

PRE-SUBMITTAL MEETING AGENDA

**PROJECT NAME: ON-CALL LANDSCAPING, SITE-MAINTENANCE, SITE-REPAIR, AND
ECOLOGICAL RESTORATION SERVICES
SOLCITATION NO. 202474020**

MEETING DATE: July 11, 2024

MEETING TIME: 2:00 p.m.

MEETING TELECONFERENCE: [Microsoft Teams Meeting Link](#) or by Phone at (720) 388-6219 / Conference ID: 307 726 323#

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 – Michele Foust
- b. DOTI Project Manager – Kate Williams
- c. DSBO Representative – Alisha Elliott
- d. Auditor’s Office/Prevailing Wage – TBD
- e. Treasury – TBD

II. **DSBO (Alisha Elliott)**

- a. Participation – 17% MWBE
- b. MWBE Requirements (Tab 9):
 - DSBO Commitment to MWBE Participation (Attachment 2)
 - MWBE Equity, Diversity, and Inclusion Plan (EDI Plan)

III. **Auditor’s Office (TBD)**

- a. Prevailing Wage Rates – Heavy Construction Projects
- b. Exhibit D of Sample Agreement

IV. **Treasury (TBD)**

- a. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

V. **Risk Management**

- a. Insurance coverage requirements – Special Contract Conditions of the Sample Agreement (SC-23)
- b. Standard 3 coverages required (Commercial General Liability, Business Automobile, Workers Compensation)
- c. Insurance and indemnity requirements are non-negotiable.



VI. RFQ Administration (Michele Foust)

- a. RFQ is available on [BidNet](#). **Solicitation #202474020**
- 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 you firm. To be on this list, you must download the RFQ to be considered a document holder.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be sent via BidNet at least 5 business days prior to proposal due date.
- f. **Important Dates:**
 1. **Question Deadline – July 18, 2024, no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Proposals Due – August 1, 2024, by 2:00 p.m.**
- g. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#). Consultants must be on the plan holders list through BidNet for proposals to be accepted. Please reach out to BidNet if there are questions.
- h. **REMINDER:** All communication must be sent to doti.procurement@denvergov.org. Any Proposer 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.

VII. Project Overview (Kate Williams)

The City and County of Denver (“City”), Division of Green Infrastructure (“DGI”) is requesting submittals from qualified contractors to provide services related to landscaping, site maintenance, site repair, and ecological restoration on a continuing, on-call basis. DGI seeks to establish a group of on-call contractors to respond to Requests for Bid Proposals for work on green infrastructure and other City-managed landscapes. Common locations include streetside stormwater planters, raingardens, regional stormwater bioretention basins, and other landscapes owned or managed by the City.

- VIII. 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.