

## PRE-SUBMITTAL MEETING AGENDA

### ON-CALL PROFESSIONAL SERVICES FOR WATERWAY RESILIENCY PROGRAM STAFF AUGMENTATION & OWNER ADVISOR SERVICES SOLICITATION NO. 202369871

---

MEETING DATE: October 6, 2023

MEETING TIME: 10:00 A.M.

MEETING LOCATION: Wellington E. Webb Building, 201 W Colfax Ave, 4<sup>th</sup> floor Room 4.F.6

---

#### I. Introductions

- a. Contract Administrator – Cindy Ackerman
- b. DOTI Project Manager – Ashlee Grace
- c. DSBO – Samantha Meza
- d. Treasury – TBD
- e. Risk Management – TBD

#### II. Remarks from Division of Small Business Opportunity (DSBO) – Samantha Meza

- a. The goal for this project is DBE
- b. DBE Participation for this project will be established on a Task Order by Task Order basis
- c. Covered in Section 5 beginning on page 5 of the RFQ

#### III. Treasury (TBD)

- a. Section 6.16 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 (April Hansen/Danielle Deeke)

- a. Insurance coverage requirements – Section 5.08 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Pollution and Professional Liability)
- c. Insurance and indemnity requirements are non-negotiable.

#### V. RFQ Administration (Cindy Ackerman)

- a. RFQ is available on BidNet (Solicitation No. 202369871).
- b. After today's meeting I will download the list of RFQ document holders and post it in BidNet.
- 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 – October 13, 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 – November 2, 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 (Ashlee Grace)**

The Waterway Resiliency (WATR) Program (Program) is embarking on an unprecedented opportunity to reshape the City and County of Denver’s (City) waterways by enhancing natural ecosystems, reducing flood risk, and creating places where people and nature can thrive. This Program will deliver Denver’s One Water Vision for substantial portions of the South Platte River, Weir Gulch, and Harvard Gulch by restoring and reconnecting habitats, providing flood protection, and creating more inviting spaces along Denver’s waterways. The Program will directly benefit some of the City’s most underrepresented, historically disadvantaged, and under-resourced neighborhoods and advance Denver’s goals for enhanced mobility, resiliency, and equity. The WATR Program is a long-term partnership effort with the US Army Corps of Engineers (USACE) and a USACE Civil Works alternative delivery pilot program.

- 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.