

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: BURNHAM YARD PLANNING AND INFRASTRUCTURE PROJECTS (SOLICITATION NO. 202368499)

---

MEETING DATE: June 8, 2023

MEETING TIME: 10:00 a.m.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 380 352 514#

---

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 – Tricia Ortega
- b. DOTI Project Manager – Travis Bogan
- c. CPD - David Gaspers
- d. DOTI - David Krutsinger
- e. DSBO Representative – Samantha Meza
- f. Treasury
- g. Risk Management

#### II. DSBO (Samantha Meza)

- a. Participation – DBE goal assigned on a Task Order by Task Order basis
- b. Section 8 pages 12-16 of the RFQ
- c. DSBO Submittal Requirements:
  - DBE Equity, Diversity, and Inclusion (EDI Plan) – outlined in Section 8
  - Diversity and Inclusiveness Form

#### III. [Treasury](#)

- a. Section 5.05 of the Sample Agreement (Attachment 4)
- b. [www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html](http://www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html)

#### IV. Risk Management

- a. Insurance coverage requirements – Section 5.09 of the Sample Agreement (Attachment 4)
- b. Standard 3 coverages required: Commercial General Liability, Business Automobile, Workers Compensation, plus Professional Liability (Errors & Omissions)
- c. Insurance and indemnity requirements are non-negotiable

#### V. RFQ Administration (Tricia Ortega)

- a. RFQ is available on [BidNet](#) (Solicitation No. 202368499)
- 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. 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 by email notification via BidNet at least 5 business days prior to submittal due date.
- f. **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).
- g. **Important Dates:**
  1. **Question Deadline – June 16, 2023, no later than 3:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  2. **Submittals Due – June 30, 2023, by 10:00 a.m.**
- h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- i. **REMINDER:** All communication must be sent to [doti.procurement@denvergov.org](mailto: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.

**VI. Project Overview (Travis Bogan, David Gaspers, David Krutsinger)**

The City desires to award one professional services contract for a three-year duration and a maximum contract capacity of \$50,000,000.00 or as determined by the City prior to execution of this Contract. The Community Planning and Development Department (CPD) and the Department of Transportation and Infrastructure (DOTI) will collaborate with the selected consulting team to deliver these connected city projects while coordinating with both state and regional stakeholders on additional planning and design work for Burnham Yard. Denver CPD & DOTI departments will also be further coordinating with Colorado Department of Transportation and the State of Colorado’s Public Private Partnership (P3) Collaboration Unit in regard to rail alignments and the State’s ownership and direction for the land, respectively.

- 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.