

**PRE-PROPOSAL MEETING AGENDA**  
**RFP FOR CM/GC SERVICES FOR**  
**DENVER POLICE DISTRICT 6 REPLACEMENT**  
**SOLICITATION NO. 202472519**

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MEETING DATE: April 11, 2024

MEETING TIME: 11:00 AM

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 137 949 623#

PROJECT LOCATION: DPD 6 – 1566 North Washington Street, Denver, CO 80203

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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 – Jim Staples
- c. DSBO Representative – Alisha Elliott
- d. DEDO Representative – John Fraundorfer
- e. Auditor’s Office/Prevailing Wage – TBD
- f. Treasury – TBD
- g. Risk Management – April Hansen
- h. Prequalification – Krystal Guerra

**II. DSBO – Division of Small Business Opportunity (Alisha Elliott)**

- a. Participation – 18% MWBE
- b. **Required Form for Phase 1**: DSBO Commitment to MWBE Participation (Attachment 2) (page 322 of the RFP)  
**\*\*\*Phase 2\*\*\* (shortlisted firms only)**
- c. Required for Phase 2: EDI Plan (Tab 5 of Phase 2)

**III. DEDO – Denver Economic Development & Opportunity (John Fraundorfer)**

- a. Workforce Development Program (page 16 of the RFP)  
**\*\*\*Phase 2\*\*\* (shortlisted firms only)**
- b. Required for Phase 2: Workforce Plan (Tab 6 of Phase 2)

**IV. [Auditor’s Office](#) (TBD)**

- a. Prevailing Wage Rates – Building Construction Projects, Heavy Construction Projects, Prevailing Wage Administrator (PWA) Wages
- b. Exhibit E of Sample Agreement (page 107 of RFP)

**V. [Treasury](#) (TBD)**

- a. Section 16.1 of the Sample Agreement - Exhibit C Preconstruction Services Agreement (page 92 of RFP)
- 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)



**VI. Risk Management (April Hansen)**

- a. Insurance coverage requirements – Previously established CCD Rolling Owner Controlled Insurance Program (ROCIP) requirements. SC-28 Insurance (page 80 of RFP) and Section 8 of the Sample Agreement - Preconstruction Services Agreement (page 87 of the RFP)
- b. Insurance and indemnity requirements are non-negotiable.

**VII. Prequalification (Krystal Guerra)**

- a. Each bidder must be prequalified in category **2B General Building Occupied Building at or above the \$50,000,000.00 monetary level.**
- b. Each bidder must have submitted a prequalification application a minimum of ten (10) calendar days prior to the bid opening date. Applications must be submitted electronically via [B2Gnow](#).
- c. To view the Rules and instructions on how to apply, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).

**VIII. RFP Administration (Michele Foust)**

- a. RFP is available on [BidNet](#). **Solicitation #202472519**
- b. After today’s meeting, a list of firms that have downloaded the RFP 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 RFP 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 – April 25, 2024, no later than 2:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  2. **Proposals Due – May 7, 2024, by 2:00 p.m.**
- g. Submittals for this RFP 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](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 RFP 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.

**IX. Project Overview (Jim Staples)**

The City and County of Denver (City) is soliciting qualifications from interested firms to provide Construction Management/General Contractor (CM/GC) 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 1566 North Washington Street. This will include a new annex type facility and a possible permanent parking structure.

- X. 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.