, page 10. Acknowledge receipt and compliance with any addenda issued during the procurement.
  - Include an affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements and the FTA Required Provisions, included as Exhibit E, set forth in the Sample Agreement (**Attachment 4**).
  - Verify and use legal name, per [Colorado Secretary of State](#), and include Certificate of Good Standing.
  - **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ response.
    - 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](mailto:doti.procurement@denvergov.org).
  - Federal Certifications: Consultants shall execute the following certifications (**Attachment 7**) and submit such certifications as a condition of responsiveness:
    - Exhibit D-1: Federal Certification Regarding Lobbying
    - Exhibit D-2: Organizational Conflicts of Interest Disclosure Requirements and Certification
    - Exhibit D-3: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters
    - Exhibit D-4: Proposer's Representation Regarding Contingent Fee
- e. **Important Dates:**
  - **Question Deadline – October 12, 2022 no later than 3:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  - **Submittals Due – October 27, 2022 by 10:00 a.m.**
- f. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- g. **REMINDER:** All communication must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org). Any Consultant 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 (Brian McLaren)**

The Colfax BRT Project will provide significantly faster, safer, more attractive, and more reliable transit service in the highest ridership bus corridor in the Denver Metropolitan Area. The anticipated capital investment in improved stations, dedicated BRT lanes, and better pedestrian access will specifically address the growing travel demand in the corridor and mitigate the increased congestion and transit travel time delays resulting from that growth. The project will improve transit operations and travel time in the corridor, which will in turn attract new transit riders, reduce traffic congestion, improve air quality, increase multi-modal connectivity, improve safety, and encourage transit-oriented development near stations.



The Project is intended to be a corridor-based bus rapid transit system that includes features emulating the service provided by rail fixed guideway. The 9.9-route mile corridor includes 32 improved stations with an average spacing of 0.31-mile and will operate 24 hours a day, 7 days a week. Traffic signals will be upgraded to provide transit signal priority where needed through the Denver segment to reduce transit travel time. The BRT service will replace and consolidate the existing bus Route 15 and bus Route 15L services.

The outcome of the project will be an attractive transit service that is competitive with the automobile, will improve access and mobility, and will produce significantly higher transit ridership and total person-trip throughput in the corridor. The CM/GC project delivery method will provide efficient and timely completion of the project in line with community interests. DOTI intends to procure the most qualified team to provide Owner's Representative and Staff Augmentation services to support pre-construction and construction phase work under a CM/GC delivery method.

- VII. **Q & A** - please send any additional questions or those needing a more thorough answer to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) so they may be answered in a subsequent addendum.