

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: BOETTCHER HALL RENNOVATION ARCHTECTURAL AND ENGINEERING DESIGN SERVICES

---

MEETING DATE: August 10, 2023

MEETING TIME: 2:00 p.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 924 960 825#

PROJECT LOCATION: District 9

---

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 – Melanie Short
- c. DSBO Representative – Sara Yacovetta
- d. Treasury
- e. Risk Management

#### II. DSBO (Sara Yacovetta)

- a. Participation – 22% MWBE
- b. Section 7 on page 16 of the RFQ
- c. Forms: Commitment to MWBE Participation (Attachment 3) and 1B List of Proposed Subcontractors, Subconsultants or Suppliers (Attachment 2)

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

- a. Section 5.03 of the Sample Agreement
- 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 5.07 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, 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. 202369047**).
- b. Firms and stakeholders can view the document holders on BidNet by visiting the project page and selecting “Document Request List”. The Document Request List will be posted post on [www.work4denver.com](http://www.work4denver.com) and sent out via BidNet after today’s pre-submittal meeting.
- 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 – August 22, 2023, no later than 2:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  - 2. **Submittals Due – September 7, 2023, by 2:00 p.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 (Melanie Short)**

The City and County of Denver (City) is soliciting Requests for Qualifications from Design Teams to provide Architectural and Engineering Professional Services for the Boettcher Concert Hall Building Renovation Project for Denver Arts and Venues. This three-year project will renovate and rehabilitate the existing Boettcher Concert Hall on the Denver Performing Arts Complex. Generally, the renovation will address major systems and finishes that are beyond their useful life.

The primary focus of Boettcher Concert Hall Renovation Project includes renovation of the existing building to upgrade HVAC systems, upgrade fire and other life safety building system upgrades, new interior finishes, data and technology upgrades. This project will include exterior work on the roofing and associated accessories. Construction will likely be in a single phase with construction delivery method to be Construction Manager/General Contractor (CM/GC).

All improvements must meet current code and ordinance requirements, including Denver amendments, as well as LEED Gold, per Executive Order 123. Contract will be for Schematic design through Construction Administration.

The City desires to award one professional services contract for a three-year duration and a maximum contract capacity of \$1,250,000.00 or as determined by the City prior to execution of the contract.

- 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.