

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: DENVER POLICE DISTRICT 6 REPLACEMENT ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

MEETING DATE: February 6, 2024

MEETING TIME: 11:00 a.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 880 824 403#

PROJECT LOCATION: District 10

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 Senior Project Manager – Jim Staples
- c. DSBO Representative – Alisha Elliott
- d. Treasury - TBD

II. DSBO (Alisha Elliott)

- a. Participation – 20% MWBE
- b. Section 7 on pages 17-21 of the RFQ
- c. DSBO Submittal Requirements:
 - DSBO Commitment to MWBE Participation (Attachment 1)
 - Equity, Diversity, and Inclusion (EDI) Plan – outlined in Section 7 D5 (pages 19-21 of the RFQ)

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

- a. Section 5.03 of the Sample Agreement
- b. 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 (Michele Foust)

- a. RFQ is available on BidNet (**Solicitation No. 202472119**).
- 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 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. **Important Dates:**
 - 1. **Question Deadline – February 15, 2024, no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 - 2. **Submittals Due – February 29, 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](#).
- 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.

VI. Project Overview (Jim Staples)

The City and County of Denver (City) is soliciting Requests for Qualifications from Design Teams to provide Architectural and Engineering Professional Design Services for the Denver Police District 6 (“DPD 6”) Replacement.

The primary goal of this project is to remodel/retrofit DPD 6 at its current location at 1556 North Washington Street. This will include a new annex type facility and a review of a possible permanent parking structure. Construction will likely be in a single phase with construction delivery method to be Construction Manager/General Contractor (CM/GC).

- VII. 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.